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021106T4GPH

GRAPHIC DESIGN LEVEL 6

AD/CU/GD/CR/14/6

Generate Graphic Design Budget

July/August 2025

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

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INSTRUCTIONS TO ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

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OBSERVATION CHECKLIST

Candidate's name & Registration No.			
Assessor's name & Reg. code			
Unit(s) of Competency	**Generate Graphic Design Budget**		
Venue of Assessment			
Date of assessment			
Items to be evaluated: *Indicate the marks available and marks obtained respectively. Award marks appropriately as guided for in the items for evaluation indicated. Give a brief comment where necessary)*	**Marks Awarded**	**Marks Obtained**	**Comments**
Task 1: Developed The Quotation			
1. Analyzed budget brief. • Clarity and Structure • Strategic Relevance *(Award 2 marks or 0 for each)*	2 2		
2. Created a draft budget: • Prepared a hand drawn draft budget. • Itemized materials, tools, and services. • Allocated cost for each item. • Allocated miscellaneous costs. *(Award 3 marks or 0 for each)*	3 3 3 3		
3. Create a digital budget: • Prepared the budget. • Itemized materials, tools, and services. • Allocated approximate cost for each item.	3 5 4 2		

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• Allocated miscellaneous costs. *(Award marks as indicated)*			
Sub-Total 1	**30**		
Task 2: Presented The Quotation			
4. Demonstrated organization. *(Award 2 marks or 0)*	2		
5. Presented correct calculations. *(Award 3 marks or 0)*	3		
6. Presentation method/Software used Hardcopy - Rough draft presented Softcopy – Ppt/Pdf/xlsx. *(Award 2 marks or 0 for each)*	2 2		
7. Communicated clearly *(Award 2 marks or 0)*	2		
8. Saved a well-labelled budget in PDF format in a folder on the desktop. *(Award 2 marks or 0)*	2		
9. Provided a detailed budget as per the brief. *(Award 2 marks or 0)*	2		
Sub-Total 2	**15**		
TOTAL	**45**		

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ASSESSMENT OUTCOME

The candidate was found to be:

Competent ☐ Not yet Competent ☐

(Please tick as appropriate)

(The candidate is competent if the candidate obtains at least 50%)

Feedback to Candidate:		
Feedback from Candidate:		
Candidate's signature:	**Date:**	
Assessor's signature:	**Date:**	

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