NATIONAL SKILLS QUALIFICATION

LEVEL 3

TITLE:
DIGITAL ANIMATION

YEAR: 2024

NATIONAL SKILLS QUALIFICATION

NSQ LEVEL 3: DIGITAL ANIMATION

GENERAL INFORMATION

QUALIFICATION PURPOSE

This qualification is designed to equip learners with the foundational skills and knowledge required to create quality digital animations.

QUALIFICATION OBJECTIVES

The learner should be able to:-

i. Adhere to industry Health and Safety regulations and standards ensuring personal and team safety while.

ii. Work within IT teams, fostering collaboration, problem-solving, and the achievement of shared goals.

iii. Convey technical information effectively and collaborate with both technical and non-technical stakeholders

iv. Carry out of digital animation creation process.

v. Develop storyboards and craft engaging scripts for media projects

vi. Create 2D graphics and 3D models using various tools and techniques.

vii. Animate 2D graphics and 3D models using various tools and techniques

viii. Develop unique characters for media using design principles and techniques

ix. Apply ethical and professional standards in animation.

Mandatory Units

Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Remark
UNIT 01	ICT/DAN/001/L3	**Occupational Health and Safety**	1	10	LEVEL 3
UNIT 02	ICT/DAN/002/L3	**Teamwork**	1	10	LEVEL 3
UNIT 03	ICT/DAN/003/L3	**Communication**	1	10	LEVEL 3
UNIT 04	ICT/DAN/004/L3	**Principles of Animation**	1	10	LEVEL 3
UNIT 05	ICT/DAN/005/L3	**Storyboarding and Scriptwriting**	2	20	LEVEL 3
UNIT 06	ICT/DAN/006/L3	**2D Animation Techniques**	2	20	LEVEL 3
UNIT 07	ICT/DAN/007/L3	**3D Animation Techniques**	2	20	LEVEL 3
UNIT 08	ICT/DAN/008/L3	**Character Design and Development**	2	20	LEVEL 3
TOTAL			**9**	**90**	

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LEVEL 3: DIGITAL ANIMATION

Unit 1: OCUPATIONAL HEALTH AND SAFETY

Unit Reference Number:

NSQ Level: 3

Credit Value: 1

Guided Learning Hours: 10

Unit Purpose:

This is Unit is designed to equip learners with the knowledge and skills to implement and maintain safe working practices in the IT environment, ensuring personal and team safety while adhering to industry regulations and standards.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS), etc.

UNIT 001: Occupational Health and Safety

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.				
LO 1: **Understand Workplace Health and Safety Regulations**	1.1	Explain key OHS legislation and regulations relevant to Digital Animation										
	1.2	Identify the roles and responsibilities of individuals and organizations in maintaining a safe work environment										
	1.3	Describe the process for reporting health and safety risks and incidents.										
LO 2: **Identify Workplace Hazards and Implement Control Measures**	2.1	Identify common hazards in Digital Animation work environment: • Electrical • Ergonomic • Data-related risks										
	2.2	Assess the severity and likelihood of potential hazards in specific Digital Animation tasks.										
	2.3	Implement appropriate control measures, such as safe cabling practices, ergonomic workstation setup, and electrical safety protocols.										
LO 3: **Apply Emergency Procedures and First Aid in the Workplace**	3.1	Demonstrate the correct procedure for responding to workplace emergencies, such as electrical fires or equipment malfunctions.										
	3.2	Perform basic first aid techniques, including treating minor injuries and using first aid equipment										
	3.3	Communicate effectively with emergency services and other relevant personnel during a workplace incident.										

Learner's Signature	Date
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Unit 002: Teamwork

Unit Reference Number:

NSQ Level: 3

Credit Value: 1

Guided Learning Hours: 10

Unit Purpose:

This unit is designed to equip learners knowledge and skills to work effectively within IT teams, fostering collaboration, problem-solving, and the achievement of shared goals.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)

2. Question and Answer (QA)

3. Witness Testimony (WT)

4. Assignment (ASS), etc.

UNIT 002: Teamwork

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: **Understand the Roles and Responsibilities within a Team**	1.1	Identify the different roles and functions within an Digital Animation team									
	1.2	Describe the key responsibilities and contributions of each team member.									
	1.3	Recognize the importance of each role in achieving the team's objectives.									
LO 2: **Foster Positive Working Relationships within a Team**	2.1	Demonstrate techniques for effective interpersonal communication and conflict resolution in a team environment.									
	2.2	Show the ability to provide constructive feedback and actively listen to others' contributions									
	2.3	Promote inclusivity and collaboration among team members to ensure participation and engagement from all.									
LO 3: **Contribute to Team Problem-Solving and Decision-Making**	3.1	Participate in group discussions to identify and analyse Digital Animation related problems.									
	3.2	Suggest innovative solutions and support team decision-making processes.									
	3.3	Evaluate the effectiveness of team decisions and propose improvements where necessary.									

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Unit 003: Communication

Unit Reference Number:

NSQ Level: 3

Credit Value: 1

Guided Learning Hours: 10

Unit Purpose:

This unit is designed to equip learners' with communication skills, enabling them to convey technical information effectively and collaborate with both technical and non-technical stakeholders.

Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)

2. Question and Answer (QA)

3. Witness Testimony (WT)

4. Assignment (ASS), etc.

UNIT 003: Communication

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.				
LO 1: **Communicate Technical Information Clearly and Accurately**	1.1	Explain Digital Animation concepts, procedures, and solutions in a manner appropriate to the audience, whether technical or non-technical.										
	1.2	Use industry-standard terminology correctly when describing technical processes										
	1.3	Adapt communication methods to suit the context, such as written reports, emails, or verbal presentations.										
LO 2: **Utilize Digital Communication Tools Effectively**	2.1	Use digital tools for communication, such as email, messaging platforms, and collaboration software (e.g., Slack, Teams).										
	2.2	Adhere to best practices for professional digital communication, including email etiquette and secure file sharing.										
	2.3	Use collaborative tools to share and receive feedback on documents, code, or project updates.										
LO 3: **Listen and Respond Appropriately in a Professional Context**	3.1	Demonstrate active listening skills during team discussions or client meetings.										
	3.2	Respond to questions, concerns, and feedback clearly and effectively.										
	3.3	Clarify misunderstandings and summarize discussions to ensure mutual understanding.										

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Unit 4: PRINCIPLES OF ANIMATION

Unit Reference Number: ICT/DAN/01/L3

NSQ Level: 3

Credit Value: 1

Guided Learning Hours: 10

Unit Purpose: *This unit aims to provide learners with the knowledge and skills of the fundamentals of digital animation creation process.*

Unit assessment requirements/ evidence requirements:

These assessment requirements ensure that learners gain practical experience and develop a comprehensive understanding of digital animation, preparing them for successful careers in the field.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS), etc.

(This depends on the Trade Areas to be assessed)

UNIT 04: Principles of Animation

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.				
LO 1: **Know the principles of animation**	1.1	Explain the principles of animation.										
	1.2	Apply squash and stretch in animation.										
	1.3	Apply the principle of timing to create realistic motion.										
	1.4	Create animations that show anticipation and follow-through.										
	1.5	Enhance the clarity of action using staging techniques										
	1.6	Add depth to animations using secondary actions										
	1.7	Use arcs to create natural movement paths.										
	1.8	Ensure solid drawing techniques for consistent character design.										
LO 2: **Create animated sequences**	2.1	Explain animated sequences										
	2.2	Plan an animated sequence.										
	2.3	Implement storyboard										
	2.4	Use keyframes to define major movements in the animation.										
	2.5	Implement in-between frames to smooth out the animation.										
	2.6	Refine the animation.										
	2.7	Polish the animation										
	2.8	Apply easing techniques to enhance motion realism.										
	2.9	Manage complex animations using layers										
LO 3: **Apply Animation techniques to different media**	3.1	Identify various media platforms suitable for animation.										
	3.2	Explain the technical requirements and constraints of each media platform.										
	3.3	Implement the technical requirements and constraints of each media platform.										
	3.4	Adapt animation techniques to fit the specific characteristics of different media.										

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
	3.5	Integrate multimedia elements within animations: • Sound • Interactivity									
LO 4: **Improve** **animations**	4.1	Analyse animations for adherence to principles.									
	4.2	Identify areas of improvement in animations.									
	4.3	Implement feedback to enhance animation quality.									
	4.4	Document the animation process and outcomes.									

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Unit 5: Storyboarding and Scriptwriting

Unit Reference Number: ICT/DAN/005/L3

NSQ Level: 3

Credit Value: 1

Guided Learning Hours: 10

Unit Purpose: *This unit is designed to equip learners with the knowledge and skills to develop storyboards and craft engaging scripts for media projects.*

Unit assessment requirements/ evidence requirements:

These assessment requirements ensure that learners gain practical experience and develop a comprehensive understanding of digital animation, preparing them for successful careers in the field.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS), etc.

(This depends on the Trade Areas to be assessed)

UNIT 05: Storyboarding and Scriptwriting

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.				
LO 1: Understand the fundamentals of storyboarding	1.1	Explain the key elements of a storyboard									
	1.2	Create storyboards that convey narrative flow.									
	1.3	Use visual storytelling techniques to enhance the storyboard.									
	1.4	Create storyboards are clear and easy to interpret.									
LO 2: Know scriptwriting for animation	2.1	Write scripts that include dialogue, action, and scene descriptions.									
	2.2	Structure scripts to follow a coherent narrative arc.									
	2.3	Incorporate character development and plot progression in scripts.									
LO 3: Integrate storyboarding and scriptwriting	3.1	Use storyboards to visualize script scenes and sequences.									
	3.2	Align storyboards with script elements to ensure consistency.									
	3.3	Adapt scripts based on storyboard feedback and revisions.									
	3.4	Collaborate with team members to refine storyboards and scripts.									
LO 4: Evaluate storyboards and scripts	4.1	Identify areas for improvement in visual and written elements.									
	4.2	Implement feedback to enhance the quality of storyboards and scripts.									
	4.3	Review storyboards and scripts for coherence and effectiveness.									
	4.4	Document the storyboarding and scriptwriting process.									

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Unit 6: 2D Animation Techniques

Unit Reference Number: ICT/DAN/006/L3

NSQ Level: 3

Credit Value: 1

Guided Learning Hours: 10

Unit Purpose: *This unit is designed to equip learners with the knowledge and skills to create and animate 2D graphics using tools and techniques.*

Unit assessment requirements/ evidence requirements:

These assessment requirements ensure that learners gain practical experience and develop a comprehensive understanding of digital animation, preparing them for successful careers in the field.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)

2. Question and Answer (QA)

3. Witness Testimony (WT)

4. Assignment (ASS), etc.

(This depends on the Trade Areas to be assessed)

UNIT 06: 2D Animation Techniques

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref.	Page No.			
LO 1: **Know Basic animation techniques**	1.1	Demonstrate keyframing techniques.										
	1.2	Utilize onion skinning for frame-by-frame animation.										
	1.3	Apply motion tweening to create smooth transitions.										
	1.4	Implement easing to enhance motion realism.										
	1.5	Apply techniques for controlling depth of field.										
LO 2: **Develop skills in character animation**	2.1	Create character rigs for animation.										
	2.2	Animate character movements using inverse kinematics.										
	2.3	Apply principles of weight and balance in character animation.										
	2.4	Synchronize character lip-sync with audio.										
	2.5	Employ layers and timelines for complex animations.										
LO 3: **Utilize software tools for animation**	3.1	Identify animation software										
	3.2	Navigate animation software interfaces										
	3.3	Integrate special effects and filters in animations.										
LO 4: **Refine animations**	4.1	Identify animation errors.										
	4.2	Correct animation errors.										
	4.3	Incorporate feedback to improve animation quality.										
	4.4	Review animations for consistency and quality.										
	4.5	Document the animation process and revisions.										

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Unit 7: 3D Animation Techniques

Unit Reference Number: ICT/DAN/007/L3

NSQ Level: 3

Credit Value: 1

Guided Learning Hours: 10

Unit Purpose: *This unit is designed to equip learners with the knowledge and skills to create and animate 3D models using various tools and techniques.*

Unit assessment requirements/ evidence requirements:

These assessment requirements ensure that learners gain practical experience and develop a comprehensive understanding of digital animation, preparing them for successful careers in the field.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)

2. Question and Answer (QA)

3. Witness Testimony (WT)

4. Assignment (ASS), etc.

(This depends on the Trade Areas to be assessed)

UNIT 06: 3D Animation Techniques

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: **Know Basic animation techniques**	1.1	Demonstrate keyframing techniques.								
	1.2	Utilize onion skinning for frame-by-frame animation.								
	1.3	Apply motion tweening to create smooth transitions.								
	1.4	Implement easing to enhance motion realism.								
	1.5	Apply techniques for controlling depth of field.								
LO 2: **Develop Skills in character animation**	2.1	Create character rigs for animation.								
	2.2	Rig character for animation								
	2.3	Apply principles of weight and balance in character animation.								
	2.4	Synchronize character lip-sync with audio.								
	2.5	Adjust exposure, contrast, and saturation to enhance visual appeal.								
LO 3: **Know Software tools for animation**	3.1	Navigate and use animation software interfaces effectively.								
	3.2	Employ layers and timelines for complex animations.								
	3.3	Integrate special effects and filters in animations.								
	3.4	Export animations in various formats for different platforms.								
LO 4: **Refine animations**	4.1	Identify animation errors.								
	4.2	Correct animation errors								
	4.3	Incorporate feedback to improve animation quality.								
	4.4	Review animations for consistency and quality.								
	4.5	Document the animation process and revisions.								

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Unit 8: Character Design and Development

Unit Reference Number: ICT/DAN/008/L3

NSQ Level: 3

Credit Value: 1

Guided Learning Hours: 10

Unit Purpose: *This unit aims to equip learners with the skills to develop unique characters for media using design principles and techniques.*

Unit assessment requirements/ evidence requirements:

These assessment requirements ensure that learners gain practical experience and develop a comprehensive understanding of digital animation, preparing them for successful careers in the field.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Assignment (ASS), etc.

(This depends on the Trade Areas to be assessed)

UNIT 08: Character Design and Development

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref.	Page No.		
LO 1: **Understand Character design fundamentals**	1.1	Identify key elements of character design.								
	1.2	Create character sketches that demonstrate unique traits.								
	1.3	Develop character turnarounds showing different angles.								
	1.4	Apply color theory to enhance character appeal.								
LO 2: **Develop skills in character modeling**	2.1	Create 3D character models using software tools								
	2.2	Sculpt detailed features and textures on character models.								
	2.3	Implement proper topology for character rigging.								
	2.4	Optimize models for animation and rendering.								
LO 3: **Know Animate character movements**	3.1	Rig characters for animation using bones and joints.								
	3.2	Create realistic character animations using keyframes.								
	3.3	Apply principles of motion to enhance character believability.								
	3.4	Synchronize character actions with audio cues.								
LO 4: **Refine character designs**	4.1	Identify areas for improvement in character models and animations.								
	4.2	Incorporate feedback to enhance character quality.								
	4.3	Review character designs for consistency and appeal.								
	4.4	Document the character design and development process.								

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