TVET

TECHNICAL & VOCATIONAL EDUCATION & TRAINING AUTHORITY

National Competency Standard for PHOTOGRAPHY
Standard Code: SOC05S14V1

[Endorsed by the MALDIVES QUALIFICATIONS AUTHORITY (MQA)]

Preface

Technical and Vocational Education and Training (TVET) Authority was established with the vision to develop a TVET system in the Maldives that is demand driven, accessible, beneficiary financed and quality assured, to meet the needs of society for stability and economic growth, the needs of Enterprise for a skilled and reliable workforce, the need of young people for decent jobs and the needs of workers for continuous mastery of new technology.

TVET system in the Maldives flourished with the Employment Skills Training Project (ESTP) funded by ADB with the objective of increasing the number of Maldivians, actively participating in the labor force, employed and self-employed. The Project supported expansion of demand driven employment-oriented skills training in priority occupations and to improve the capacity to develop and deliver Competency Based Skill Training (CBST). The project supported delivery of CBST programs to satisfy employer demand-driven needs. The National Competency Standards (NCS) provide the base for this training. Currently CBST is offered for five key sectors in the Maldives: Tourism, Fisheries and Agriculture, Transport, Construction and the Social sectors. These sectors are included as priority sectors that play a vital role in the continued economic growth of the country.

The NCS are developed in consultation with Employment Sector Councils representing employers. They are designed using a consensus format endorsed by the Maldives Qualifications Authority (MQA) to maintain uniformity of approach and the consistency of content amongst occupations. This single format also simplifies benchmarking the NCS against relevant regional and international standards. NCS specify the standards of performance of a competent worker and the various contexts in which the work may take place. NCS also describes the knowledge, skills and attitudes required in a particular occupation. They provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competency acquired following training or through work experience. By sharing this information, all participants in the training process have the same understanding of the training required and the standard to be reached for certification. Certification also becomes portable and can be recognized by other employers and in other countries with similar standards.   NCS are the foundation for the implementation of the TVET system in Maldives. They ensure that all skills, regardless of where or how they were

developed can be assessed and recognized. They also form the foundation for certifying skills in the Maldives National Qualification Framework (MNQF).

SOC05S14V1 is the first version of the NCS for Photography, and has been developed and endorsed in the year 2014. This standard includes one Qualification at Level 3 of Maldivian National Qualifications Framework.

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Director   Director   Chief Executive Officer
TVET Authority   MQA   MQA

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Date of Endorsement

Key for coding Competency Standards and Related Materials

DESCRIPTION	REPRESENTED BY
Industry Sector as per ESC (Three letters)	Construction Sector **(CON)** Fisheries and Agriculture Sector **(FNA)** Transport sector **(TRN)** Tourism Sector **(TOU)** Social Sector **(SOC)** Foundation **(FOU)**
Competency Standard	**S**
Occupation with in a industry Sector	**Two digits 01-99**
Unit	**U**
Common Competency	**1**
Core Competency	**2**
Optional/ Elective Competency	**3**
Assessment Resources Materials	**A**
Learning Resources Materials	**L**
Curricula	**C**
Qualification	**Q1, Q2 etc**
MNQF level of Qualification	**L1, L2 etc**
Version Number	**V1, V2 etc**
Year of endorsement of standard, qualification	**By two digits Example- 07**

Endorsement Application for Qualification 01	
NATIONAL CERTIFICATE III IN PHOTOGRAPHY	
Qualification code: SOC05SQ1L314	**Total Number of Credits :** 60
Purpose of the qualification	
The holders of this qualification are expected to work as an Assistant to a Photographer and will be working under the supervision of a Photographer.	
Regulations for the qualification	National Certificate III in Photography will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11

Schedule of Units

Unit	Unit Title	Code
1.	Observe personal and work place hygiene practices	SOC05S1U01V1
2.	Practice health, safety and security Practices	SOC05S1U02V1
3.	Provide effective customer care	SOC05S1U03V1
4.	Practice effective workplace communication	SOC05S1U04V1
5.	Perform computer operations	SOC05S1U05V1
6.	Develop self as an artist	SOC05S2U06V1
7.	Select and prepare work for exhibition	SOC05S2U07V1
8.	Operate camera and compose a subject	SOC05S2U08V1
9.	Set up studio lights, equipment and accessories	SOC05S2U09V1
10.	Perform post capture processing	SOC05S2U10V1
11.	Present finished products	SOC05S2U11V1

Accreditation requirements	The training provider should have the required training facility to provide the trainees the hands-on experience related to this qualification
Recommended sequencing of units	As appearing under the section 06

Units Details

Unit	Unit Title	Code	Level	No of credits
1.	Observe personal and work place hygiene practices	SOC05S1U01V1	03	05
2.	Practice health, safety and security Practices	SOC05S1U02V1	03	05
3.	Provide effective customer care	SOC05S1U03V1	03	05
4.	Practice effective workplace communication	SOC05S1U04V1	03	05
5.	Perform computer operations	SOC05S1U05V1	03	05
6.	Develop self as an artist	SOC05S2U06V1	03	06
7.	Select and prepare work for exhibition	SOC05S2U07V1	03	06
8.	Operate camera and compose a subject	SOC05S2U08V1	03	06
9.	Set up studio lights, equipment and accessories	SOC05S2U09V1	03	06
10.	Perform post capture processing	SOC05S2U10V1	03	06
11.	Present finished products	SOC05S2U11V1	03	05

Packaging of National Qualifications:

National Certificate III in Photography will be awarded to those who are competent in units

1+2+3+4+5+6+7+8+9+10+11

Qualification Code: SOC05SQ1L314

National Competency Standard for
PHOTOGRAPHY

Unit No	Unit Title
1.	Observe personal and work place hygiene practices
2.	Practice health, safety and security Practices
3.	Provide effective customer care
4.	Practice effective workplace communication
5.	Perform computer operations
6.	Develop self as an artist
7.	Select and prepare work for exhibition
8.	Operate camera and compose a subject
9.	Set up studio lights, equipment and accessories
10.	Perform post capture processing
11.	Present finished products

Description of a PHOTOGRAPHER

Photographers create permanent visual images for an exceptionally wide range of creative, technical and documentary purposes. A professional photographer usually works to a brief set by the client or employer. Examples of image content include wedding, family and baby photographs, fashion, food, architecture, corporate photography, war zones and landscapes

Competency Standard Development Process

The competencies were determined based on the analysis of the tasks expected to be performed by the photographer in the Maldives. The task analysis was based on the existing documents prepared among the experts in the industry and on the advice of the experts in the field of Photography training in Maldives. Competency standards used for similar type of training in other countries were also examined

Unit 01

UNIT TITLE	Observe personal and work place hygiene practices				
DESCRIPTOR	This unit covers the knowledge, skills and attitudes required to observe workplace hygiene procedures and maintaining of personal presentation and grooming standard. This unit deals with necessary skills and knowledge required for maintaining the hygiene of workers and the hygienic practices that should be applied while on the job.				
CODE	SOC05S1U01V1	Level	3	Credit	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA	
1. Observe grooming, hygiene and personal presentation standards	1.1.	Grooming, hygiene and personal presentation practices maintained at high standards in line with industry norms and procedures
	1.2.	Adequate level of personal cleanliness observed throughout the work
	1.3.	Effects of poor personal hygiene understood and avoided in all practices
2. Follow hygiene procedures	2.1.	Hygiene procedures followed in line with procedures and legal requirements
	2.2.	Hygiene standards maintained in line with procedures
3. Identify and avoid hygiene risks	3.1.	Hygiene risks understood and avoided in line with general standards and guidelines

Range statement
Procedures included

- Grooming and personal presentation
- Personal and work place hygiene

Tools, equipment and materials required may include:
Nil

Assessment guide
Form of assessment
- Assessment for the unit needs to be holistic and observed during assessment of other units of competency which forms the qualification.
- Any written or oral examinations may include questions related to hygiene, illness and personal grooming standard.

Assessment context
Assessment may be done in workplace or a simulated work environment.

Critical aspects
It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Maintaining adequate level of all aspects of personal hygiene and cleanliness
- Following cleaning procedures for effective cleaning of work areas
- Immediately reporting any symptoms of illness
- Undertaking routine medical checkups
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions
- Theoretical assessment of this unit must be carried our in an examination room where proper examination rules are followed.
- Assessment of hygienic work practices must be constantly evaluated.

Underpinning knowledge and skills

Underpinning knowledge	Underpinning skills
• General knowledge of common terminologies used in hygiene including personal hygiene • Knowledge on general symptoms of different types of diseases • Detailed knowledge and importance of illness and injury reporting procedures	• Ability to follow procedures and instructions • Competent to work according to relevant hygiene regulations and procedures • Competent to work to meet requirements for personnel hygiene and hygienic practices • Communication skills • Interpersonal skills

Unit 02

UNIT TITLE	Practice health, safety and security Practices				
DESCRIPTOR	This unit describes the importance of health and safety in the working environment. It identifies the key safety hazards within the work area and recognizes the correct manner in which to safely carry out the tasks of the job, for the benefit of the trainee, colleagues and customers.				
CODE	SOC05S1U02V1	**Level**	3	**Credit**	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Follow workplace health, safety and security procedures	1.1. Health, safety and security procedures followed in line with operational policies and procedures and laws and regulations 1.2. Illnesses reported through proper channels of communication, using relevant forms and formats, in line with enterprise procedures 1.3. Safety and security breaches reported through proper channels of communication, in line with existing procedures
2. Deal with emergency situations	2.1. Emergency situations recognized and appropriate procedures followed in line with existing procedures 2.2. Assistance sought and cooperation given in emergency situations in line with existing procedures 2.3. Emergency incidences reported in line with existing procedures
3. Identify and prevent hygiene risks	3.1. Hygiene risks identified, prevented and avoided in line with existing procedures 3.2. Hygiene risks reported to appropriate persons and corrective action taken in line with enterprise procedures

Range Statement
Procedures included:

- Guidelines for safe handling of equipment of utensils
- Emergency procedures
- Fire safety procedures
- Security and safety guidelines
- Cleaning and decontamination procedures
- Waste handling procedures
- Cleaning chemicals handling guidelines
- Accident and incidence reporting procedures
- Basic first aid procedures

Tools, equipment and materials required may include:

- Relevant procedure manuals

Assessment guide
Forms of assessment
Assessment for the unit needs to be holistic and must be observed through real or simulated workplace activities.

Assessment context
Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices.

Critical aspects (for assessment)
It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Communicating effectively with others involved in or affected by the work.
- Identifying and assessing hazardous situations and rectifying, or reporting to the relevant persons.
- Safely handling and storage of dangerous and/or hazardous goods and substances.
- Applying safe manual handling practices.
- Safely and effectively operating equipment and utilising materials over the full range of functions and processes for work undertaken on worksite.
- This unit may be assessed in conjunction with all and units which form part of the normal job role.

Assessment conditions
Assessment must reflects and events processes that occur over a period of time

Resources required for assessment
The following should be made available:

- A workplace or simulated workplace
- Situations requiring safe working practices

- Instructions on safe working practice
- Hazardous chemicals and/or dangerous goods information
- Common food services equipment with their usage guideline

Underpinning knowledge and skills

Underpinning knowledge	Underpinning skills
• General knowledge on safe practices • Communication procedures • Relevant workplace procedures and guidelines	• Undertake safe manual handling jobs • Competent to follow safety regulations • Competent to work safely with workplace equipments, materials and colleagues

Unit 03

UNIT TITLE	Provide effective customer care			
DESCRIPTOR	This unit addresses the importance of caring for customers in the hospitality industry. It shows how customer care relates to quality service and the best methods of anticipating and meeting customer's need.			
CODE	SOC05S1U03V1	**Level**	3	**Credit**	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Greet customers and colleagues	1.1. Customers and colleagues greeted according to standard procedures and social norms 1.2. Sensitivity to cultural and social differences demonstrated
2. Identify and attend to customer needs	2.1. Customer needs identified, assessed and prioritized effectively.Customers informed correctly. 2.2. Personal limitations identified and assistance from proper sources sought when required
3. Deliver service to customers	3.1. Quality services provided to customers in line with enterprise procedures 3.2. Personal limitations identified and assistance from proper sources sought when required
4. Handle inquiries	4.1. Customer queries handled promptly and properly 4.2. Personal limitations identified and assistance from proper sources sought when required
5. Handle complaints	5.1. Responsibility for handling complaints taken within limit of responsibility 5.2. Personal limitations identified and assistance from proper sources sought when required 5.3. Operational procedures to handling irate or difficult customers followed correctly 5.4. Details of complaints and comments from customers properly recorded

Range statement

Procedures included:

- Greeting procedure
- Complaint and comment handling procedure
- Incidence reporting procedures
- General knowledge of property
- Standard operating procedures for service deliveries

Tools, equipment and materials required may include:

- Relevant procedure manuals

Form of assessment

Assessment for the unit needs to be holistic and must include real or simulated workplace activities.

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of practices.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations. This unit may be assessed in conjunction with all units which form part of the normal job role.

Assessment conditions

Assessment must reflect both events and processes over a period of time.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Simulated work place scenarios

Underpinning knowledge and skills

Underpinning Knowledge	Underpinning Skills
• General knowledge of the implications on efficiency, morale and customer relations • General knowledge of ways of caring for customers	• Undertake effective customer related communications • Competent in providing customer care

Unit 04

UNIT TITLE	Practice effective workplace communication				
DESCRIPTOR	This unit addresses the need for effective communication in the Photography Profession. It describes the ethics of communication and shows the importance of selecting the best method of communication during various situations. It also identifies the barriers to communication and explains how to overcome them. The unit also describes how to use the telephone; the procedures for answering, transferring and holding calls, making outgoing calls and taking messages. In addition it also highlights the need for cleaning telephone equipment.				
CODE	SOC05S1U04V1	Level	3	Credit	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA	
1. Communicate with customers and colleagues	1.1.	Proper channels and methods of communication used
	1.2.	Workplace interactions with customers and colleagues appropriately made
	1.3.	Appropriate non-verbal communication used
	1.4.	Appropriate lines of communication followed
2. Participate in workplace meetings and discussions	2.1.	Meetings and discussions attended on time
	2.2.	Procedures to expressing opinions and following instructions clearly followed
	2.3.	Questions asked and responded to effectively
	2.4.	Meeting and discussion outcomes interpreted and implemented correctly
3. Handle relevant work related documentation	3.1.	Conditions of employment understood correctly
	3.2.	Relevant information accessed from appropriate sources
	3.3.	Relevant data on workplace forms and other documents filled correctly
	3.4.	Instructions and guidelines understood and followed properly
	3.5.	Reporting requirements completed properly
4. Handle telephone	4.1.	Procedures for taking messages and making outgoing calls followed correctly
	4.2.	Incoming calls answered correctly
	4.3.	Calls put on hold and transferred properly
	4.4.	Outgoing calls made efficiently
	4.5.	Communication in both English and Dhivehi demonstrated correctly

Range statement

Procedures included:

- Organizational hierarchy and reporting order
- Communications procedures
- Telephone handling procedures

Aspects evaluated:

- Non-verbal communication
- Interpersonal skills
- General attitude to customers, colleagues and work
- Conformity to policies and procedures

Tools, equipment and material used in this unit may include

- Telephone
- Note pads
- Pens
- Forms and formats related to inter-personal communication

Assessment guide

Forms of assessment

Assessment for the unit needs to be continuous and holistic and must include real or simulated workplace activities.

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of opportunities for communication.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of communicating effectively with others involved in or affected by the work. This unit may be assessed in conjunction with all and units which form part of the normal job role.

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace

- Materials and equipment

Underpinning knowledge and skills

Underpinning Knowledge	Underpinning Skills
- General knowledge of English and Divehi grammar - General knowledge of common telephone equipment - General knowledge on effective communication	- Undertake effective customer relation communications - Competent in communicating basic with customers - Fluency in English and Dhivehi language usage

Unit 05

UNIT TITLE	Perform Computer Operations				
DESCRIPTOR	This unit covers the knowledge, skills and attitudes and values needed to perform computer operations that include inputting, accessing, producing and transferring data using the appropriate hardware and software.				
CODE	SOC05S1U05V1	**Level**	3	**Credit**	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA	
1. Input data into computer	1.1.	Data entered into the computer using appropriate program/application in accordance with company procedures
	1.2.	Accuracy of information checked and information saved in accordance with standard operating procedures
	1.3.	Input data stored in storage media according to requirements
2. Access information using computer	2.1.	Correct program/application selected based on job requirement
	2.2.	Program/application containing the information required accessed according to company procedures
	2.3.	Desktop icons correctly selected, opened and closed for navigation purposes
3. Produce/output data using computer system	3.1.	Entered/stored data processed using appropriate software commands
	3.2.	Data printed out as required using computer hardware/peripheral devices in accordance with standard operating procedures
	3.3.	Files and data transferred between compatible systems using computer software, hardware/ peripheral devices in accordance with standard operating procedures

Range Statement

This unit covers computer hardware to include personal computers used independently or within networks, related peripherals, such as printers, scanners, keyboard and mouse, and storage media such as disk drives and other forms of hardware for graphics work. Software used must include but not limited to word processing, spreadsheets, database and billing software packages and Internet browsing Graphics/Photo-editing software

Tools, equipment and materials required may include:

- Storage device
- Different software and hardware
- Personal computers system
- Laptop computer
- Printers
- Scanner
- Keyboard
- Mouse
- Disk drive /CDs, DVDs, compressed storage device

Assessment guide
Forms of assessment

The assessor may select two of the following assessment methods to objectively assess the candidate:

- Observation
- Questioning
- Practical demonstration

Assessment context

Assessment may be conducted out of the workplace preferably in a computer classroom

Critical aspects (for assessment)

Assessment must show that the candidate:

- Selected and used hardware components correctly and according to the task requirement
- Identified and explain the functions of both hardware and software used, their general features and capabilities
- Produced accurate and complete data in accordance with the requirements
- Used appropriate devices and procedures to transfer files/data accurately

Assessment conditions

Assessment may be conducted out of the work environment and may include assignments and projects.

Special notes for assessment

During the assessment the trainees shall:

- Carry out all the tasks according to the industry and organizational policies and procedures
- Meet the performance criteria of all competence
- Demonstrate accepted level of performance determined by the assessors

Resources required for assessment
Computer hardware with peripherals and appropriate software

Underpinning knowledge and skills

Underpinning knowledge	Underpinning skills
- Basic ergonomics of keyboard and computer use - Main types of computers and basic features of different operating systems - Main parts of a computer - Storage devices and basic categories of memory - Relevant software - General security and computer Viruses	- Reading skills required to interpret work instruction - Communication skills - Keyboard skills

Unit 06

UNIT TITLE	DEVELOP SELF AS AN ARTIST				
DESCRIPTOR	This unit covers the knowledge, skills and attitudes required to exhibit professional practice that describes development of technical and conceptual skills required to work as a practicing artist. It also deals with communicating effectively and working strategically to achieve planned outcomes as an artist.				
CODE	SOC05S2U06V1	Level	3	Credit	6

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA	
1. Acquire and develop technical skills	1.1	**Strategies for developing self** are identified and planned to ensure the development of appropriate technical skill
	1.2	Relevant journals, magazines, catalogues and other media are used to stimulate technical and professional development
	1.3	Capabilities of materials, tools and equipment are tested to develop technical skills
	1.4	Feedback, discussion and evaluation opportunities to continuously improve technical skills are identified and used.
2. Develop conceptual skills and ideas	2.1	Work experiences and ideas are discussed with others to improve own practice.
	2.2	Work of others are studied to stimulate conceptual and technical skills development
	2.3	Opportunities to develop skills are identified and have participated.
3. Develop own style	3.1	New ideas in making and / or interpreting work are explored and experimented.
	3.2	Technology, where appropriate to expand own practice is explored and used.
4. Evaluate own work	4.1	Constructive criticism is sought and applied to improve own work
	4.2	Work is evaluated against planned strategy and in the context of work of others in order to improve own practice

	4.3 Work processes and practice are adjusted as necessary to improve technical, conceptual and commercial outcomes.
5. Research work opportunities	*5.1* Networks and sources of information relating to work opportunities are correctly identified.
	5.2 Promotional opportunities that may helpful in developing career opportunities are identified.

Range Statement
Strategies for developing self

- Working effectively with Assessor / Trainer
- Participating in professional development
- Undertaking training courses
- Practicing
- Participating in relevant groups or associations
- Experimenting
- Communicating with peers
- Being involved in a range of relevant art making activities

Technical Skills
- Photography
- Video
- Printmaking
- Information Technology, including relevant hardware and software

Opportunities to develop skills
- Exhibitions
- Lectures, seminars, conferences, symposiums
- Floor talks at galleries
- Competitions
- Master classes
- Professional organizations

Networks and Sources of Information
- Networks
- Professional associations
- Alumni organizations

- Community organizations
- Colleagues and teachers
- Sources of Information
- Gallery listings
- Job advertisements
- Websites
- Word of mouth
- Art journals
- Exhibition catalogues and program

Promotional opportunities

- Competitions
- Exhibitions
- Community events
- Participation on websites
- Membership of specialization-specific organization
- Applications to funding bodies

Assessment Guide

Form of assessment

Competency must be assessed through:

- Observation / Demonstration with oral questioning
- Portfolio
- Third party report

Assessment context

- Competency may be assessed in the work place or in a simulated work place setting.

Critical aspects (for assessment)

Assessment requires evidence that the candidate:

- Applied strategies to develop appropriate skills in art practice
- Used discussion and evaluation opportunities to develop technical and conceptual skills
- Demonstrated work practice that develops own style through exploring and experimenting with new ideas in making and / or interpreting work

Underpinning knowledge and skills

Underpinning knowledge	Underpinning skills
• relevant to the area(s) of specialization(s) • Elements and principles of design • Physical properties and capabilities of material, tools and equipment and their application • Awareness of copyright, moral rights and intellectual property issues related to the development of self as artist • Sources of information relating to work opportunities and career planning • Visual arts and contemporary craft	• Literacy skills sufficient to interpret information and communicate ideas • Discerning and listening to advice from colleagues, experts and audiences

Unit 07

UNIT TITLE	SELECT AND PREPARE WORK FOR EXHIBITION				
DESCRIPTOR	This unit describes the skills and knowledge required to select and prepare work for display or exhibition. The skills and knowledge are not restricted to a particular specialization but apply across all specialization depending on the work context.				
CODE	SOC05S2U07V1	Level	3	Credit	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Select work to submit for exhibition	1.1 Relevant information on the criteria is accessed which informs the selection of work for exhibition 1.2 information on criteria for display of work is interpreted 1.3 Issues surrounding criteria with relevant individuals/organizations is identified and clarified 1.4 Work is selected in accordance with established criteria
2 Organize selected work for exhibition	2.1 Completeness of work to be displayed is checked and action is taken when required 2.2 Any specific requirements for display of selected work is determined and taken action in consultation with relevant individuals or organizations 2.3 Relevant steps and processes required to prepare selected work for display is identified 2.4 Work is prepared using appropriate techniques or engage the services of others as required 2.5 Accurate information on work is provided to relevant individuals/organizations in accordance with requirements 2.6 Work is submitted to exhibition curator or display organizer within agreed timeframe and in accordance with other agreed requirements 2.7 Assistance for exhibition is provided with installation or hanging as required and in accordance with instructions

Range Statement

Exhibition of work occurs in a variety of contexts, including

- Studio spaces
- Local community spaces
- Web sites
- Artist run spaces
- Group exhibition at regional venues
- Retail display
- Contribution to an exhibition via submission to a competition

Criteria for selection of work for exhibition may include:

- Criteria provided by organizer of exhibition
- Criteria decided by artist, designer or performer
- Size, dimension, theme, medium, number of pieces
- Quality of completed work
- Personal preferences
- Physical characteristics of display area, eg light,   ventilation   and access

Completeness of work may involve

- Tidiness/cleanliness
- All elements present
- Touch up requirements satisfied
- Resolution requirements for web presentation

Requirements for display may include:

- Framing
- Cleaning the work
- Attaching fixtures for hanging or mounting
- Selecting and painting plinths
- The display environment, e.g. light, humidity, temperature, power sources
- Accompanying documentation, e.g. consignment notes, artist's statement
- Web site information

Assistance for the exhibition may involve

- Planning the exhibition space
- Planning the location of work within the space
- Contributing to safely hanging, installing and dismantling work
- Labeling work
- Wrapping/storage of works at the conclusion of the display or exhibition

Assessment Guide

Form of assessment

Competency must be assessed through:

- Demonstration with questioning
- Portfolio
- Third party report

Assessment context

- Assessment may be done in the workplace or in a   simulated workplace setting
- Assessment activities are carried out through TVET

Critical aspects (for assessment)

Assessment requires evidence that the candidate:

- Selected work to submit for exhibition
- Organized selected work for exhibition

Underpinning knowledge and skills

Underpinning knowledge	Underpinning skills
• Exhibition, display or presentation contexts relevant to the area of work • General knowledge about techniques for display or exhibition relevant to the area of work, eg hanging, dismantling • General knowledge of ways in which space is planned for display or exhibition purposes relevant to area of work • General knowledge of the elements and principles of design and their specific application to the layout of an exhibition or display • Awareness of copyright, moral rights and intellectual property issues relevant to exhibitions and display • Organizational and legislative occupational health and safety issues relating to exhibitions and displays of work and their safe hanging/installing and dismantling • Literacy skills sufficient to interpret exhibition or display requirements	• Effective communication skills especially in dealing with other artists, event organizers and staff • Ability to select work for submission which is consistent with the criteria for the exhibition or display • Planning and organizing work and materials for exhibition • Practice of good time management • Ability to handle telephone or face to face inquiries and conversations regarding work for exhibition

Unit 08

UNIT TITLE	OPERATE CAMERA AND COMPOSE A SUBJECT				
DESCRIPTOR	This unit covers the knowledge, skills and attitudes required to operate camera, position the camera, select appropriate lens and compose the shots to achieve the required image.				
CODE	SOC05S2U08V1	**Level**	3	**Credit**	6

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Operate the camera	1.1 Camera is identified and selected appropriately for specific purpose 1.2 Camera is operated safely in accordance with manufacturer's instruction
2. Select and use lens	2.1 Lenses are selected according to technical and subject requirement. 2.2 Focusing techniques of lens are applied.
3. Address lighting and exposure	3.1 Quality and quantity of available lights are assessed to determine appropriate exposure and lighting effect. 3.2 Corrective actions are taken to address changing or inadequate lighting conditions.
4. Compose a subject	4.1 Subject is identified and visualized according to graphic elements and rules of composition 4.2 Subject is composed to meet aesthetic requirements and provided the correct visual interpretation of work requirements
5. Experiment with techniques to capture photographic images	5.1 Techniques are appropriately identified and selected for the photographic subject matter 5.2 Controls are selected and use to effect image capture and to ensure correct exposure 5.3 Techniques are tested to achieve changes to subject appearance as required 5.4 Corrective filters are selected and used to meet the creative and technical requirements of the shots 5.5 Corrective filters are used to ensure that color balance and light conditions are attained
6. Review images	6.1 Images are viewed from the camera LCD, computer or TV monitor.

	6.2 Results are evaluated to ensure correct exposure and the desired outcome for the subject matter.
	6.3 Images are stored in the storage media.
7. Restore equipment	7.1 Equipment is cleaned after use as per manufacturers' instruction.
	7.2 Equipment and materials are stored in accordance with workplace procedures

Range Statement

Shots

- Extreme close up
- Close up
- Mid shot
- Long shot
- Wide shot
- High angle
- Eye level shot
- Low angle
- Establishing or master shot
- Point of view shot
- Camera Panning

Lenses

- Standard lens
- Telephoto lens
- Wide Angle lens
- Variable focal length
- Fixed focal length
- Macro / Micro lens
- Shift lens
- Fisheye lens

Performance characteristics of lenses may include :

- Resolution
- Contrast
- Image shift
- Sharpness

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- Zoom
- Mechanical Operation
- Focal Length
- Maximum Aperture

Graphic elements

- Lines
- Shapes
- Texture
- Color
- Tones

Operation of camera

- Hand held operation
- Fixed / supported camera

Filters

- Color correction
- Contrast filters for black and white
- Graduated, neutral density
- Ultraviolet or skylight
- Polarizing
- Special effects
- Enhancers
- Color balancing filters

Cameras

- 35 mm –SLR -RF
- Digital SLR
- Medium Format – SLR –TLR, RF
- Large Format
- Monorail

Equipment and materials

- 35 mm SLR and digital equivalent
- Film suitable for the nominated techniques (black and white, color or digital media)
- Lenses covering different focal lengths
- Tripod
- Cable release / R Control

- Filters
- Lens hoods
- Sheet film

Subject matter

- People
- Still life / Product
- Environment

Controls

- Aperture
- Shutter speed
- Focal length of lenses

Techniques to capture photographic image

- Shutter speed
- Freeze motion
- Panning
- Time exposure
- Slow shutter speeds and moving subjects
- Aperture
- Depth of field (maximum and minimum)
- Effect of different focal lengths on depth of field
- Perspective
- Stretched perspective
- Normal perspective
- Compressed perspective
- Exposure meter techniques
- Reflected
- Incident

Process and output may refer to

- Photographic film developing and printing
- Digital image processing and output

Assessment Guide
Form of assessment

Competency must be assessed through:

- Demonstration with oral questioning

- Interview
- Portfolio

Assessment context

Competency maybe assessed on the job due to the specific workplace environment requirements. However, it can be undertaken in a closely simulated workplace environment that reproduces all the required elements.

Critical aspects (for assessment)

Assessment requires evidence that the candidate:

- Interpreted creative and technical requirements and provided additional ideas in order to produce the desired style of captured images
- Applied knowledge of photographic principles
- Demonstrated technical knowledge in the use of range of cameras
- Restored equipment and materials safely

Underpinning knowledge and skills

Underpinning knowledge	Underpinning skills
- Interpretation of creative requirements to technical operation - Range of cameras and operational functions - Framing techniques and methods of composition - Lens theory and application - Shutter speeds and Aperture settings - Handling customers relationship	Using different types of light measuring devices

Unit 09

UNIT TITLE	SET UP STUDIO LIGHTS, EQUIPMENT AND ACCESSORIES				
DESCRIPTOR	This unit covers the knowledge, skills and attitudes required to employ lighting techniques to a wide range of subjects in different situations.				
CODE	SOC05S2U09V1	**Level**	3	**Credit**	6

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Plan lighting requirements	1.1 Required lighting characteristics for the subject and purpose of image are correctly identified. 1.2 Lighting equipment for the purpose are selected appropriately
2. Prepare specific work environment	2.1 Work Environment that meets requirements for the production of work is selected appropriately 2.2 Relevant camera systems and accessories for the work are selected and used. 2.3 Lighting system is correctly assembled in accordance with work requirements 2.4 Required safety aspects of the lighting set up and cabling are implemented.
3. Light the subject	3.1 Lighting techniques are tested to suit the purpose of work 3.2 Qualities of light is adjusted, modified and calibrated to suit subject. 3.3 Exposure is calculated to determine subject consistency with the purpose of photography
4. Capture image	4.1 Images are captured using film or digital 4.2 Captured images based on work requirements are reviewed and appropriate actions are taken, if necessary.
5. Restore work environment and equipment	5.1 Work environment is restored after use as per established practice 5.2 Equipment is cleaned and maintained in accordance with manufacturers' instructions

	5.3 Equipment and materials are stored safely as per workplace procedures.

Range Statement

Work environment

- Electricity
- Natural and artificial lights
- Ventilation
- Dust free environment
- Work tables and storage areas and facilities
- Portable generator
- Other portable equipment and materials, e.g. background, tripods and reflectors
- Chairs, stools, posing tables
- Changing room / Make-up room
- Running water for processing
- Darkroom

Subject

- Nature, e.g. landscape, seascape, flowers,
- Still life, e.g. glassware
- Scientific / medical / technical
- Photo-documentary, e.g. social and corporate events
- Portraiture
- Product and Food

Camera systems and accessories

- 35 mm SLR camera
- 120 camera, view camera
- Digital SLR cameras and digital back
- Film and media
- Range of lenses
- Cable release
- Tripods and lightstands
- Light meter
- Filters and color gels
- Batteries, chargers and flashlights
- Laptop, compact drives and card readers

Lighting equipment and techniques

- Light sources
- Natural light, e.g. sunlight, moonlight
- Candle light and other ambient low light sources
- Incandescent, tungsten, photoflood
- Fluorescent lighting
- Halogen and quartz
- Ultraviolet and infra-red
- Mercury vapor light
- Electronic flash

Equipment

- Portable photoflood and tungsten light systems
- Portable electronic flash
- Portable monobloc type system
- Floor pack electronic flash system
- Lighting modifying devices, including scrims, umbrellas, honeycombs and grids, soft boxes, reflectors, light absorbers
- Gobo
- Fiber optics
- Portable HMI or fluorescent light

Light sensitive materials

- Different types of film and electronic sensors
- Response of light sensitive material to different color of light source

Techniques

- Ambient light and fill-in flash
- Painting with light
- Feathering the light
- Lighting glassware, metallic objects, translucent and textured surfaces
- Background effects
- Combined lighting and the illusion of movement
- White balance and custom color optimization for electronic sensors
- Various lighting patterns
- High key and low key lighting

Adjusting and / or calibrating camera setting for lighting

- Shutter speed
- Aperture
- Lens focal length
- ISO setting
- White balance (Digital)
- JPEG and or Raw (Digital)
- Image Quality and other Parameter setting (Digital)

Exposure

- Incident / reflective readings
- Lighting ratio and brightness range readings
- Grey card readings
- Spot, center weighted, matrix, meter readings
- Histogram readings
- Off the film plane metering (TTL & OTF metering)

Assessment Guide

Form of assessment

Competency must be assessed through:

- Demonstration with oral questioning
- Interview
- Portfolio

Assessment context

The assessment must provide for project or work activities that would allow the candidate to select and apply a range of lighting techniques for specified subjects

Critical aspects (for assessment)

Assessment requires evidence that the candidate:

- Selected appropriate camera and lighting equipment and associated accessories for specified subjects
- Applied range of lighting techniques for the specified subjects

Underpinning knowledge and skills

Underpinning knowledge	Underpinning skills

• Knowledge of the ways in which a typical photo imaging studio is organized and practiced • Knowledge of electromagnetic spectrum, color temperature and color synthesis • Knowledge of photo imaging, lighting, including terminology and identification • Knowledge of the ways in which light sensitive materials, including films and digital sensors, respond to light • knowledge of the implications of light on exposure or light sensitive media • Knowledge of physical properties and capabilities of the camera systems and lighting equipment used in the exposure of photographic film and digital sensors • Occupational health and safety issues and procedures associated with lighting • Knowledge of elements and principles of design • Knowledge of other photographers, their work, ideas and techniques specially pertaining to lighting	• Literacy skills sufficient to read and interpret written instructions, safety labels and procedures • Numeracy skills sufficient to interpret technical charts and diagrams pertaining to a range of lighting procedures and techniques

Unit 10

UNIT TITLE	**PERFORM POST CAPTURE PROCESSING**				
DESCRIPTOR	This unit covers the knowledge; skills and attitudes required to use techniques for image processing and focus on technical aspects including chemical and electronic processes. This unit refers to the use of specific equipment and techniques for making photo images.				
CODE	SOC05S2U10V1	**Level**	3	**Credit**	6

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Prepare work environment for post capture processing	1.1 Work environment is selected in order to meet requirements for specific processing tasks 1.2 Work environment is cleaned and maintained to remain safe during the production of work 1.3 Equipment and materials / software for processing work are correctly set up 1.4 Codes of practices are followed based on safety requirements of the workplace
2. Process images by analog or digital means	2.1 Digital files are downloaded in accordance with manufacturers' instructions 2.2 Negatives or files are organized into appropriate folders as per established practice 2.3 Work progress is accurately documented in accordance with workplace procedures
3. Test techniques to produce proof sheet(s)	3.1 Files or negatives are appropriately selected according to established practice 3.2 Appropriate techniques are applied to produce analog or digital proof sheets
4. Test techniques to make work-print(s) and screen images	4.1 Images from the proof sheets are selected that match the concept / required outcome 4.2 Enhancement and printing techniques are utilized to output work-print(s) or display and save on screen
5. Store photo images	5.1 Storage media are identified and selected based on work requirements 5.2 Stored photo images are catalogued, organized and

	backed up as per established practice
6. Restore work environment and equipment	6.1 Work area is safely dismantled after use based on standard operating procedures
	6.2 Waste is minimized and disposed off in accordance with safety and health requirements
	6.3 Equipment is cleaned and maintained in accordance with manufacturer's instructions
	6.4 Equipment is stored in accordance with workplace procedures

Range Statement

Work environment

- Darkroom equipped with enlarger(s), film processing and developing requirements, appropriate lighting with managed electrical cabling and plumbing system safely installed, proper disposal of chemicals
- Digital workplace equipped with computers, scanners, printers, storage for software, electrical cabling safely installed and managed, legitimate software

Equipment

- Darkroom equipment
- Enlarger(s)
- Timer(s)
- Trays
- Tanks
- Print tongs
- Thermometer
- Chemical mixing equipment
- Water bath
- Film Dryer

Digital equipment

- Computer
- Calibrated monitor
- Film and flatbed scanners
- Output devices
- Digital camera
- Discs and digital media storage cards
- Card readers
- Legitimate software
- External media drives

- Image recovery software
- Digital asset management or Database

Materials

- Materials for film photography
- Chemicals for darkroom film processing and developing
- Black and white films
- Color transparencies and negatives
- Storage folders
- Photographic paper

Materials for digital photography

- Memory card
- Inkjet paper
- Ink
- Compact disc
- Batteries and other power sources

Storage Media

- Negative sleeves / jackets / folders
- Desktop folders, electronic media transfer / storage devices / CD and DVD

Documenting the work progress

- Visual diary
- Diagrams
- Recording procedures
- Incident report
- Job completion report
- Equipment report
- Materials report

Printing Techniques

- Dodging
- Burning
- Density
- Contrast
- Color correction
- Spotting and basic retouching
- Using digital tool box functions
- Using photo relevant menu

Assessment Guide

Form of assessment

Competency in this unit must be assessed through:

- Demonstration with oral questioning
- Interview
- Portfolio

Assessment context

The assessment must provide for practical demonstration of skills using required equipment and materials for the production of proof sheets / work prints / digital files (s)

Critical aspects (for assessment)

Assessment requires evidence that the candidate:

- Printed proof sheets / work prints / digital files
- Demonstrated the application of selected techniques consistent with concept / brief.

UNDERPINNING KNOWLEDGE AND SKILLS

Underpinning knowledge	Underpinning skills
• Characteristics of different materials (chemicals) under different treatment and the potential of these characteristics to achieve different effects • Knowledge on work space requirement for photo imaging, including set up of work space for particular types of work • Knowledge on capabilities of digital and darkroom equipment and their applications • Copyright, moral rights and intellectual property issues and legislation associated with photo imaging work • Environmental issues associated with the equipment and materials used in photo imaging work • Organizational and legislative occupational health and safety procedures in relation to photo imaging work • Elements and principles of design and how these may be used, adapted for image processing • Traditional or modern practices to improve one's style in photography • Self-improvement through reading and research	• Literacy skills sufficient to read and interpret written instructions, safety labels and procedures • Numeracy skills sufficient to interpret technical charts /diagrams / graphs

Unit 11

UNIT TITLE	**PRESENT FINISHED PRODUCTS**				
DESCRIPTOR	This unit covers the knowledge, skills and attitudes required to prepare finished images / prints based on specifications.				
CODE	SOC05S2U11V1	*Level*	3	**Credit**	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Prepare photo images and material for final packaging	Photo images and materials are prepared according to customers' requirements and specifications Editing software is used to convert images for print and other requirements
2. Select appropriate printing equipment	2.1 Printing equipment is selected in accordance with work requirements 2.2 Printing equipment is maintained as per manufacturer's instruction
3. Apply finishing touches	3.1 Finished products are assessed for imperfections and applied finishing touches as per established practice. 3.2 Imperfections are corrected using retouching materials or appropriate editing software
4. Package finished products	4.1 Finished products are properly labeled and packaged as per established practice 4.2 Finished products are delivered to customers on time

Range Statement

Photo images and materials

- Photo images
- digital files
- Print / slides
- Materials
- Folder
- Album
- Tarpaulin/Billboards
- Dura trans
- T-Shirts

- Porcelains
- Posters
- Publications and print ads
- Disc
- Website

Printing Equipment

- Ink jet
- Laser
- Photolab
- Offset Printing

Customer's requirements and specifications

- Glass mount
- Resizing and optimizing images
- Canvas
- Matting
- Archival mounting
- Vacuum pressed
- Laminations
- chemical
- photo tac
- plastic

Imperfections

- Glare and unwanted spots
- Scratches
- Skin blemishes
- Dust specks
- Color discrepancies
- Red eyes
- Unwanted distortions

Assessment Guide
Form of assessment
Competency must be assessed through:

- Demonstration with oral questioning
- Interview
- Portfolio

Assessment context
The assessment must provide for practical demonstration of skills in presenting finished products using available software and packaging materials

Critical aspects (for assessment)

- Assessment requires evidence that the candidate:
- Prepared photo images and needed materials for final packaging
- Applied finishing touches and packaged finished products
- Handled properly finished products

Underpinning knowledge and skills

Underpinning knowledge	Underpinning skills
• Knowledge on different packaging materials and their characteristics • Sources of these packaging materials • Process of documentation, e.g. pricing and deadlines • Customer service • Knowledge on available software and other multimedia tools	• Communication and negotiation skills • Interpersonal skills