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To be filled up by the Processing Officer

**SELF-ASSESSMENT GUIDE**

Qualification	<b>PHOTOGRAPHY NC II</b>	
Certificate of Competency 1:	<b>OPERATE A CAMERA AND COMPOSE A SUBJECT</b>	
Instruction:	<ul style="list-style-type: none"> <li>Read each of the questions in the left-hand column of the chart.</li> <li>Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>	
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• demonstrate technical knowledge in the use of types of camera and their functions*		
• adjust the focus manually and electronically*		
• explain the relationship between shutter speed and aperture setting*		
• apply aperture priority or shutter speed priority*		
• select appropriate lens for a given requirement*		
• prepare and photograph the subject *		
• maintain and store equipment and materials*		
• handle clients concerns		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's Signature:</b>		<b>Date:</b>

**SELF-ASSESSMENT GUIDE**

Qualification	<b>PHOTOGRAPHY NC II</b>	
Certificate of Competency 2:	<b>SET UP STUDIO LIGHTS, EQUIPMENT AND ACCESSORIES</b>	
Instruction:	<ul style="list-style-type: none"> <li>Read each of the questions in the left-hand column of the chart.</li> <li>Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>	
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• select appropriate lighting equipment and associated accessories for specified subjects*		
• apply appropriate white balance (digital photography) or appropriate color correcting filters ( film) *		
• apply range of lighting techniques for the specified subjects*		
• apply safety precautions in setting up studio lights, equipment and accessories *		
• maintain and store electrical equipment after use*		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's Signature:</b>		<b>Date:</b>
<b>Assessor's Signature:</b>		<b>Date:</b>

**SELF-ASSESSMENT GUIDE**

Qualification	<b>PHOTOGRAPHY NC II</b>	
Certificate of Competency 4:	<b>PRESENT FINISHED PRODUCTS</b>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• prepare photo images and needed materials for final packaging*		
• apply finishing touches and packages finished products*		
• handle and delivers finished products*		
• handle clients concerns and requirements *		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's Signature:</b>		<b>Date:</b>

Evaluated by:  Qualified for Assessment  
 Not Yet Qualified for Assessment  
 \_\_\_\_\_ AC Manager  
 Date: \_\_\_\_\_

**SELF-ASSESSMENT GUIDE**

Qualification	<b>PHOTOGRAPHY NC II</b>	
Certificate of Competency 3:	<b>PERFORM POST CAPTURE PROCESSING</b>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• Prepare work environment for film or digital processing*		
• Process images by film or digital means*		
• Upload images to the computer/process films for printing*		
• Apply digital imaging software to manage the images*		
• Catalogue and file images in folders/files negatives inside acid free negatives sleeves*		
• Dispose and or recycle chemical wastes in accordance with health and safety regulations*		
• Identify the copyright, moral rights and intellectual property issues and legislation associated with photo imaging work		
• Maintain and store equipment after use*		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's Signature:</b>		<b>Date:</b>