

SELF-ASSESSMENT GUIDE

Qualification	PHOTOGRAPHY NC II	
Certificate of Competency 1:	OPERATE A CAMERA AND COMPOSE A SUBJECT	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 		
Can I?	YES	NO
• 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.		
Candidate's Signature:	Date:	

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Qualification	PHOTOGRAPHY NC II		
Certificate of Competency 2:	SET UP STUDIO LIGHTS, EQUIPMENT AND ACCESSORIES		
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
<ul style="list-style-type: none"> • select appropriate lighting equipment and associated accessories for specified subjects* 			
<ul style="list-style-type: none"> • apply appropriate white balance (digital photography) or appropriate color correcting filters (film) * 			
<ul style="list-style-type: none"> • apply range of lighting techniques for the specified subjects* 			
<ul style="list-style-type: none"> • apply safety precautions in setting up studio lights, equipment and accessories * 			
<ul style="list-style-type: none"> • 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.			
Candidate's Signature:			Date:
Assessor's Signature:			Date:

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Qualification	PHOTOGRAPHY NC II	
Certificate of Competency 3:	PERFORM POST CAPTURE PROCESSING	
<p>Instruction:</p> <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 		
Can I?	YES	NO
• 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*		
<p>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.</p>		
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Qualification	PHOTOGRAPHY NC II	
Certificate of Competency 4:	PRESENT FINISHED PRODUCTS	
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 		
Can I?	YES	NO
• 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.		
Candidate's Signature:	Date:	