Competency Standards for National Skill Certificate –3 in Graphic Design for freelancer in ICT Sector

Course Structure

SL	Unit Code and Title		UoC Level	Nominal (Hours)
Generic Competencies				**45**
1.	GU004L2V1	Work in a self-directed team	3	15
2.	GU005L2V1	Carry out workplace interaction in English	3	15
3.	GU013L3V1	Carry out communication with clients	3	15
Sector Specific Competencies				**40**
4.	SUICT002L2V1	Operate office application software	2	25
5.	SUICT004L3V1	Comply to ethical standards in ICT workplace	3	15
Occupation Specific Competencies				**275**
6.	OUGDF001L3V1	Use graphic design application software	3	50
7.	OUGDF002L3V1	Create stationary design	3	60
8.	OUGDF003L3V1	Convert raster to vector	3	40
9.	OUGDF004L3V1	Perform basic image editing	3	75
10.	OUGDF005L3V1	Perform basic color correction	3	50
		Total Nominal Learning Hours		**360**

Units & Elements at Glance

Generic Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
GU004L3V1	Work in a self-directed team	1. Identify team goals and processes 2. Communicate and cooperate with team members 3. Work as a team member 4. Solve problems as a team member	15
GU005L3V1	Carry out workplace interaction in English	1. Interpret workplace communication and etiquette 2. Interpret workplace documents 3. Participate in workplace meetings and discussions 4. Practice professional ethics at workplace	15
GU013L3V1	Carry out communication with clients	1. Interpret client-based communication and etiquette 2. Prepare documents for endeavor/working environment/platform 3. Conduct communication	15
		Total Hours:	45

Sector Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
SUICT002L2V1	Operate office application software	1. Operate computer 2. Install application software 3. Use word processor to prepare/create documents 4. Use spreadsheet to create /prepare worksheets 5. Use presentation software to create / prepare presentation	25
SUICT004L3V1	Comply to ethical standards in IT workplace	1. Uphold the requirements of clients 2. Deliver quality products and services 3. Maintain professionalism at workplace 4. Maintain workplace code of conduct.	15
		Total Hours:	40

Occupation Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
OUGDF001L3V1	Use graphic design application software	1. Interpret fundamentals of graphic design 2. Work with basic illustration and image 3. Identify image standards 4. Create basic designs	50
OUGDF002L3V1	Create stationary design	1. Design business card 2. Design letter head 3. Design envelops 4. Create official vouchers 5. Create resume	60
OUGDF003L3V1	Convert raster to vector	1. Trace raster image manually 2. Apply color 3. Review and check image	40
OUGDF004L3V1	Perform basic image editing	1. Crop and resize image 2. Make clipping path 3. Remove background 4. Create mask	75
OUGDF005L3V1	Perform basic color correction	1. Carry out product color change 2. Apply color correction	50
		Total Hour:	275