



STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILLS STANDARD)

VISUAL ART
LEVEL 3



**Jabatan Pembangunan Kemahiran
Kementerian Sumber Manusia, Malaysia**



Department of Skills Development (DSD)

Ministry of Human Resources

62530 PUTRAJAYA, MALAYSIA

**STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILLS STANDARD)**

FOR

**VISUAL ART
LEVEL 3**

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STANDARD PRACTICE
NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR
VISUAL ART
LEVEL 3

1. INTRODUCTION

The visual arts are works of art that have been created in any number of styles with various tools and in different media. Art consists of painting, drawing, sculpture, illustration, photography, filmmaking, computer animation, crafts such as needlework, and more. The visual arts are meant to be seen, with each person experiencing the artwork differently. Some artwork expresses ideas and comments on political or social issues, while other artwork depicts moments from everyday life, or explores shapes, colours, sizes, and/or textures. Also included within the visual arts are the applied arts such as industrial design, graphic design, fashion design, interior design and decorative art.

The visual arts have evolved over the centuries to encompass four main categories, which are commercial art, fine art, craft, and multimedia art. Commercial art is art that is used for business purposes such as to attract consumers and promote products and services. It usually combines text with artwork. Commercial artists include illustrators, graphic designers, art directors, and photographers, and these artists may also work in the fine arts. Other types of illustrators include medical illustrators, comic book artists, and caricaturists. With fine art, the artist usually comes up with the idea for the piece, for the purpose of self-expression. Clients may also commission a fine artist to create a piece for a specific place, such as a painting for a business office or a sculpture for a park. Fine artists include painters, calligraphers, ceramic artists, printmakers, and sculptors, among many others. There are also mixed media artists, who combine different materials in their work. Craft includes needle arts, jewellery making, mosaic, basketry, and wood carving. Multimedia artists use computers and digital and electronic tools in their artwork. They develop storyboards for key scenes, and create two- and three-dimensional models, animation, and special effects for film, television, and video.

Many visual artists work on a freelance basis or operate their own studio and manage staff. They may work on jobs that clients have assigned them or on projects based on their own ideas. Those that are employed full time may work for advertising, publishing, public relations, or other related businesses, or in non profit arts organizations.

Visual artists are no longer limited to traditional art media. Computers have been used as an ever more common tool in the visual arts since the 1960s. Uses include the capturing or creating of images and forms, the editing of those images and forms (including exploring multiple compositions) and the final rendering and/or printing (including 3D printing).

This NOSS is produce to meet the challenges of developing the occupational standard in art animation in the Film/Games sub sector of the Information Technology Industry.

One of the challenges faced by the animation industry is the lack of specialised skilled professionals. Most of the available training programmes are not structured and focus in developing visual artist professionals in Arts Animation.

This NOSS can be used by the Information Technology Industry as a guideline for job description, performance appraisal and also for personnel development. Training centres can use this document as the curriculum for Malaysian Skills Diploma (Level 3) in Visual Art.

2. Occupational Structure

2.1 Occupational Structure

Sector	Information and Communication Technology (ICT)	
Sub-sector	Film/Games	
Job Area	Animation	
Sub-area / Level	2D/3D Animation	Arts Animation
L5	Creative Director	
L4	Lead Artist	
L3	CGI Storyboard Writer	Visual Artist
L2	No level	No Level
L1	No level	No level

Figure 1.0 Occupational Structure for Visual Art (Level 3)

2.2 Occupational Area Structure

Sector	Information and Communication Technology (ICT)	
Sub-sector	Film/Games	
Area	Animation	
Sub Sub-area / Level	2D/3D Animation	Arts Animation
L5	Art Direction	
L4	Art Direction Administration	
L3	CGI Storyboarding	Visual Art
L2	No level	No Level
L1	No level	No level

Figure 1.1 Occupational Area Structure for Visual Art (Level 3)

3. DEFINITION OF COMPETENCY LEVELS

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Level 1:	Competent in performing a range of varied work activities, most of which are routine and predictable.
Level 2:	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Level 3:	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Level 4:	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Level 5	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

4. AWARD OF CERTIFICATE

The Director General shall award, to any person completing successfully the NOSS program following skills level qualifications :

- a) Malaysia Skills Certificate / Sijil Kemahiran Malaysia (SKM) Level 1,2 &3
- b) Malaysia Skills Diploma / Diploma Kemahiran Malaysia (DKM) Level 4
- c) Malaysia Skills Advanced Diploma / Diploma Lanjutan Kemahiran Malaysia (DLKM) Level 5
- d) Statement of Achievement / Penyata Pencapaian (PC)

No person shall be awarded a Certificate unless he/she satisfies the requirements set by Malaysia Skills Certification System.

5. OCCUPATIONAL COMPETENCIES

Visual Art personnel (Level 3) are competent in performing the following core competencies:

5.1 Core Competencies

- Traditional Illustration Production
- Digital Illustration Production
- Sequential Illustration Production
- Scenery Illustration Production
- Editorial Illustration Production

5.2 Elective Competencies

None

6. WORKING CONDITIONS

Normally, visual art personnel work in comfortable office or studio environments, although sometimes projects may require them to carry out detailed field research. Some independent visual art personnel may work at the client's location, or from their own home-based studio. They are employed by small, medium or large company and usually work a standard 40-hour week.

A freelance visual artist may work on evenings and weekends in order to meet project deadlines. In some cases, employer may allow visual artist personnel to carry out their creative endeavor in flexible working hours. Visual art personnel must also have the ability to think creatively to adjust to project's needs and changes. They must also be proactive and objectives driven and be a team player with good communication skills and good professional work ethic. In addition, they need to keep up with current and ever-changing technology.

7. EMPLOYMENT PROSPECTS

To have a successful and rewarding career as a visual artist, one should have talent and a strong background study of art means and principles. Visual artists can choose between working as a commercial worker, in animation, graphic design, film, multimedia art, television, printing, or as a fine artist.

Thus, creates many job opportunities for the local talents. This effort also creates great prospect for the local game developer to show their talent and able to compete in global game development market.

Other related occupation with respect to employment opportunities are:

- Advertising and Marketing
- Broadcasting
- Educational and Publication
- Film or Television or Theatre or Animation
- Visual or Audio Editors
- Art Directors
- Creative Director
- 2D Animator / 3D Animator
- Writers for Print Media
- Digital Background Artist
- Motion Graphic Designer

8. CAREER ADVANCEMENT

The success of an artist is highly dependent on their commitment to the work. They need to be opportunistic and push their work into the public domain, either through their own self-promotion or use of an agent. They should also try to participate in as many solo exhibitions or group shows as possible.

With this NOSS classification Visual Artist level 3 can be upgraded and promoted to Lead Artist at level 4 and Art Director at level 5 respectively.

9. SOURCES OF ADDITIONAL INFORMATION

LOCAL

Flnas

Jalan Taman Zooview, Kemensah Heights,
68000 Ampang, Selangor
Tel : 03-4104 1300
Pegawai Dihubungi: Pn Azizah Abd Majid

Lembaga Penapisan Filem Negara, Kementerian Dalam Negeri.

Alamat:Block D1 & D2, Complex D,
Administrative Center, Federal Territory, 62546 Putrajaya
Tel : 03 8886 8000 /3000 |
Fax : 03-88891613/03-88891610
Pegawai Dihubungi: Pn Fuziah Ahmad

Lembaga Pembangunan Seni Visual Negara

2, Jalan Temerloh, Off Jalan Tun Razak
53200 Kuala Lumpur, Malaysia.
Tel : 03 40267000 / *603 40264990
Fax : +603 40254987

10. ACKNOWLEDGEMENT

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard; especially members of Standard Technical Evaluation Committee (STEC) for validated this document.

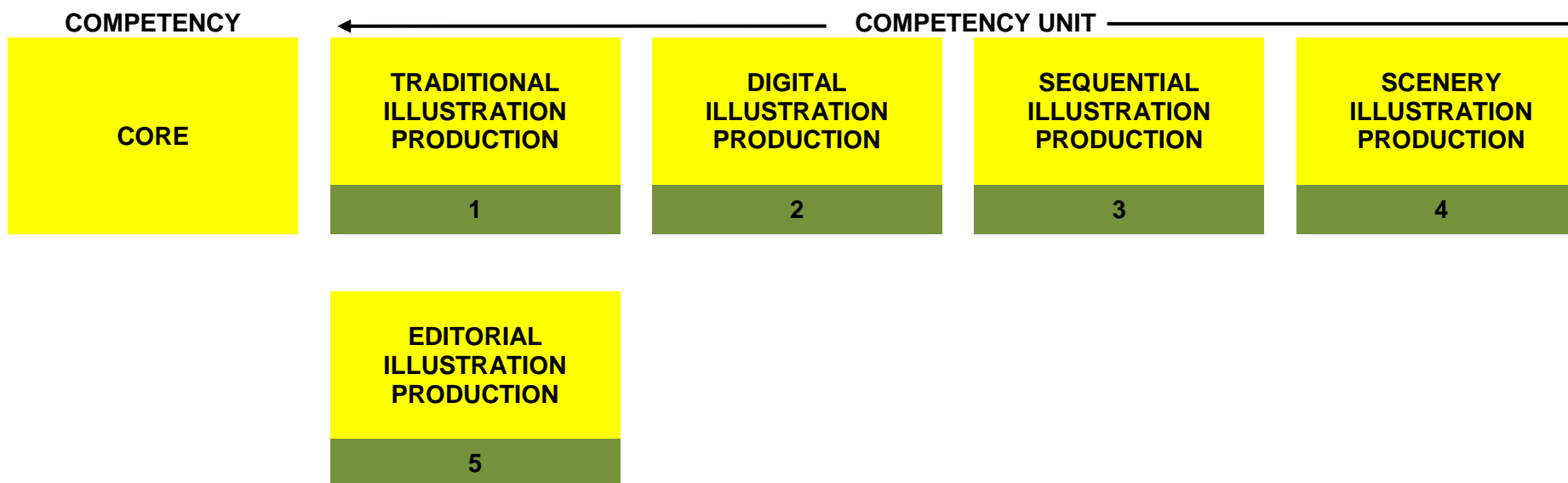
Standard Technical Evaluation Committee (STEC)		
1	En Mohd Fuad Mahadi Bin Ya'akob	Managing Director Adi Karya Sdn Bhd, Selangor
2	En Mohd Faizal Bin Mukhtar	Writer Manteraworks, Selangor

11. NOSS DEVELOPMENT COMMITTEE MEMBERS

COMMITTEE MEMBERS FOR VISUAL ART (LEVEL 3)		
1.	En Mohamad Faizal Bin Abdul Jalil	Creative Director Tengku Abdul Rahman University College
2.	En Mazli Bin Ibrahim	Pelukis Kreatif Kanan Kumpulan Karang kraf Sdn Bhd
3.	Dr. Mohd Khairi Bin Baharom	Pensyarah Kanan Universiti Teknologi MARA, Perak
4.	Tuan Syed Alwi Bin Syed Abu Bakar	Pensyarah Kanan Universiti Teknologi MARA, Perak
5.	En Muhammad Ismawi Bin Muhammad Ismail	Pensyarah KRU Akademi Cyberjaya, Selangor
6.	En Zamzami Bin Mat Zain	Konsep Artist Zen Fortress Technologies
7.	Pn Zanita Bt Anuar	Pengarah Lembaga Pembangunan Seni Visual Negara, Kuala Lumpur
8.	En Mohd Khairul Anuar Bin A. Rahman	Konsep Artist Art Rules Technologies
FACILITATOR		
1.	En Samsudin Bin Mohd Salleh	PFH Resources (M) Sdn Bhd

COMPETENCY PROFILE CHART (CPC)

SECTOR	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)		
SUB SECTOR	FILM/GAMES		
JOB AREA	ANIMATION		
NOSS TITLE	VISUAL ART		
JOB LEVEL	THREE (3)	NOSS CODE	IT-065-3:2016



COMPETENCY PROFILE (CP)

SECTOR	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)			
SUB SECTOR	FILM/GAMES			
JOB AREA	ANIMATION			
NOSS TITLE	VISUAL ART			
LEVEL	THREE (3)	NOSS CODE	IT-065-3:2016	
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Traditional Illustration Production		<p>The Traditional Illustration Production is an activity to prepare initial visual sketches and to develop finished drawing using conventional drawing technique, materials and tools.</p> <p>The person who is competent in this CU shall be able to identify traditional illustration production requirement, sketch traditional illustration, produce finished drawing and finalize traditional illustration presentation.</p> <p>The outcome of this competency is to enable the personnel to interpret job's specification and objectives, study traditional illustration references and to produce the traditional illustration piece.</p>	<p>1. Identify Traditional Illustration production requirement</p> <p>2. Sketch Traditional Illustration</p>	<p>1.1 Job requirement objective contents determined as per technical specification.</p> <p>1.2 Sketching media and medium type determined and selected as per technical specification.</p> <p>1.3 Project's time line prepared indicating activities to be carried out and its date of completion.</p> <p>1.4 Visual references of traditional illustration obtained based on web search, image capturing and printed materials</p> <p>2.1 Visual references selected and applied based on drawing specification.</p> <p>2.2 Traditional illustration sketched from different angles of view.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Produce finished drawing	2.3 Proposal sketches presented and discussed with superior 2.4 Proposal sketches amended according to Superior's advise 3.1 Drawing pen, nib pen , technical pen, brushes types and inking materials selected as per inking requirement 3.2 Inking technique applied to the sketches as per design requirements 3.3 Eraser, white plaka or liquid paper selected to be used for cleanup activities 3.4 Cleanup activities carried out as per illustration requirements 3.5 Colouring materials such as colour pencils, crayon, pestle, acrylic or water colour selected and used for wet or dry colouring method 3.6 Colouring activities carried out as per illustration requirements 3.7 Art works finishing such as overlay, mounting or coating technique carried out as per illustration requirements 3.8 Final art works produced according to traditional illustration specification

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Finalize traditional illustration presentation</p>	<p>4.1 Method of delivery determined and confirmed according to traditional illustration specification.</p> <p>4.2 Method of presentation determined and confirmed according to traditional illustration specification</p> <p>4.3 Final art works prepared and secured for presentation and delivery.</p> <p>4.4 Soft copy of final art works scanned and secured into DVD, external hard disc and online storage.</p> <p>4.5 Developmental sketches organised and secured for safe keeping and reference.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Digital Illustration Production		<p>The Digital Illustration Production is an activity to prepare preliminary visual sketches and to develop final digitized drawing using computer and relevant software.</p> <p>The person who is competent in this CU shall be able to identify digital illustration production requirement, sketch digital illustration, produce finished drawing and finalize digital illustration presentation.</p> <p>The outcome of this competency is to enable the personnel to interpret job's specification and objectives, study references and develop the final digitized illustration art works.</p>	<p>1. Identify Digital Illustration production requirement</p> <p>2. Sketch Digital illustration</p> <p>3. Produce finished drawing</p>	<p>1.1 Job requirement objective contents determined as per technical specification.</p> <p>1.2 Sketching medium type determined selected as per technical specification.</p> <p>1.3 Project's time line prepared indicating activities to be carried out and its date of completion.</p> <p>1.4 Visual references of Digital Illustration obtained based on web search, image capturing and printed materials</p> <p>2.1 Visual references selected and applied based on Digital illustration specification.</p> <p>2.2 Digital illustration sketched from different angles of view.</p> <p>2.3 Proposal sketches presented and discussed with superior</p> <p>2.4 Proposal sketches amended according to Superior's advise</p> <p>3.1 Approved sketches scanned into computer according to computer software capabilities.</p> <p>3.2 Scanned sketches retrieved from specific folder to design</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Finalize Digital Illustration presentation</p>	<p>software.</p> <p>3.3 Inking activities carried out as per Digital Illustration requirements</p> <p>3.4 Cleanup activities carried out and matched as per Digital Illustration requirements</p> <p>3.5 Colouring activities carried out and colour resolution matched as per Digital Illustration requirements</p> <p>3.6 Art works finishing activities carried out as per Digital Illustration requirements</p> <p>3.7 Final art works produced according to Digital Illustration specification</p> <p>4.1 Resolution size determined and confirmed according to presentation requirement.</p> <p>4.2 Watermark placed into digital art work according to presentation requirement</p> <p>4.3 File types (JPEG, AI, PNG, PDF, BMP etc) for final art works determined and confirmed for submission.</p> <p>4.4 Actual resolution and size of art work submitted to superior according to company procedure.</p> <p>4.5 Soft copy of final art works secured into DVD, external</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>hard disc and online storage.</p> <p>4.6 Developmental sketches organised and secured for safe keeping and reference.</p>
<p>3. Sequential Illustration Production</p>		<p>The Sequential Illustration Production is an activity to prepare preliminary panel with thumbnail sketches and develop comic strip based on comic format and genre category</p> <p>The person who is competent in this CU shall be able to identify sequential illustration production requirement, sketch sequential illustration, produce finished drawing and finalize sequential illustration presentation.</p> <p>The outcome of this competency is to enable the personnel to interpret job's specification and objectives, study references and develop sequential illustration using conventional and digitized method</p>	<p>1. Identify sequential illustration production requirement</p>	<p>1.1 Sequential Illustration script content interpreted and translated into visual sequential illustration production requirement</p> <p>1.2 Comic format defined and confirmed as per sequential illustration script</p> <p>1.3 Genre category determined according to sequential illustration production requirement</p> <p>1.4 Visual concepts, styling and stroke determined and confirmed according to sequential illustration production requirement</p> <p>1.5 Visual, composition, figurative and perspective illustration studied to meet sequential illustration script requirement.</p> <p>1.6 Project's time line prepared indicating activities to be carried out and its date of completion.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Finalize sequential illustration presentation</p>	<p>carried out as per sequential illustration requirements</p> <p>3.6 Final art works produced according to sequential illustration specification</p> <p>4.1 Resolution size determined and confirmed according to presentation requirement.</p> <p>4.2 Watermark placed into digital art work according to presentation requirement</p> <p>4.3 File types (JPEG, AI, PNG, PDF, BMP etc) for final art works determined and confirmed for submission.</p> <p>4.4 Actual resolution and size of art work submitted to superior according to company procedure.</p> <p>4.5 Soft copy of final art works secured into DVD, external hard disc and online storage.</p> <p>4.6 Developmental sketches organised and secured for safe keeping and reference.</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Scenery Illustration Production		<p>The Scenery Illustration Production is an activity in developing preliminary visual sketches to produce scenery illustration representing different mood, fantasy or realistic concepts to meet scenery illustration script requirement.</p> <p>The person who is competent in this CU shall be able to identify scenery illustration production requirement, sketch scenery illustration, produce finished drawing and finalize scenery illustration presentation.</p> <p>The outcome of this competency is to enable the personnel to interpret job's specification and objectives, study references and develop scenery illustration using colouring technique</p>	<p>1. Identify scenery illustration production requirement</p> <p>2. Sketch scenery illustration</p>	<p>1.1 Scenery illustration specification interpreted and translated into visual scenery illustration production requirement</p> <p>1.2 Fantasy and realistic concepts determined as per scenery illustration production requirement</p> <p>1.3 Visual, composition, figurative and perspective illustration studied to meet scenery illustration script requirement.</p> <p>1.4 Project's time line prepared indicating activities to be carried out and its date of completion.</p> <p>1.5 Visual references of scenery illustration obtained based on web search, image capturing and printed materials</p> <p>2.1 Visual references selected and applied based on drawing specification.</p> <p>2.2 Scenery illustration sketched from different angles of view.</p> <p>2.3 Proposal sketches presented and discussed with superior</p> <p>2.4 Proposal sketches amended according to Superior's advise</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Produce finished drawing	2.3 Editorial illustration scanned into computer according to editorial illustration requirement 2.4 Completed thumbnails with panels illustration proposed and discussed with superior 2.5 Approved Editorial illustration sketches digitized as per requirement 3.1 Inking technique applied to the sketches as per design requirements 3.2 Cleanup activities carried out as per illustration requirements 3.3 Colouring activities carried out as per illustration requirements 3.4 Art works finishing such as overlay, mounting or coating technique carried out as per illustration requirements 3.5 Final art works produced according to editorial illustration specification

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Finalize editorial illustration presentation	4.1 Method of delivery determined and confirmed according to editorial illustration specification. 4.2 Method of presentation determined and confirmed according to editorial illustration specification. 4.3 Final art works prepared and secured for presentation and delivery. 4.4 Soft copy of final art works secured into DVD, external hard disc and online storage. 4.5 Developmental sketches organised and secured for safe keeping and reference.

CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)						
SUB SECTOR	FILM/GAMES						
JOB AREA	ANIMATION						
NOSS TITLE	VISUAL ART						
COMPETENCY UNIT TITLE	TRADITIONAL ILLUSTRATION PRODUCTION						
LEARNING OUTCOME	<p>The person who is competent in this CU shall be able to identify traditional illustration production requirement, sketch traditional illustration, produce finished drawing and finalize traditional illustration presentation. Upon completion of this competency unit, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Identify traditional illustration production requirement 2. Sketch traditional illustration 3. Produce finished drawing 4. Finalize traditional illustration presentation 						
PRE-REQUISITE (if applicable)							
COMPETENCY UNIT ID	01	LEVEL	3	TRAINING DURATION	320	SKILLS CREDIT	32
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify Traditional Illustration production requirement	i. Job requirements objective contents <ul style="list-style-type: none"> • Size and paper type • Tools and material (Brush, Technical pen, Drawing pen, Pencils, Ruler, Nib pen, Eraser, Ink) • Media type (Pencils, Colour pencils, Water 	i. Interpret job requirements ii. Determine size and paper type iii. Determine tools and material iv. Determine media type v. Determine medium type vi. Prepare job time line vii. Obtain traditional illustration references	<u>Attitude:</u> i. Meticulous in interpreting job objective contents ii. Thorough in identifying tools and materials iii. Patience in interpreting job objective contents iv. Always produce quality artworks	<u>Related Knowledge</u> 20 <u>Related Skills</u> 60	<u>Related Knowledge</u> Lecture Group Discussion <u>Related Skills</u> Demonstration & Observation	i. Job requirements confirmed and interpreted ii. Size and paper types listed and its usage described iii. Tools and material listed and its usage described	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	colour, Acrylic, Poster colour) <ul style="list-style-type: none"> • Medium type (Drawing paper, Water colour paper, Illustration board, Canvas, Sugar paper, Tone paper) • Job time line (Work process, Duration) • Visual references of traditional illustration (Internet , Image capturing , Printed materials) 		v. Timely in producing artworks vi. Always maintain good housekeeping at work station <u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil		Assignment & Project	iv. Media type listed and its usage described v. Medium type listed and its usage described vi. Job time line prepared and explained vii. Visual references of traditional illustration selection process explained and confirmed
2. Sketch Traditional Illustration	i. Pencils drawing technique <ul style="list-style-type: none"> • Light and shadow • Tone and value (Silhouette) • Composition (Grid technique) • Rendering technique (Hatching, Cross hatching, Dots / stippling, Contour) ii. Pencils types <ul style="list-style-type: none"> • Mechanical (Lead 	i. Refer job requirements objective contents ii. Sketch using pencils iii. Propose sketches to superior for approval	<u>Attitude:</u> i. Meticulous in using pencils in applying drawing technique ii. Always produce quality artworks iii. Timely in producing Artworks iv. Always maintain good housekeeping and work station v. Always maintain good housekeeping at work station	<u>Related Knowledge</u> 25 <u>Related Skills</u> 65	<u>Related Knowledge</u> Lecture & Group Discussion <u>Related Skills</u> Demonstration & Observation Case study	i. Job requirements objective contents referred and confirmed ii. Sketches using pencils from different angle of views produced and demonstrated iii. Sketches proposal

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	type and size) <ul style="list-style-type: none"> Wooden pencils (Black value , Hard value , Fineness) Colour pencils iii. Final sketches for approval		<u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil		Assignment & Project	process for endorsement explained and demonstrated
3. Produce finished drawing	i. Inking tools (Drawing pen, Technical pen, Nib pen , Round/Flat Brushes) ii. Inking materials (Bottled black drawing Indian ink/ Acrylic) iii. Inking technique <ul style="list-style-type: none"> Stroke quality (Pen handling technique) Inking rendering Brush and nib pen dipping technique iv. Clean up tools (Eraser, Liquid paper) v. Clean up materials (White Plaka / Poster colour, Cotton buds, Tissue paper) vi. Clean up technique (Cover up artwork using clean paper)	i. Select inking tools and materials ii. Ink traditional sketches iii. Select clean up tools and materials iv. Clean up inked sketches v. Select colouring materials vi. Colour cleaned traditional sketches vii. Finalize artworks finishing	<u>Attitude:</u> i. Systematic in using tools and materials in producing finish drawing ii. Always produce quality artworks iii. Timely in producing Artworks iv. Always maintain good housekeeping at work station <u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil	<u>Related Knowledge</u> 25 <u>Related Skills</u> 65	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Assignment & Project	i. Inking tools and materials listed and its usage explained ii. Inking process explained and demonstrated iii. Cleaning up tools and materials listed, its usage explained and demonstrated iv. Cleaning up process explained and demonstrated v. Colour materials listed, its usage

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Unwanted markings to be cleaned (free from smudges, out of line, double imaging, stain) vii. Colouring tools <ul style="list-style-type: none"> • Colour pencils (wet/dry, Sharpener) • Water colour (Water container, Brush, Palette, Tissue paper) • Acrylic (Brush, Easel, Palette, Palette knife, Tissue paper) viii. Colouring materials <ul style="list-style-type: none"> • Dry (colour pencil) • Wet (acrylic/ water colour/colour pencils) ix. Colouring technique (Follow reference) <ul style="list-style-type: none"> • Colour study (Colour wheel, Colour scheme) • Colour pencils (Layering, Blending, Burnishing) • Water colour methods (Dry on 					<p>explained and demonstrated</p> <p>vi. Colouring process explained and demonstrated</p> <p>vii. Artworks finishing method explained and demonstrated</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>dry, Dry on wet, Wet on dry, Wet on wet)</p> <ul style="list-style-type: none"> • Tone (Light to dark, dark to light) • Acrylic (Glazing, Colour prima, Scumbling, Impasto, Chiaroscuro - light to dark, Wet on/In wet) <p>x. Artworks finishing methods (overlay, mounting, coating technique)</p>					
4. Finalize traditional illustration presentation	<p>i. Scanning procedure</p> <ul style="list-style-type: none"> • Size (A5, A4, A3) • Resolution (300 dpi – minimum) • Format (JPG, PDF, Raw, TIF, PNG) <p>ii. Scanning tools (Scanner, Camera)</p> <p>iii. Artworks presentation methods (overlay paper, mounting board, plastic cover)</p> <p>iv. Method of delivery (By hand, Email, CD/DVD, Post / courier, Online</p>	<p>i. Scan soft copy of final art works</p> <p>ii. Determine delivery methods</p> <p>iii. Prepare artworks for presentation</p> <p>iv. Prepare final artworks for delivery.</p> <p>v. Organise developmental sketches for safe keeping and reference.</p>	<p><u>Attitude:</u></p> <p>i. Patience in producing final artworks presentation</p> <p>ii. Always produce quality artworks</p> <p>iii. Timely in producing artworks</p> <p>iv. Always maintain good housekeeping at work station</p>	<p><u>Related Knowledge</u> 15</p> <p><u>Related Skills</u> 45</p>	<p><u>Related Knowledge</u> Lecture</p> <p><u>Related Skills</u> Demonstration & Observation</p> <p>Assignment</p>	<p>i. Final art works confirmed and scanning process using saving format demonstrated</p> <p>ii. Delivery method confirmed</p> <p>iii. Artworks presentation process explained and demonstrated</p> <p>iv. Final artworks delivery methods</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	storage) v. Developmental sketches storing methods. (Soft copy, Hard copy, Artwork Filing system / Portfolio)		<u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil			explained v. Developmental sketches organization for safe keeping and reference explained

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 01.05 Utilize the Internet to locate and gather information.	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

<p>02.08 Prepare pictorial and graphic information.</p> <p>03.08 Develop and maintain a cooperation within work group.</p> <p>04.01 Organize own work activities.</p> <p>04.02 Set and revise own objectives and goals.</p> <p>04.03 Organize and maintain own workplace.</p> <p>04.04 Apply problem solving strategies.</p> <p>04.05 Demonstrate initiative and flexibility.</p> <p>01.07 Utilize database applications to locate and process information.</p> <p>01.08 Utilize spreadsheets applications to locate and process information.</p> <p>01.11 Apply thinking skills and creativity.</p> <p>02.09 Prepare flowcharts.</p> <p>02.10 Prepare reports and instructions.</p> <p>02.11 Convey information and ideas to people.</p> <p>03.09 Manage and improve performance of individuals.</p> <p>03.13 Develop and maintain team harmony and resolve conflicts.</p> <p>03.14 Facilitate and coordinate teams and ideas.</p> <p>03.15 Liase to achieve identified outcomes.</p> <p>03.16 Identify and assess client/customer needs.</p> <p>04.06 Allocate work.</p> <p>04.07 Negotiate acceptance and support for objectives and strategies.</p> <p>05.01 Implement project/work plans.</p> <p>05.02 Inspect and monitor work done and/or in progress.</p>	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Sample of job requirements form	1:1
2. Sketching tools set	1: 1
3. Drawing paper	1:1
4. Sample of printed materials reference	1:1
5. Inking tools and material set	1:1
6. Cleaning tools and material set	1:1
7. Colouring tools and materials set	1:1
8. Sample of Medium type (Water colour paper, Illustration board, Canvas, Sugar paper, Tone paper)	1:1
9. Sample of final artworks	1:1
10. Sample of artworks finishing materials	1:1
11. Sample of artworks presentation materials	1:1
12. Computer with internet connection	1:5
13. Scanner	1:10
14. Camera	1:1
15. Storage soft ware (USB, CD/DVD/Hard disc)	1:1
16. Artworks portfolio	1:1

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2. Scott McCloud (1994), Understanding Comics: The Invisible Art, William Morrow Paperbacks, ISBN-10: 006097625X, ISBN-13: 978-0060976255
3. Lorena Kloosterboer,(2014) Complete Guide to Painting in Acrylics, Search Press Ltd, ISBN-10: 178221187X, ISBN-13: 978-1782211877
4. Danny Gregory (2013), An Illustrated Life: Drawing Inspiration from the Private Sketchbooks of Artists, Illustrators and Designers, HOW Books , ISBN-10: 9781600610868, ISBN-13: 978-1600610868
5. Gene Franks,(2013) The Art of Pencil Drawing: Learn how to draw realistic subjects with pencil, Walter Foster Publishing, ISBN-10: 1560101865, ISBN-13: 978-1560101864
6. Walter Foster Creative Team,(2013) Art of Basic Drawing: Discover simple step-by-step techniques for drawing a wide variety of subjects in pencil , Walter Foster Publishing, ISBN-10: 1560109130, ISBN-13: 978-1560109136
7. Tom Hoffmann,(2012) Watercolor Painting: A Comprehensive Approach to Mastering the Medium, Watson-Guption , ISBN0823006735, ISBN-13: 978-0823006731
8. Bet Borgeson (2015), Colored Pencil for the Serious Beginner: Basic Lessons in Becoming a Good Artist, Watson-Guption, ASIN: B00VZYX480

CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)						
SUB SECTOR	FILM/GAMES						
JOB AREA	ANIMATION						
NOSS TITLE	VISUAL ART						
COMPETENCY UNIT TITLE	DIGITAL ILLUSTRATION PRODUCTION						
LEARNING OUTCOME	<p>The outcome of this competency is to enable the personnel to interpret job's specification and objectives, study references and develop the final digitized illustration art works. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Identify Digital Illustration production requirement • Sketch Digital illustration • Produce finished drawing • Finalize Digital Illustration presentation 						
PRE-REQUISITE (if applicable)							
COMPETENCY UNIT ID	02	LEVEL	3	TRAINING DURATION	320	SKILLS CREDIT	32
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify Digital Illustration production requirement	i. Job requirements objective contents <ul style="list-style-type: none"> • Size and paper type • Resolutions (Minimum 300 dpi) • Colour mode (Red, Green, Blue (RGB), Greyscale, Cyan, Magenta, Yellow, Kobalt) 	i. Interpret job requirements ii. Determine size and paper type iii. Determine software iv. Determine hardware v. Prepare job time line vi. Obtain visual references of digital illustration	<u>Attitude:</u> i. Meticulous in interpreting job objective contents ii. Thorough in identifying tools and materials iii. Patience in interpreting job objective contents iv. Always produce quality artworks	<u>Related Knowledge</u> 20 <u>Related Skills</u> 60	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case study	i. Job requirements confirmed and interpreted ii. Size and paper types listed and its usage described iii. Software type listed and its usage described	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	(CYMK) ii. Digital hardware types (Graphic/ drawing tablets, Tablet pen, Desktop, Laptop, Graphic card, Mouse, Printer, Scanner, PC Tablet) iii. Graphic software (Freeware, Licence) iv. Job time line (Work process, Duration) v. Visual references of digital illustration <ul style="list-style-type: none"> • Internet • Image capturing (Video, Photograph) • Printed materials (Magazines, Books, Catalogue, Newspaper, Poster, Postcard, Brochure) 		v. Timely in producing artworks vi. Always maintain good housekeeping at work station vii. Always use original software <u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil		Assignment & Project	iv. Hardware type listed and its usage described v. Job time line prepared and explained vi. Visual references of digital illustration referred and selected

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Sketch Digital Illustration	i. Digital illustration specification (size, orientation, format, mode, resolution) ii. Drawing tools type (pen, pencils, brush, line) iii. Drawing tools setting (size, texture, opacity, patterns, brush type, customised tools) iv. Move tools (cursor, hand tools, magic wand) v. Layering methods vi. Transformation tools vii. Digital drawing technique <ul style="list-style-type: none"> • Basic shape • Silhouette • Structure drawing • Stroke • Lines • Composition • Grid • Tracing viii. Final sketches for approval	i. Refer job requirements objective contents ii. Select digital illustration specification iii. Select graphic / drawing software iv. Identify digital sketching tools v. Carry out digital sketching vi. Propose digital sketches to superior for approval	<u>Attitude:</u> i. Meticulous in using pencils in applying drawing technique ii. Always produce quality artworks iii. Timely in producing Artworks iv. Always maintain good housekeeping at work station v. Always use original software <u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil	<u>Related Knowledge</u> 25 <u>Related Skills</u> 65	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case study Assignment & Project	i. Job requirements objective contents referred and confirmed ii. Digital illustration specification confirmed iii. Digital sketching tools confirmed iv. Digital sketching process confirmed and demonstrated v. Sketches using graphic / drawing software from different angle of views produced and demonstrated vi. Sketches proposal process for endorsement explained and demonstrated

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Produce finished drawing	i. Digital inking methods (Brush, Pen) ii. Digital clean up iii. Digital colouring tools (Air brush, Colouring icons) iv. Digital colouring methods <ul style="list-style-type: none"> • Colour overlay • Blending • Masking/blocking • Gradient v. Digital colouring effect <ul style="list-style-type: none"> • Glowing • Colour correction vi. Digital colouring Style <ul style="list-style-type: none"> • Painted • Pop art • Spot colour vii. Artworks finishing methods (Overlay, Mounting, Coating technique)	i. Ink digital drawing ii. Clean up digital drawing iii. Select digital colouring tools iv. Colour digital drawing v. Finalize artworks finishing	<u>Attitude:</u> i. Systematic in using tools and materials in producing finish drawing ii. Always produce quality artworks iii. Timely in producing Artworks iv. Always maintain good housekeeping at work station v. Always use original software <u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil	<u>Related Knowledge</u> 25 <u>Related Skills</u> 65	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case study Assignment & Project	i. Digital inking process explained and demonstrated ii. Digital cleaning up process explained and demonstrated iii. Digital colouring tools listed and explained iv. Digital colouring process explained and demonstrated v. Artworks finishing method explained and demonstrated

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Finalize Digital Illustration presentation	i. Saving procedure <ul style="list-style-type: none"> • Size (A5, A4, A3) • Resolution (300 dpi – minimum) • Format (JPG, PDF, Raw, TIF, AI, PNG) • Mode (CMYK, RGB, Gray scale) ii. Storage device (USB, Hard disc, On line/cloud, DVD/CD) iii. Artworks presentation methods (overlay paper, mounting board, plastic cover) iv. Method of delivery (By hand, Email, CD/DVD, Post / courier, Online storage) v. Developmental sketches storing methods. (Soft copy, Hard copy, Artwork Filing system / Portfolio)	i. Save soft copy of final art works ii. Prepare artworks for presentation iii. Determine delivery method iv. Prepare final artworks for delivery v. Organise developmental digital sketches for safe keeping and reference.	<u>Attitude:</u> <ol style="list-style-type: none"> i. Patience in producing final artworks presentation ii. Always produce quality artworks iii. Timely in producing artworks iv. Always maintain good housekeeping at work station v. Always use original software <u>Safety:</u> <ol style="list-style-type: none"> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil	<u>Related Knowledge</u> 15 <u>Related Skills</u> 45	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case study Assignment & Project	i. Final art works confirmed and format saving methods demonstrated ii. Artworks presentation process explained and demonstrated iii. Delivery method confirmed iv. Delivery method confirmed v. Final artworks delivery methods explained vi. Developmental sketches organization for safe keeping and reference explained

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 01.05 Utilize the Internet to locate and gather information. 02.08 Prepare pictorial and graphic information. 03.08 Develop and maintain a cooperation within work group. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.07 Utilize database applications to locate and process information. 01.08 Utilize spreadsheets applications to locate and process information. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.13 Develop and maintain team harmony and resolve conflicts.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 04.06 Allocate work. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Sample of job requirements form	1:1
2. Computer sets with Internet connection	1:1
3. illustration software	1:1
4. Printer	1:25
5. Management software	1:1
6. Storage device (USB, Hard disc, DVD/CD)	1:1
7. Sample of artworks finishing materials	1:5
8. Sample of artworks presentation materials	1:5
9. Sample of final Digital Illustration artwork	1:5
10. Artworks portfolio	1:1

REFERENCES

1. Scott McCloud (2006), Making Comics: Storytelling Secrets of Comics, Manga and Graphic Novels, William Morrow Paperbacks; 8.6.2006, ISBN-10: 0060780940, ISBN-13: 978-0060780944,
2. Scott McCloud (1994), Understanding Comics: The Invisible Art, William Morrow Paperbacks, ISBN-10: 006097625X, ISBN-13: 978-0060976255
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John MONTAGUE,(2013), Basic Perspective Drawing a visual approach. Van Nostrand Reinhold, ISBN-10: 0442266537, ISBN-13: 978-0442266530

CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)						
SUB SECTOR	FILM/GAMES						
JOB AREA	ANIMATION						
NOSS TITLE	VISUAL ART						
COMPETENCY UNIT TITLE	SEQUENTIAL ILLUSTRATION PRODUCTION						
LEARNING OUTCOME	<p>The outcome of this competency is to enable the personnel to interpret job's specification and objectives, study references and develop sequential illustration using conventional and digitized method. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Identify Sequential Illustration production requirement • Sketch Sequential illustration • Produce finished drawing • Finalize Sequential Illustration presentation 						
PRE-REQUISITE (if applicable)							
COMPETENCY UNIT ID	03	LEVEL	3	TRAINING DURATION	320	SKILLS CREDIT	32
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify Sequential Illustration production requirement	i. Job requirements objective contents <ul style="list-style-type: none"> • Size and paper type • Resolutions (Minimum 300 dpi) • Colour mode (Red, Green, Blue (RGB), Greyscale, Cyan, Magenta, Yellow, Kobalt) 	i. Interpret job requirements ii. Determine size and paper type i. Determine software ii. Determine hardware iii. Prepare job time line iv. Obtain visual references of Sequential Illustration	<u>Attitude:</u> i. Meticulous in interpreting job objective contents ii. Thorough in identifying tools and materials iii. Patience in interpreting job objective contents iv. Always produce quality artworks	<u>Related Knowledge</u> 20 <u>Related Skills</u> 60	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case study	i. Sequential Illustration technical specification requirements listed and its usage explained ii. Software type listed and its usage described	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	(CYMK) ii. Digital hardware (Graphic/ drawing tablets, Tablet pen, Desk top, Lap top, Graphic card, Mouse, Printer, Scanner, PC Tablet) iii. Graphic software (Freeware, Licence) iv. Job time line (Work process, Duration) v. Visual references of digital illustration <ul style="list-style-type: none"> • Internet • Movie • Animation • Games • Image capturing (Video, Photograph) • Printed materials (Magazines, Books, Catalogue, Newspaper, Poster, Postcard, Brochure) vi. Script vii. Comic format (One page / loose, 4 pages comic, One shot comic, Comic strip, Graphic novel, Black / White, Colour) viii. Malaysian history of		v. Timely in producing artworks Always maintain good housekeeping at work station vi. Always use original software <u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil		Assignment & Project	iii. Hardware type listed and its usage described iv. Drawing specification on script, comic format and genre listed and explained v. Job time line prepared and explained vi. Visual references of digital Sequential Illustration referred and selected

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	cartoon and comic development ix. Concept styling / stroke <ul style="list-style-type: none"> • Cartoon / Semi cartoon • Realistic / Semi realistic • Visual (Facial, Pose, Mood, Special effect, Colour scheme) • Composition • Figurative drawing • Perspective drawing x. Genre <ul style="list-style-type: none"> • Horror • Parody • Comedy (Satire, Slap stick, Black / dark humour, Editorial cartoon) • Thriller (Action, Adventure) • Romance • Science fiction • Fantasy (Myth) • Family (Children, Education) • Crime • Sport • Historical • Religion • Biography 					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> Entertainment 					
2. Sketch Sequential Illustration	<ul style="list-style-type: none"> i. Sequential Illustration specification (size, orientation, format, mode, resolution) ii. Drawing (Traditional / Digital tools type pen, pencil, brush, line) iii. Drawing tools setting (size, texture, opacity, patterns, brush type, customised tools) iv. Move tools (cursor, hand tools, magic wand) v. Layering technique vi. Transformation tools (digital) vii. Thumbnails sketch and panels (Wording, title, page, script, issue) viii. Sequential drawing technique <ul style="list-style-type: none"> • Basic shape • Silhouette • Structure drawing • Gesture • Composition • Text (Balloon/bubble) ix. Final sketches for approval 	<ul style="list-style-type: none"> i. Refer job requirements objective contents ii. Select Sequential Illustration specification iii. Select graphic / drawing software iv. Identify digital sketching tools v. Carry out thumbnails sketch and panels based on script vi. Propose thumbnails sketches to superior vii. Propose final sketches to superior for approval 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in using pencils in applying drawing technique ii. Always produce quality artworks iii. Timely in producing Artworks iv. Always maintain good housekeeping at work station v. Always use original software <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Always follow safety procedures when using drawing tools, equipments and materials <p><u>Environmental:</u></p> <p>Nil</p>	<p><u>Related Knowledge</u></p> <p>25</p> <p><u>Related Skills</u></p> <p>65</p>	<p><u>Related Knowledge</u></p> <p>Lecture</p> <p><u>Related Skills</u></p> <p>Demonstration & Observation</p> <p>Case study</p> <p>Assignment & Project</p>	<ul style="list-style-type: none"> i. Job requirements objective contents referred and confirmed ii. Sequential illustration specification confirmed iii. Digital sketching tools confirmed iv. Thumbnails & panels sketches produced and matched with required script demonstrate v. Sketches using graphic / drawing software from different angle of views produced and demonstrated vi. Thumbnails sketches proposal process

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
						explained vii. Final sketches proposal process for endorsement explained and demonstrated
3. Produce finished drawing	i. Digital inking methods (Brush, Pen) ii. Digital clean up <ul style="list-style-type: none"> Unwanted marking to be cleaned (free from smudges, out of line, double imaging, stain) iii. Digital colouring tools (Air brush, Colouring icons) iv. Digital colouring methods <ul style="list-style-type: none"> Colour overlay Blending Masking/blocking Gradient v. Digital colouring effect <ul style="list-style-type: none"> Glowing Colour correction vi. Digital colouring Style <ul style="list-style-type: none"> Painted Pop art Spot colour vii. Artworks finishing	i. Ink digital drawing ii. Clean up digital drawing iii. Select digital colouring tools iv. Colour digital drawing v. Finalize artworks finishing	<u>Attitude:</u> i. Systematic in using tools and materials in producing finish drawing ii. Always produce quality artworks iii. Timely in producing Artworks iv. Always maintain good housekeeping at work station v. Always use original software <u>Safety:</u> ii. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil	<u>Related Knowledge</u> 25 <u>Related Skills</u> 65	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case study Assignment & Project	i. Digital inking process explained and demonstrated ii. Digital cleaning up process explained and demonstrated free from out of line and double imaging iii. Digital colouring tools listed and explained iv. Digital colouring process explained and demonstrated v. Artworks covered with finishing method explained and demonstrated

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	methods (Overlay, Mounting, Coating technique)					
4. Finalize Sequential Illustration presentation	<ul style="list-style-type: none"> i. Saving procedure <ul style="list-style-type: none"> • Size (A5, A4, A3) • Resolution (300 dpi – minimum) • Format (JPG, PDF, Raw, TIF, AI, PNG) • Mode (CMYK, RGB, Gray scale) ii. Storage device (USB, Hard disc, On line/cloud, DVD/CD) iii. Artworks presentation methods (overlay paper, mounting board, plastic cover) iv. Method of delivery (By hand, Email, CD/DVD, Post / courier, Online storage) v. Developmental sketches storing methods. (Soft copy, Hard copy, Artwork Filing system / Portfolio) 	<ul style="list-style-type: none"> i. Save soft copy of final art works ii. Prepare artworks for presentation iii. Determine delivery method iv. Prepare final artworks for delivery v. Organise developmental digital sketches for safe keeping and reference. 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Patience in producing final artworks presentation ii. Always produce quality artworks iii. Timely in producing artworks iv. Always maintain good housekeeping at work station v. Always use original software <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Always follow safety procedures when using drawing tools, equipments and materials <p><u>Environmental:</u> Nil</p>	<p><u>Related Knowledge</u> 15</p> <p><u>Related Skills</u> 45</p>	<p><u>Related Knowledge</u> Lecture</p> <p><u>Related Skills</u> Demonstration & Observation</p> <p>Case study</p> <p>Assignment & Project</p>	<ul style="list-style-type: none"> i. Final art works confirmed and format saving methods demonstrated ii. Artworks presentation process explained and demonstrated iii. Delivery method confirmed iv. Final artworks delivery methods explained v. Developmental sketches organization for safe keeping and reference explained

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 01.05 Utilize the Internet to locate and gather information. 02.08 Prepare pictorial and graphic information. 03.08 Develop and maintain a cooperation within work group. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.07 Utilize database applications to locate and process information. 01.08 Utilize spreadsheets applications to locate and process information. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

03.15 Liase to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 04.06 Allocate work. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Sample of Job requirements objective form	1:1
2. Computer with internet connection	1:5
3. Computer Software	1:5
4. Printer	1:5
5. Scanner	1:10
6. Storage device (USB, Hard disc, DVD/CD)	1:1
7. Sample of artworks finishing materials	1:1
8. Sample of artworks presentation materials	1:1
9. Sample of final Sequential Illustration artwork	1:1
10. Artworks portfolio	1:1
11. Sample of script	1:1

REFERENCES

1. Scott McCloud (2006), *Making Comics: Storytelling Secrets of Comics, Manga and Graphic Novels*, William Morrow Paperbacks; 8.6.2006, ISBN-10: 0060780940, ISBN-13: 978-0060780944,
2. Scott McCloud (1994), *Understanding Comics: The Invisible Art*, William Morrow Paperbacks, ISBN-10: 006097625X, ISBN-13: 978-0060976255
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10. Mulyadi Mahamood (2004), *The History of Malay Editorial Cartoons, 1930-1993*, Utusan Publisher, ISBN No. 9676115231
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14. Tim Seeling, Yishan Li,(2012), *How to Draw Manga: A step-by-step guide with over 750 illustrations. Expert techniques for creating your own manga characters and stories, with more than 50 exercises and projects.* Southwater, ISBN-10: 178019014X, ISBN-13: 978-1780190143

CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)						
SUB SECTOR	FILM/GAMES						
JOB AREA	ANIMATION						
NOSS TITLE	VISUAL ART						
COMPETENCY UNIT TITLE	SCENERY ILLUSTRATION PRODUCTION						
LEARNING OUTCOME	<p>The outcome of this competency is to enable the personnel to interpret job's specification and objectives, study references and develop scenery illustration using colouring technique. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Identify Scenery Illustration production requirement • Sketch Scenery Illustration • Produce finished drawing • Finalize Scenery Illustration presentation 						
PRE-REQUISITE (if applicable)							
COMPETENCY UNIT ID	04	LEVEL	3	TRAINING DURATION	320	SKILLS CREDIT	32
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify Scenery Illustration production requirement	i. Job requirements objective contents <ul style="list-style-type: none"> • Size and paper type • Resolutions (Minimum 300 dpi) • Colour mode (Red, Green, Blue (RGB), Greyscale, Cyan, Magenta, Yellow, Kobalt) 	i. Interpret job requirements ii. Determine size and paper type iii. Determine software iv. Determine hardware v. Determine drawing specification	<u>Attitude:</u> i. Meticulous in interpreting job objective contents ii. Thorough in identifying tools and materials iii. Patience in interpreting job objective contents iv. Always produce quality artworks	<u>Related Knowledge</u> 20 <u>Related Skills</u> 60	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case study	i. Job requirements confirmed and interpreted ii. Size and paper types listed and its usage described iii. Software type listed and its usage described	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Digital hardware (Graphic/ drawing tablets, Tablet pen, Desk top, Lap top, Graphic card, Mouse, Printer, Scanner, PC Tablet) iii. Graphic software (Freeware, Licence) iv. Job time line (Work process, Duration) v. Visual references of digital illustration <ul style="list-style-type: none"> • Internet • Movie • Animation • Games • Image capturing (Video, Photograph) • Printed materials (Magazines, Books, Catalogue, Newspaper, Poster, Postcard, Brochure) vi. Concept styling / stroke (Cartoon, Realistic, Semi realistic) vii. Time/weather mood (night, daylight , sunset, raining, flood, thunderstorm, sunrise, earthquake, 4 seasons, windy)		v. Timely in producing artworks vi. Always maintain good housekeeping at work station vii. Always use original software <u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil		Assignment & Project	iv. Hardware type listed and its usage described v. Drawing specification on cartoon, realistic, semi realistic listed and explained vi. Job time line prepared and explained vii. Visual references of digital scenery illustration referred and selected

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> viii. Colour study ix. Lighting (light, shadow) x. Special effect xi. Composition xii. Figurative drawing xiii. Perspective drawing 					
2. Sketch Scenery Illustration	<ul style="list-style-type: none"> i. Scenery Illustration specification (size, orientation, format, mode, resolution ii. Drawing Traditional / Digital tools type (pen, pencil, brush, line) iii. Drawing Traditional / Digital tools setting (size, texture, opacity, patterns, brush type, customised tools) iv. Move tools (cursor, hand tools, magic wand) v. Layering (Digital) technique vi. Transformation tools (Digital) vii. Thumbnails sketch and panels (Wording, title, page, script, issue) viii. Sequential drawing technique <ul style="list-style-type: none"> • Basic shape 	<ul style="list-style-type: none"> i. Refer job requirements objective contents ii. Select scenery illustration specification iii. Select drawing / graphic software iv. Sketch drawing in thumbnails and panels based on script v. Propose thumbnails sketches to superior vi. Propose final sketches to superior for approval 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Meticulous in using pencils in applying drawing technique ii. Always produce quality artworks iii. Timely in producing Artworks iv. Always maintain good housekeeping at work station v. Always use original software <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Always follow safety procedures when using drawing tools, equipments and materials <p><u>Environmental:</u></p> <p>Nil</p>	<p><u>Related Knowledge</u> 25</p> <p><u>Related Skills</u> 65</p>	<p><u>Related Knowledge</u> Lecture</p> <p><u>Related Skills</u> Demonstration & Observation</p> <p>Case study</p> <p>Assignment & Project</p>	<ul style="list-style-type: none"> i. Job requirements objective contents referred and confirmed ii. Scenery illustration specification confirmed iii. Sketches using graphic / drawing software from different angle of views produced and demonstrated iv. Thumbnails & panels sketches produced and matched with required script demonstrated v. Thumbnails

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Silhouette • Structure drawing • Gesture • Composition • Perspective (one point, two point, multiple point) ix. Sketch elements (animals, trees, buildings, rocks, bushes, grass, road/alley/street) x. Final sketch for approval					sketches proposal process explained vi. Final artworks proposal process for endorsement explained and demonstrated
3. Produce finished drawing	i. Inking technique (Traditional/Digital) <ul style="list-style-type: none"> • Brush • Pen ii. Clean up (Traditional / Digital) iii. Colouring tools (Traditional / Digital) <ul style="list-style-type: none"> • Air brush • Brush (Water colour, Colour pencils, Acrylic, Palette panels, Bucket) iv. Colouring technique (Traditional & Digital) <ul style="list-style-type: none"> • Colour overlay • Blending 	i. Ink digital drawing ii. Clean up digital drawing iii. Select digital colouring tools iv. Colour digital drawing v. Finalize artworks finishing	<u>Attitude:</u> i. Systematic in using tools and materials in producing finish drawing ii. Always produce quality artworks iii. Timely in producing Artworks iv. Always maintain good housekeeping at work station v. Always use original software <u>Safety:</u> ii. Always follow safety procedures	<u>Related Knowledge</u> 25 <u>Related Skills</u> 65	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case study Assignment & Project	i. Digital inking process explained and demonstrated ii. Digital cleaning up process explained and demonstrated iii. Digital colouring tools listed and explained iv. Digital colouring process explained and demonstrated v. Artworks finishing

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Masking/blocking • Gradient v. Colouring effect (Traditional / Digital) <ul style="list-style-type: none"> • Glowing • Colour correction vi. Colouring style (Traditional / Digital) <ul style="list-style-type: none"> • Painted • Pop art • Spot colour vii. Artworks finishing methods (Overlay, Mounting, Coating technique)		when using drawing tools, equipments and materials <u>Environmental:</u> Nil			method explained and demonstrated
4. Finalize Scenery Illustration presentation	i. Saving procedure <ul style="list-style-type: none"> • Size (A5, A4, A3) • Resolution (300 dpi – minimum) • Format (JPG, PDF, Raw, TIF, AI , PNG) • Mode (CMYK, RGB, Gray scale) ii. Storage device (USB, Hard disc, On line/cloud, DVD/CD) iii. Artworks presentation methods (overlay paper, mounting board, plastic cover) iv. Method of delivery (By hand, Email,	i. Save soft copy of final art works ii. Prepare artworks for presentation iii. Determine delivery method iv. Prepare final artworks for delivery v. Organise developmental digital sketches for safe keeping and reference.	<u>Attitude:</u> <ol style="list-style-type: none"> i. Patience in producing final artworks presentation ii. Always produce quality artworks iii. Timely in producing artworks iv. Always maintain good housekeeping at work station v. Always use original software 	<u>Related Knowledge</u> 155 <u>Related Skills</u> 45	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case study Assignment & Project	i. Final art works confirmed and format saving methods demonstrated ii. Artworks presentation process explained and demonstrated iii. Delivery method confirmed iv. Final artworks delivery methods explained v. Developmental

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	CD/DVD, Post / courier, Online storage) v. Developmental sketches storing methods. (Soft copy, Hard copy, Artwork Filing system / Portfolio)		<u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil			sketches organization for safe keeping and reference explained

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information.	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

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| <ul style="list-style-type: none">01.05 Utilize the Internet to locate and gather information.02.08 Prepare pictorial and graphic information.03.08 Develop and maintain a cooperation within work group.04.01 Organize own work activities.04.02 Set and revise own objectives and goals.04.03 Organize and maintain own workplace.04.04 Apply problem solving strategies.04.05 Demonstrate initiative and flexibility.01.07 Utilize database applications to locate and process information.01.08 Utilize spreadsheets applications to locate and process information.01.11 Apply thinking skills and creativity.02.09 Prepare flowcharts.02.10 Prepare reports and instructions.02.11 Convey information and ideas to people.03.09 Manage and improve performance of individuals.03.13 Develop and maintain team harmony and resolve conflicts.03.14 Facilitate and coordinate teams and ideas.03.15 Liaise to achieve identified outcomes.03.16 Identify and assess client/customer needs.04.06 Allocate work.04.07 Negotiate acceptance and support for objectives and strategies.05.01 Implement project/work plans.05.02 Inspect and monitor work done and/or in progress. | |
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Sample of job requirements form	1:1
2. Computer with internet connection	1:5
3. Computer Software	1:5
4. Printer	1:5
5. Scanner	1:10
6. Storage device (USB, Hard disc, DVD/CD)	1:1
7. Sample of artworks finishing materials	1:1
8. Sample of artworks presentation materials	1:1
9. Sample of final Digital Illustration artwork	1:1
10. Artworks portfolio	1:1
11. Sketching tools set	1:1
12. Drawing paper	1:1
13. Sample of printed materials reference	1:1
14. Inking tools and material set	1:1
15. Cleaning tools and material set	1:1
16. Colouring tools and materials set	1:1
17. Sample of Medium type (Water colour paper, Illustration board, Canvas, Sugar paper, Tone paper)	1:1
18. Sample of final artworks	1:1
19. Sample of script	1:1

REFERENCES

1. Scott McCloud (2006), *Making Comics: Storytelling Secrets of Comics, Manga and Graphic Novels*, William Morrow Paperbacks; 8.6.2006, ISBN-10: 0060780940, ISBN-13: 978-0060780944,
2. Scott McCloud (1994), *Understanding Comics: The Invisible Art*, William Morrow Paperbacks, ISBN-10: 006097625X, ISBN-13: 978-0060976255
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CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)						
SUB SECTOR	FILM/GAMES						
JOB AREA	ANIMATION						
NOSS TITLE	VISUAL ART						
COMPETENCY UNIT TITLE	EDITORIAL ILLUSTRATION PRODUCTION						
LEARNING OUTCOME	<p>The outcome of this competency is to enable the personnel to produce editorial illustration by studying current human interest issue and develop sketches and drawing within specific deadline for public attention. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Identify Editorial Illustration production requirement • Sketch Editorial illustration • Produce finished drawing • Finalize Editorial Illustration presentation 						
PRE-REQUISITE (if applicable)							
COMPETENCY UNIT ID	05	LEVEL	3	TRAINING DURATION	320	SKILLS CREDIT	32
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Identify Editorial Illustration production requirement	i. Job requirements objective contents <ul style="list-style-type: none"> • Size and paper type • Resolutions (Minimum 300 dpi) • Colour mode (Red, Green, Blue (RGB), Greyscale, Cyan, Magenta, Yellow, Kobalt) 	i. Interpret job requirements ii. Determine size and paper type iii. Determine software iv. Determine hardware v. Prepare job time line vi. Obtain visual references of Editorial illustration	<u>Attitude:</u> i. Meticulous in interpreting job objective contents ii. Thorough in identifying tools and materials iii. Patience in interpreting job objective contents iv. Always produce quality artworks	<u>Related Knowledge</u> 20 <u>Related Skills</u> 60	<u>Related Knowledge</u> Lecture & Group Discussion <u>Related Skills</u> Demonstration & Observation	i. Job requirements confirmed and interpreted ii. Size and paper types listed and its usage described iii. Software type listed and its usage described	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Digital hardware (Graphic/ drawing tablets, Tablet pen, Desk top, Lap top, Graphic card, Mouse, Printer, Scanner, PC Tablet) iii. Graphic software (freeware, licence) iv. Job time line (work process, duration) v. Visual references of Editorial Illustration <ul style="list-style-type: none"> • Internet • Image capturing (video, photograph) • Printed materials (magazines, books, catalogue, newspaper, poster, postcard, brochure) vi. Script (wording, title, page, issue) vii. Concept styling / stroke (cartoon, realistic, semi realistic) viii. Current issue (Politic, sport, natural disaster, entertainment, epidemic, economy, socio-cultural issue, education, religion, human interest)		v. Always aware of assignment deadline vi. Always use original software vii. Always maintain good housekeeping at work station <u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil		Case Study & Assignment	iv. Hardware type listed and its usage described v. Drawing specification on cartoon, realistic, semi realistic listed and explained vi. Job time line prepared and explained vii. Visual references of digital scenery illustration referred and selected

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Special events (New Year eve, Islamic annual event, Annual festival) ix. Colour study x. Lighting (Light, Shadow) xi. Special effect xii. Composition xiii. Figurative drawing/ caricature xiv. Perspective drawing xv. Photo manipulation/ photo collage 					
2. Sketch Editorial Illustration	<ul style="list-style-type: none"> i. Editorial Illustration specification (size, orientation, format, mode, resolution ii. Drawing Traditional / Digital tools type pen, pencil, brush, line) iii. Drawing Traditional / Digital tools setting (size, texture, opacity, patterns, brush type, customised tools) iv. Move tools (cursor, hand tools, magic wand) v. Layering (Digital) vi. Transformation tools (Digital) 	<ul style="list-style-type: none"> i. Refer job requirements objective contents ii. Select Editorial illustration specification iii. Select drawing / graphic software iv. Carry out thumbnails sketch and panels based on script v. Propose thumbnails sketches to superior vi. Propose final sketches to superior for approval 	<u>Attitude:</u> <ul style="list-style-type: none"> i. Meticulous in using pencils in applying drawing technique ii. Always produce quality artworks iii. Always aware of assignment deadline iv. Always maintain good housekeeping at work station v. Always use original software 	<u>Related Knowledge</u> 25 <u>Related Skills</u> 65	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case Study Assignment & Project	<ul style="list-style-type: none"> i. Job requirements objective contents referred and confirmed ii. Editorial illustration specification confirmed iii. Sketches using graphic / drawing software from different angle of views produced and demonstrated

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vii. Thumbnails sketch and panels viii. Sequential drawing technique <ul style="list-style-type: none"> • Basic shape • Silhouette • Structure drawing • Gesture • Composition • Perspective (one point, two point, multiple point) ix. Sketch elements (animals, trees, buildings, rocks, bushes, grass, road/alley/street) x. Final sketch for approval		<u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil			iv. Thumbnails & panels sketches produced and matched with required script demonstrated v. Thumbnails sketches proposal process explained vi. Final artworks proposal process for endorsement explained and demonstrated
3. Produce finished drawing	i. Inking technique (Traditional/Digital) <ul style="list-style-type: none"> • Brush • Pen ii. Clean up (Traditional / Digital) iii. Colouring tools (Traditional / Digital) <ul style="list-style-type: none"> • Air brush • Brush (Water colour, Colour pencils, Acrylic, Palette panels, Bucket) 	i. Ink digital drawing ii. Clean up digital drawing iii. Select digital colouring tools iv. Colour digital drawing v. Finalize artworks finishing	<u>Attitude:</u> i. Systematic in using tools and materials in producing finish drawing ii. Always produce quality artworks iii. Always aware of assignment deadline iv. Always maintain good housekeeping at work station v. Always alert on	<u>Related Knowledge</u> 25 <u>Related Skills</u> 65	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case Study Assignment & Project	i. Digital inking process explained and demonstrated ii. Digital cleaning up process explained and demonstrated iii. Digital colouring tools listed and explained iv. Digital colouring

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Colouring technique (Traditional & Digital) <ul style="list-style-type: none"> • Colour overlay • Blending • Masking/blocking • Gradient v. Colouring effect (Traditional / Digital) <ul style="list-style-type: none"> • Glowing • Colour correction vi. Colouring style (Traditional / Digital) <ul style="list-style-type: none"> • Painted • Pop art • Spot colour 		local culture and sensitivity vi. Always use original software <u>Safety:</u> ii. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil			process explained and demonstrated v. Artworks finishing method explained and demonstrated
4. Finalize Editorial Illustration presentation	i. Saving procedure <ul style="list-style-type: none"> • Size (A5, A4, A3) • Resolution (300 dpi – minimum) • Format (JPG, PDF, Raw, TIF, AI, PNG) • Mode (CMYK, RGB, Gray scale) ii. Storage device (USB, Hard disc, On line/cloud, DVD/CD) iii. Artworks presentation methods (overlay paper, mounting board, plastic cover) iv. Method of delivery	i. Save soft copy of final art works ii. Prepare artworks for presentation iii. Determine delivery method iv. Prepare final artworks for delivery v. Organise developmental digital sketches for safe keeping and reference.	<u>Attitude:</u> i. Patience in producing final artworks ii. Always produce quality artworks iii. Always aware of assignment deadline iv. Always maintain good housekeeping and work station v. Always use original software	<u>Related Knowledge</u> 15 <u>Related Skills</u> 45	<u>Related Knowledge</u> Lecture <u>Related Skills</u> Demonstration & Observation Case Study Assignment & Project	i. Final art works confirmed and format saving methods demonstrated ii. Artworks presentation process explained and demonstrated iii. Delivery method confirmed iv. Delivery method confirmed v. Final artworks

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	(By hand, Email, CD/DVD, Post / courier, Online storage) v. Developmental sketches storing methods. (Soft copy, Hard copy, Artwork Filing system / Portfolio)		<u>Safety:</u> i. Always follow safety procedures when using drawing tools, equipments and materials <u>Environmental:</u> Nil			delivery methods explained vi. Developmental sketches organization for safe keeping and reference explained

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 01.05 Utilize the Internet to locate and gather information. 02.08 Prepare pictorial and graphic information. 03.08 Develop and maintain a cooperation within work group. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility. 01.07 Utilize database applications to locate and process information. 01.08 Utilize spreadsheets applications to locate and process information. 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts. 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.13 Develop and maintain team harmony and resolve conflicts.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs. 04.06 Allocate work. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Sample of job requirements form	1:1
2. Computer with internet connection	1:5
3. Computer Software	1:5
4. Printer	1:5
5. Scanner	1:10
6. Storage device (Hard disc, DVD/CD)	1:1
7. Sample of artworks finishing materials	1:1
8. Sample of artworks presentation materials	1:1
9. Sample of final Digital Illustration artwork	1:1
10. Artworks portfolio	1:1
11. Sketching tools set	1:1
12. Drawing paper	1:1
13. Sample of printed materials reference	1:1
14. Inking tools and material set	1:1
15. Cleaning tools and material set	1:1
16. Colouring tools and materials set	1:1
17. Sample of Medium type (Water colour paper, Illustration board, Canvas, Sugar paper, Tone paper)	1:1
18. Sample of final artworks	1:1

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SUMMARY OF TRAINING DURATION FOR VISUAL ART (Level 3)

CU ID	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	HOURS	TOTAL (HRS)
			(A)	(B)	(A+B)	
CU1	Traditional Illustration Production	1. Identify Traditional Illustration production requirement	20	60	80	320
		2. Sketch Traditional Illustration	25	65	90	
		3. Produce finished drawing	25	65	90	
		4. Finalize Traditional Illustration presentation	15	45	60	
CU2	Digital Illustration Production	1. Identify Digital Illustration production requirement	20	60	80	320
		2. Sketch Digital Illustration	25	65	90	
		3. Produce finished drawing	25	65	90	
		4. Finalize Digital Illustration presentation	15	45	60	
CU3	Sequential Illustration Production	1. Identify Sequential Illustration production requirement	20	60	80	320
		2. Sketch Sequential illustration	25	65	90	
		3. Produce finished drawing	25	65	90	
		4. Finalize Sequential Illustration presentation	15	45	60	
CU4	Scenery Illustration Production	1. Identify Scenery Illustration production requirement	20	60	80	320
		2. Sketch Scenery illustration	25	65	90	
		3. Produce finished drawing	25	65	90	
		4. Finalize Scenery Illustration presentation	15	45	60	
CU5	Editorial Illustration production	1. Identify Editorial Illustration production requirement	20	60	80	320
		2. Sketch Editorial illustration	25	65	90	
		3. Produce finished drawing	25	65	90	
		4. Finalize Editorial Illustration presentation	15	45	60	
TOTAL HOURS (Core Competencies)			425	1175	1600	1600