

## Assessment Task

<b>Units:</b>	<b>ICTICT204-Operate a Digital Media Package</b>
<b>Candidate Name:</b>	Engel Chad Mateo
<b>Instructions for Candidate:</b>	Complete the following tasks, knowledge questions and workplace testimonial relating to your workplace or a simulated workplace.

### Design Brief

You are required to produce a VLOG on the use of EAGLE and Fusion 360 and how to set it up and print and cut PCB's or another project as supplied by your teacher.

The video must have opening titles, rolling credits at the end and music throughout where required.

### Task 1 – Provide an audit of the OHS in your work area *PC 1.1, 1.2, 1.3, PE 3 KQ 9.*

Using the iAuditor iPad, complete and submit a report that shows any and all OHS issues in your place of work. Upload the report to MOODLE.

### Task 2 – Pre-production Stage – set-up *PC 2.1,2.2,2.3 PE 1, KQ 2.2,2.3.*

Interpret the design brief and choose the most appropriate software from a range for the project in regards to movie editing.

Complete the following table:

Product name	Advantages	Disadvantages
iMovie	Simple and Easy	Lack of features
Filmora	Lots of available generic functions	Limited range of tools
Adobe Premiere Pro	Plenty of tools to work with	Only for advance editing

Also discuss the environment that you will be recording in, stipulating the dimensions of the room and the equipment you have available

Set up your recording environment i.e Camera, Lighting and sound. Include photos and a diagram of the layout.

Main purpose of this project serve as an exercise or activity. The plan was test out different camera tricks (angles, setup and performance), software practice and product critics.

There isn't a specific plan to follow when creating the film, but all aspects to be done were created and the process is solid in my mind.

#### Discussion

The environment that I will be recording in is my room/bedroom.

It's a small bedroom but with a fair space to do the project the dimension goes something like L=360m W=230m H=250m. I didn't needed the whole room for the project. I simply used the available space for me to record.

Now the equipments available are:

Cameras - DSLR, Iphone, Ipad, Digicam, and GoPro

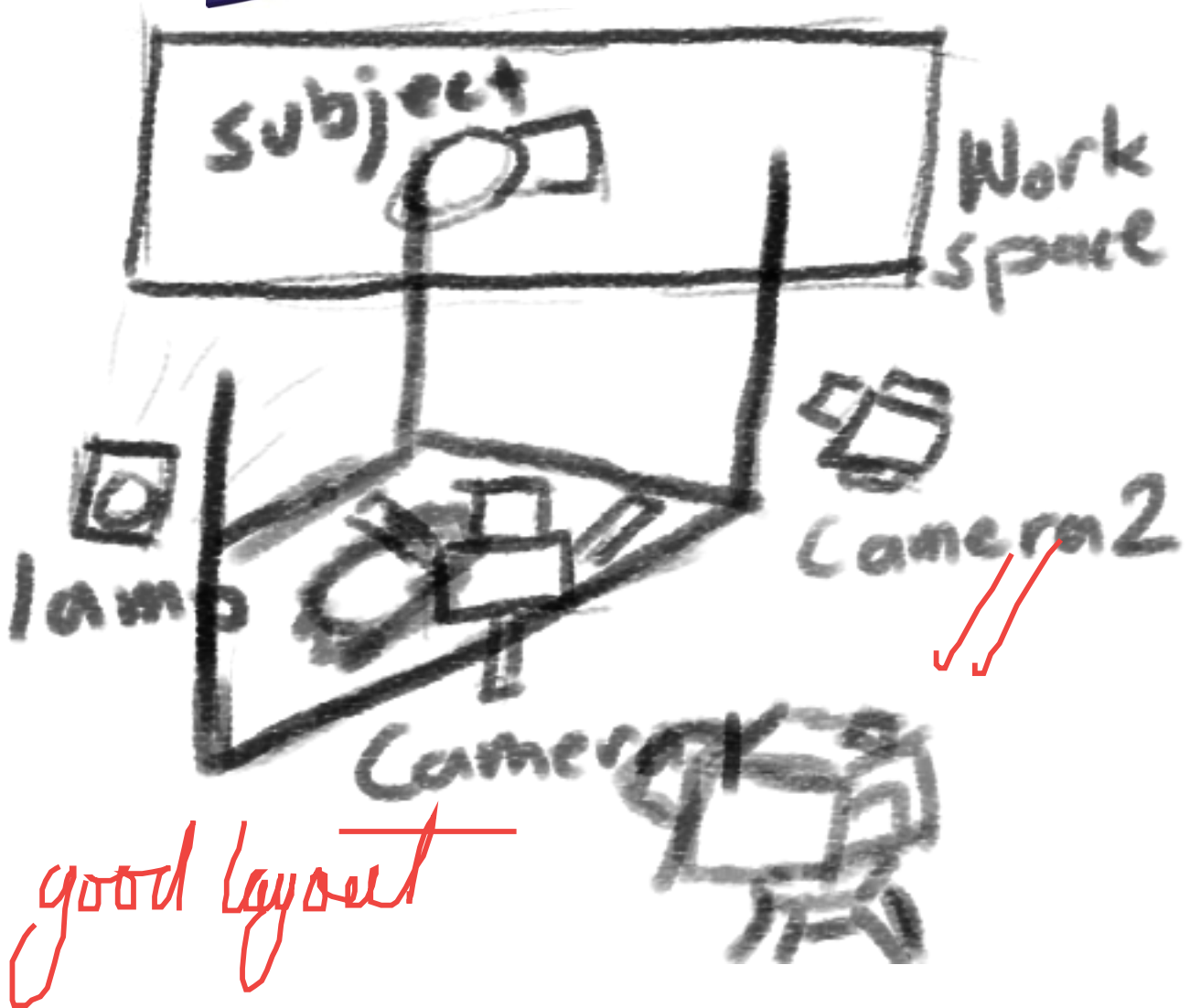
Stand - Monopod and Tripod

Lighting - Room light and small lamp

Sound - Built in to the cameras

Softwares - Filmora, iMovie, Photoshop (on my laptop)





- PRODUCTION -

#1 SHOT ON 1

SHOT ON DSLR

Setting up  
CAMERA

Writing Point

multiple angles  
(setting up painting)  
B-ROLL & END PART

- POST PRODUCTION -

CAMERA SETUP → CHDMT <sup>Title</sup> CARD → Writing point → other clips

Multiple angles shot/clips → timelapse painting → B-Roll

Hang the painting → End scene

Good

Production

#1 Camera 1  
(Shot on Iphone)

(DSLR)

: (card)  
(DSLR)

#4 B-Roll  
(DSLR)

# Extra clips  
(DSLR)

g good

Post Production

Organise clips - 1st part - title card - cut scenes

Boxes - B-Roll - Outro

Choose appropriate sounds/music

Music/Sound title	Purpose
[No Copyright Music] Soul (Vlog Music) - Dj Quads ✓	For montage like purpose/ the editing of the video follows the beat throughout the final cut ✓
[No Copyright Music] Good Vibes - Dj Quads	Background music ✓
[No Copyright Music] Cha-Cha-Cha - Dj Quads	B-roll ✓

Do a quick test/analysis of the equipment and the environment and the editing process to make sure that you are aware of the requirements so you look like you know what you are doing. This does not need to be elegant, it needs to be done so you know the process.

**Task 3 – Capture the data** PC3.1, 3.3, PE 2, 5 KQ 10,

Capture the data required using multiple takes and camera angles

Note the videos captured

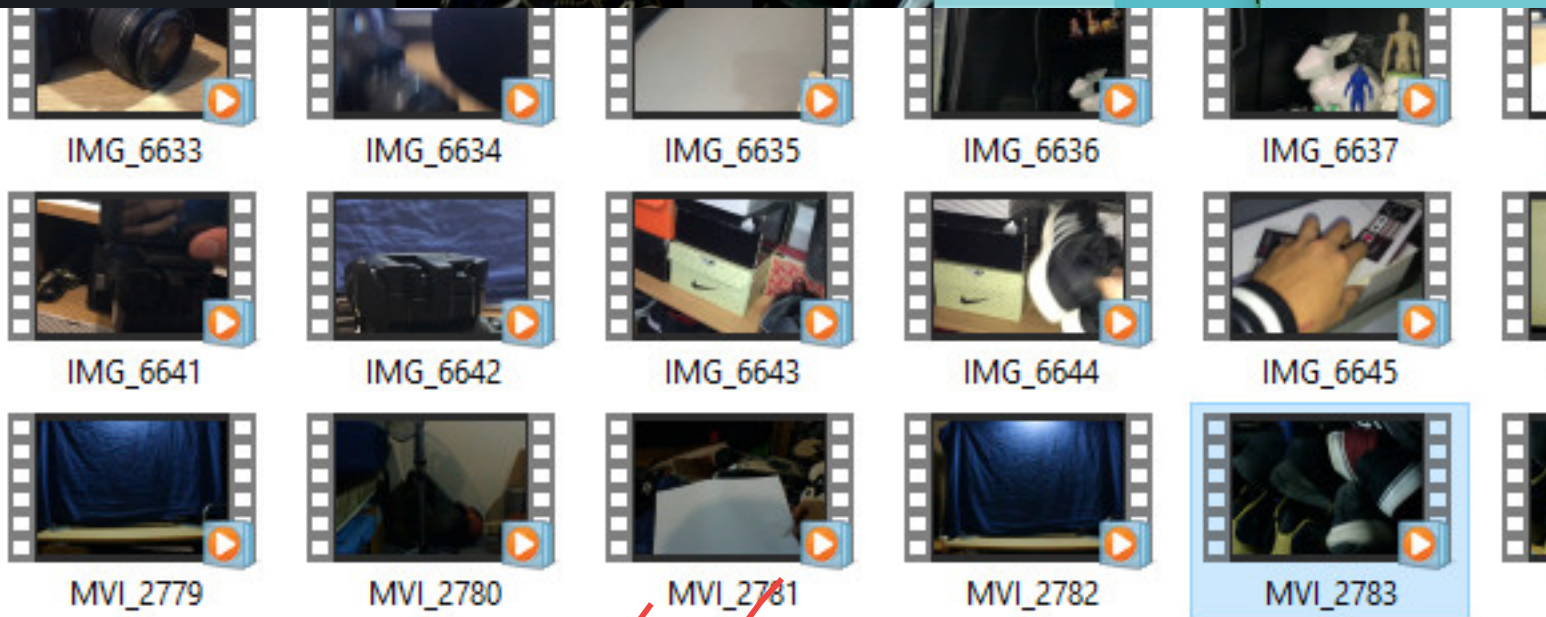
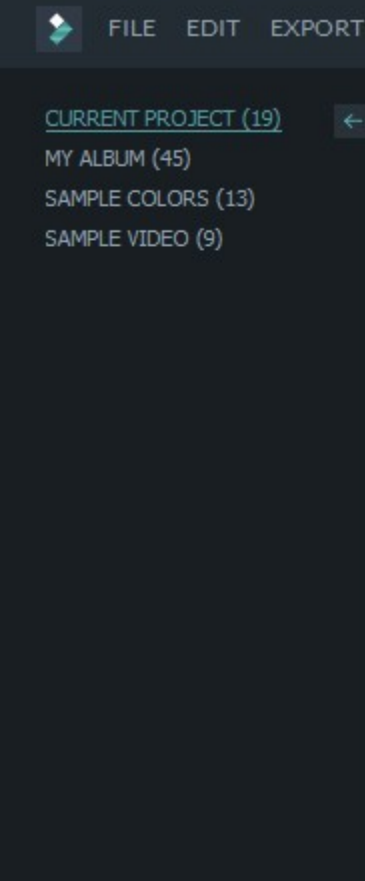
Video Name	Time (Length)	Camera1 or Camera 2
1 <sup>ST</sup> VIDEO		
IMG_2092	32 seconds	Camera 1 ✓
MVI_9872	27 seconds	Camera 2 ✓

	10 seconds	
2 <sup>nd</sup> VIDEO		
IMG_6630.MOV	4 seconds	Camera 1
MVI_2776.MOV	7 seconds	Camera 2
MVI_2779.MOV	28 seconds	Camera 2
MVI_2780.MOV	1.01 minutes	Camera 2
MVI_2785.MOV	8 seconds	Camera 2

**Task 4 – Production stage – Editing** *PC, PE KQ.*

Edit the footage to meet the requirements of the design brief

- Add a title as decided – start or part-way through – Centered Title
- Add full production crew credits as Rolling Credits, including © Copyright (Option-G)
- Normalise all sound levels:
- Add background music and adjust volume. Fade music UNDER spoken answers (18db) and fade UP (-12db) over titles. LISTEN to mix and adjust as needed.
- Preview entire project and make adjustments as needed.



*Have seen the footage - all good*

Task 5 – Post production stage – exporting PC, PE KQ .

Evaluate final product for quality, creativity, file size and suitability

You will need to create multiple versions that will play in the following environments

- Desktop computers both Mac and PC
- Playable on a webpage

- Playable on an iPad or

Smartphone

- Discuss the appropriate formats for delivery to YouTube

File format	Advantages	Disadvantages
FLV	-viewed by 90% web visitors -usually small size and can be easily download	-flash files are not recognized by search engines spiders
AVI	-high quality audio fidelity -does not require any particular hardware device of software application	-can be very large in size as compared to other formats -isn't reliable for supporting softsubs
MP4 Format	-suitable for video streaming over the internet -less loss of quality with higher degree of compression	-files are not easy to edit or update

Review the final product against the design brief

*Had some info here*



**Performance Criteria – Check List**

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>	
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>	
1. Use appropriate workplace health and safety (WHS) office work practices	1.1 Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed 1.2 Use wrist rests and document holders where appropriate 1.3 Use monitor anti-glare and radiation reduction screens where appropriate	
2. Identify and select appropriate digital media package	2.1 Identify the basic requirements of a design brief, including user environment 2.2 Research and review suitable available digital media packages 2.3 Select an appropriate digital media package to meet design brief requirements	
3. Use digital media package	3.1 Procure or create suitable data to meet requirements of the brief 3.2 Manipulate data using digital media package tools 3.3 Ensure naming and storing of documents in appropriate file format in directories or folders	
4. Review digital media design	4.1 Evaluate design for creative, dramatic and technical quality, file size, and suitability to meet the brief 4.2 Test and run any incorporated graphics, video or sound as part of a digital media presentation and present designs in the appropriate format 4.3 Review final product against design brief	

1. interpret basic requirements of a design brief  
✓ made a plan/brainstorm  
a basic layout of what will be perform
2. use digital media package to meet organisational requirements  
✓ use different materials to create the product, eg. Cameras, camera accessories, software, and other digital related items
3. apply workplace health and safety (WHS) principles and responsibilities for ergonomics, such as work periods and breaks  
✓ no breaks required during filming  
took some 15-20 mins break while on the editing stage
4. use help manuals and online help when appropriate  
✓ B-roll tips, cinematic tricks, software manuals and YouTube uploads help guide
5. use digital media technologies to support design brief requirements.  
✓ Cameras and computer were used

Video 1 - <https://www.youtube.com/watch?v=odsRAZyVCul>

Video 2 - [https://www.youtube.com/watch?v=sUUR5chsN\\_4](https://www.youtube.com/watch?v=sUUR5chsN_4)

✓  
✓ great stuff

## Knowledge Questions

To complete the unit requirements safely and effectively, the individual must:

1. explain the basic principles of visual design

## 10 Basic Principles of Visual Design

### ▪ Point, Line & Shape

✓ These are the most basic building blocks of any design, no matter what it is. With these you can create anything you want, from simple icons to very complex illustrations, everything is made with the combination of these simple elements. In geometry a point is a combination of x and y coordinates, add a z axis and you're in 3D, but let's stick with 2 dimensions for this article. If you connect two points you'll get a line. A line that is formed by an immensity of points, a bit like a bunch of atoms form molecules which, in turn, form all

shape, in this case a triangle, but as mentioned before you can use this basic element to achieve pretty much anything that you want. Now, to your eyes these shapes don't really exist until you add something to it...

## ▪ **Color**

The human eye can see over 10 million different colours from red to violet, and from young age all of us learn to attribute certain values or meanings to specific colours. Imagine the traffic lights for instance. They're just colours but we learn that red means stop, green means go and yellow means step on the metal because you can make it before it turns red. This to say that we take very different actions just based on a colour, sometimes even without thinking about it. In my opinion this happens simply because we learn these things, not because a colour has an intrinsic meaning attached to it. This is truer if you consider that these meanings will change depending on your culture, where and when you were raised. All this to say that you can add meaning, intention and a tone just by picking the right colour, you just need to make sure you understand very well who you're designing for...

## ▪ **Typography**

This is a big one and I consider one of the most important, and difficult, things for designer to get right. It's not only about what you write but how you present it. Typography is how your words look like. With the right typeface you can have a banal piece of text and make it powerful, but that's not easy to do, what is easy is to completely mess up a powerful statement just by selecting the wrong typeface. Typography, as well as colour, allows you to define a tone. Most typefaces are designed with a purpose, you just need to learn what that is and use it in your favour. Some typefaces are great for big blocks of text, some work great as titles. Some are merely functional and super clear and others are just meant to be fun or used ironically (you know what I'm talking about). There are thousands of different typefaces to choose from but unless you need something whimsical or you're trying to make something very specific I would always advise to stick with the classics. However, if you're felling bold you can even design your own typeface, although I think that is one of the most challenging things to do properly as a designer, but if you think you're up for the task one thing that you can't forget is...

## ▪ **Space**

The way you balance your space can be a maker or a breaker, especially in typography. You need to consider how each element/letter relates to each other, give them the precise breathing room they need, this is usually referred to as negative space (positive space is the actual letters). You need to take the negative space as part of your design and use it well, space can be powerful and help your viewer to navigate through your design. It can also be a place to rest the eyes. Use it wisely though, too much space and your design will look unfinished, too little space and your design will seem too crowded. Managing to find the right ratio between positive and negative space allows you to create...

## ▪ **Balance, Rhythm & Contrast**

This is when you're starting to make a bunch of plain elements into something interesting and appealing. Balance well all the elements on your design by considering their visual weight. A big black square in your bottom right corner will sink your design from that side. Compensate for that weight or move it to other position. The way you lay elements in the page is crucial, making some elements heavier than others will help to create contrast and rhythm and lead your viewer's eyes through your design gracefully and effortlessly. Something that may help you with rhythm and balance is also to play with...

## ▪ **Scale**

Basically, not all the elements in your design should have the same importance, and one of the best ways to convey that is size. Now, this must serve a purpose. Don't go for the "make my logo bigger cream" approach and forget about the space I mentioned before. For instance, take a newspaper page. What's the biggest thing in the page? The titles, that are also usually short. Why? So, you can scan the page quickly and see if there's something interesting for you to read. Then we have the subtitles that are smaller but give you a little more information about the article, and finally we have the article that has the smallest font size but also the most comfortable to read a long piece of text. So, it's all about making the size serve a purpose and never forget about the person who will consume your design. Speaking of newspaper, is time to bring some order with...

### ▪ **Grid & Alignments**

It's like that oddly satisfying feeling when you're playing Tetris and you stack that last bar that clears your screen. These are supposed to be invisible but you'll see them if you open a book or a newspaper, but (no matter what you're designing) following a grid will structure your design and make it more pleasant and easier to digest. Even if you're making a chaotic design purposefully, there must be an order for that chaos. Alignment is especially important with text, there are several ways to align it but my rule of thumb is to align it left. It always depends on what and for whom you're designing of course, but generally, people read from left to right, top to bottom, which makes text that is center or right aligned much more difficult to read.

### ▪ **Framing**

This is a key concept in photography but it also applies in visual design. Whether you're using a picture, an illustration or something else, framing something properly makes all the difference. Try to direct the eye to what matters, crop/frame images to make your subject stand out or to reinforce your message. It's all about telling the right story and telling it well. After all this, if you feel there's something missing, you can play around with...

### ▪ **Texture & Patterns**

I personally see texture and patterns like accessories, you don't have to use them necessarily and you can live without them but sometimes they can, almost on their own, make your design or add that little extra interest it was missing. Textures are not as trendy as they used to be a while ago but with them you can add another dimension to your design, making it more three dimensional and touchable. The texture doesn't have to be in the composition itself, if it's something that is going to be printed, picking the right paper, add things like bevel, emboss or UV varnish can make your design pass from banal to something superb. But pick one, don't go crazy with the special finishing. Patterns are all about repetition and can be almost considered textures depending on how you're using them. I see them mostly used as a way to inject rhythm and dynamism into a flat design and a way to compensate the excess of negative space. Last but not least, and this is actually what I personally consider to be the holy grail of visual design...

### ▪ **Visual Concept**

This is the idea behind your design. What do you mean with it and what's the deeper meaning behind the superficial image.

## 2. outline the functions and features of digital media packages and technologies

Functions are the engagement of user to different aspects like operating digital device, production exercise and presentation or final product

for video editing and file conversion

Some examples: making trailers, movies, videos etc.

Filmora was introduced for video editing starters. Filmora have basic features to help beginners with their projects/works. It isn't technical as other video editing software but it is a big help for anyone who is starting to edit or don't have the skills to edit complex films.

General Features:

- Split Screen
- Advanced Text Editing
- Tilt-Shift
- Mosaic (Blurring)
- Video And Audio Controls
- Layer Multiple Video Clips
- Audio-Mixer
- Create Backgrounds Using Chroma Key (Green Screen)
- Screen Recording
- Audio Separation
- Scene Detection
- Video Stabilization
- Color Grading Presets
- Audio Equalizer
- 4K Resolution Editing Support
- GIF Support
- Noise Removal
- Social Import
- Frame By Frame Preview
- Speed Control

Overview/More about FILMORA

<https://reviews.financesonline.com/p/filmora/>

3. identify graphic design and stylistic language conventions

Graphic design is the process of visual communication and problem-solving using one or more of typography, photography and illustration. The field is considered a subset of visual communication and communication design, but sometimes the term "graphic design" is used synonymously. Graphic designers create and combine symbols, images and text to form visual representations of ideas and messages. They use typography, visual arts and page layout

compositions ?. Common uses of graphic design include corporate design ? (logos and branding), editorial design (magazines, newspapers and books), wayfinding or environmental design ?, advertising ?, web design ?, communication design ?, product packaging ? and signage ?.

9.) Outline WHS principles and responsibilities for ergonomics, such as work periods and breaks.

Creating a good, ergonomic working environment is important to protecting your back and neck. From simply taking more breaks to overhauling your work space with a sit-stand desk, the tips below will protect your spine and overall health.

#### Take a Break

Staying in the same position and using the same muscles for hours at a time is not good for your back or neck. Ergonomists (those who design spaces to reduce discomfort and fatigue) agree that it's a good idea to take frequent and brief rest breaks. And, it's not just your legs that need a break every now and then.

While at work, practice the following:

- **Eye breaks:** Looking at a computer screen for extended periods causes some changes in how your eyes work, including blinking less often and exposing more of the eye surface to air. Every 15 minutes, briefly look away from the computer screen for a minute or two to a more distant scene, preferably something more than 20 feet away. This lets the muscles inside the eye relax. Also, blink your eyes rapidly for a few seconds. This refreshes the tear film and clears dust from the eye surface.
- **Micro-breaks:** Micro-breaks are less than two minutes long and perfect to do between bouts of typing. Most people type in bursts rather than continuously. Between these bursts of activity, rest your hands in a relaxed, flat, straight posture. Though micro-breaks are short, you can stretch, stand up, move around, or do a different work task (such as make a phone call). A micro-break isn't necessarily a break from work, but it's a break from using a set of muscles (such as the finger flexors if you're doing a lot of typing).
- **Rest breaks:** Every 30 to 60 minutes, take a brief rest break. During this break, stand up, move around, and do something else. Get a beverage, chat up a coworker, or take a lap around the office. This allows you to rest and exercise different muscles, and you'll feel less tired.
- **Exercise breaks:** There are many [stretching](#) and gentle exercises you can do to help relieve muscle fatigue. You should do these every one to two hours.
- **Ergonomic software:** Working at a computer can be hypnotic—you can easily lose track of how long you've been working. Ergonomic software is available that will monitor how much you've been using your computer. It will prompt you to take a rest break at appropriate intervals and suggest simple exercises.

4. outline WHS principles and responsibilities for ergonomics, such as work periods and breaks

#### Work breaks

- Take short breaks of 30-60 seconds while typing.
- After long sessions of typing, take a break and if possible, get up and move around.
- Do not remain seated for long periods.

Vary tasks to avoid long sessions of typing.

- If pain or discomfort is felt:
  - ○ check posture
  - ○ take a break
  - ○ do some exercises.
- If pain continues, complete a *Work Injury/Incident Report* and discuss with the Manager or Supervisor.



**Exercise breaks**

These exercises can be performed at any time throughout the day.

**Neck and shoulders**

- 1 Lower your head and then return it to an upright position. Then tilt your head back and return it to its original position. Do not do neck circles as they can injure your neck.
- 2 With your head upright, bend your head towards your left shoulder and then return.
- 3 Repeat, bending your head towards your right shoulder and then return.



**Hands and arms**

- 1 Place your forearms on a table and turn your palms up and down.
- 2 Hold your fingers out straight and spread first your forefingers, then your middle fingers and then bring them together again. Repeat this with all your fingers.
- 3 Touch each finger to your thumb and then repeat sliding the tip of your finger down to the base of your thumb.
- 4 With your fingers straight, bend your wrists to a 90 angle.



**Stretching**

- 1 Clasp your hands together and hold them out in front of your body.
- 2 Keeping your hands clasped, hold them above your head.
- 3 Then stretch to the right and to the left.
- 4 Place the palms of your hands on your chair and stretch your forearms.
- 5 Place your hands behind your head and stretch forward, backward and side to side.
- 6 Place your hands on your hips and hold your shoulders back.
- 7 Place your left hand behind your back at waist level and your right hand behind your back over your shoulder. Clasp your hands and stretch.



5. outline the principles of digital imaging and file formats, video and sound file formats, file management and transfer systems

**Principles – digital imaging**

**Abstract**

Electronic sensors in diagnostic radiology are gradually replacing radiographic film. The advantages of this new technology include a lower radiation dose to the patient, an almost instantaneous availability of images without the need for chemical film processing, and the possibility of image enhancement and computer-aided feature extraction. Digital radiography is a promising technology, opening the door to new diagnostic procedures not available with traditional film-based imaging.



gosh

formats

Open, non-proprietary formats are far more likely to remain usable even if the software that created them is not available or no longer functional. Formats whose documentation is complete and freely available also have a higher likelihood of long-term preservation. If the program that created the file is the only option for reading or accessing the data, it is likely to be a proprietary, non-open format. As a general rule, plain text formats, such as comma- or tab- delimited files, are open formats and are typically better for re-use and long-term preservation.

- Example of a proprietary format: Photoshop .psd file
- Example of an open format: .tiff image file

Select "lossless" formats

✓ Formats that compress the information in a file are often smaller, but the compression often permanently removes data from the file. These formats are "lossy," while formats that do not result in the loss of information when uncompressed are "lossless."

- Example of lossy formats: .mp3 audio file, .jpeg image file
- Example of lossless formats: .wav audio file, .tiff image file

Select unencrypted and uncompiled formats

✓ If the encryption key, passphrase, or password to a file is lost, there may be no way to retrieve the data from the file later, rendering it unusable to others. Uncompiled source code is more readily re-usable by others and has a far greater likelihood of remaining usable over time since recompiling is possible on different architectures and platforms.

Principles – file management

### 1. Devise a Good File Naming Strategy

Even the most promising file management regimen will fail you without consistent labeling conventions. The best file names are generally short and sweet since longer ones can cause issues when factoring in the full path name. Whether they're built around abbreviations or corporate culture, make sure users have a set of guidelines to follow. The last thing a company needs is a rules-free environment that lets employees randomly come up with their own zany file names.

### 2. Build a Folder Structure

Locating files is a breeze with a solid folder structure. Sometimes it's as simple as creating a pool of subfolders and grouping similar files together. An aspiring managed service provider could create a "Graphics" folder that contains all the images the IT guy gathered for logo ideas. A "Services" folder might contain subfolders for "Application Management", "Network Monitoring", "Security" and other specialties that will make up the firm's portfolio of offerings. Remember to keep your subfolders to a minimum in order to maintain an at-a-glance view of the main contents.


### 3. Optimize with Metadata

*yes highly important*




housing thousands of files. This is where metadata demonstrates its value. Metadata will tell you how big your files are, when they were created, and who has permission to access them. The secret to making the most of this asset is keeping metadata in mind from the outset. Take a little time to add those keywords, tags, and descriptions when creating your files. You'll be happy you did when you have the luxury to sort through and find the files you need at a moment's notice.

#### 4. Plan for Retention




Different industries have different regulations that dictate how long you are required to keep data. Whether you operate in the financial arena or healthcare field, a good retention strategy will help you come up with policies on archiving, modifying, and removing specific files up until a designated maturity date. A good backup plan powered by a solid [backup and disaster recovery solution](#)  will take in account all the organization's storage needs. For added efficiency, IT managers can create rules that govern who has permission to perform actions such as editing, moving, and purging those files.

#### 5. Dump the Dead Weight




My email provider probably hates me by now. I rarely use my personal email account these days. That means I regularly have anywhere from two to three thousands messages racked on their server. Be it emails or images, there is no need to keep every single file that comes your way. Being a file hoarder will simply create a chaotic environment filled with clutter that takes up precious space and makes stuff harder to find. Conduct an internal audit every month or so to check for and dump anything that doesn't bring value to the table. This goes for copies of old stuff you have stored elsewhere, too.

#### 6. Bring Your File Infrastructure Online



Even for today's robust hard drives it is a challenge to support the many tasks a business runs on a daily basis. PowerPoint presentations, podcasts, and spreadsheets all equate to files that eat up space as well as resources like RAM and processing punch. You can free up local resources and streamline a huge chunk of your file system by bringing these activities. For instance, a company wiki will provide a destination staff can use to find presentation notes and other documents. Meanwhile, cloud apps like Google Docs can support spreadsheets and other office files you typically manage offline.

#### 7. Think About Cloud Storage



With files across servers, external drives, and remote sites, cloud computing is at least worth some consideration. Cloud storage with Google is a very attractive option, offering a whopping 15 gigs of online space for free. These type of services in general are incredibly easy to use, making it simple to share files and collaborate with team members. You can work from desktops, mobile phones, or wherever there's an internet connection. Of course there's always a pro plan you can bump up to if you need more storage. These may also unlock additional tools that come in handy for managing your files online. Beware though to think of cloud storage as backup for your data – is it certainly [not designed for that](#) .

system refers to any system, mechanism, or network of people that receives money for the purpose of making the funds or an equivalent value payable to a third party in another geographic location, whether or not in the same form.

6. identify vendor product directions in digital media hardware and software

- ✓ Overtime hardware and technologies are changing and proving. This is making user's products better.

Technologies have evolved, Canon, Wondershare Filmora and Adobe products (photoshop) have improved, features were added every year and developed new versions of these softwares.

Canon - overtime, the cameras got higher tech

- ✓
- the quality of the products has advance and still advancing as time past
  - more features were added to the unit which expands the creativity of users

Filmora – started as a simple compiling software

- as years passed by, they added more features
- these features have improved and perfected as consumers give feedbacks

Photoshop – Adobe got better products over the 5 years passed

- more and more tools were created and added
- this innovated the software and the company into a high level because currently no other company could duplicate their work

Digital media

One of the camera I used was Canon EOS 1200D

<https://www.canon.com.au/cameras/eos-1200d/support> □

Video Editing Software –Filmora

<https://filmora.wondershare.com/guide/> □

Photoshop would be the software for some photography

<https://helpx.adobe.com/photoshop/user-guide.html> □

<https://lifehacker.com/5753459/learn-the-basics-of-photoshop-in-under-25-minutes?!R=T> □

good

information, scripts (text) and images.

✓ Step 1 - Relax: □ The first step is to relax your body and empty your mind. Find a comfortable seat, sit upright, breathe deeply and steadily, count down slowly from 25 to 1 while relaxing all your muscle groups from head to toe. Empty your mind by focusing on your breathing.

✓ Step 2 - Imagine: □ The second step in the creative visualization process is learning to imagine your intended outcome. Your imagination is the engine of your thoughts. It converts your thought power into mental images. Imagine your ideal reality in the present moment, bring your pictures to life as if watching a movie, concentrate your thoughts with laser like precision and indulge all your senses.

✓ Step 3 - Feel: □ The third step is to really feel what it would feel like if you already had that which you have mentally chosen in the present physical moment. Where imagination is the engine of your thoughts, your feelings are the fuel. Your e-motions are energy in motion - they bring your images to life.

✓ Step 4 - Believe: □ The fourth step is to believe that you already have your mental intentions in the present moment. The words of Jesus Christ were clear on this in Mark 11:24, "What things soever you ask for when you pray, believe that you receive them, and you shall have them". This is not about wishful thinking or lying to yourself. It is about knowing the scientific truth behind reality creation and having the kind of faith that is the "evidence of things not seen".

✓ Step 5 - Detach: □ The fifth and final step in the creative visualization process cannot be emphasized enough - detachment. Detach yourself from the outcome you intend to see manifest in your life.

✓ Whenever you are attached to someone or something, you effectively strip yourself of your authentic power to consciously create the life you choose. You cannot be grateful or feel unconditional love or enjoy peace of mind when you are attached to the unfolding of a specific outcome, so detach, detach, detach.

#### Beach Visualization □

✓ Visualization relaxation is an effective way to relax the mind and body by picturing a relaxing scene. This script guides you to imagine relaxing on a beautiful beach. The beach is one of the most popular visualization scripts.

#### ✓ Forest Visualization □

This Forest Visualization is a guided imagery relaxation script in which you imagine walking through a beautiful forest in the mountains.

#### Candle Visualization Relaxation □

✓ This candle relaxation is a guided imagery script in which I'll guide you to imagine relaxing while looking at a candle. You can relax your body and mind by focusing on the candle.

Good to know all these

with visualization by imagining each color of the rainbow.

### Floating on a Cloud □

This relaxation script is a calming visualization that will guide you to imagine floating on a cloud.

### Peaceful Place □

This script will allow you to relax your mind and imagine your own safe, peaceful place. This place will be an imaginary area that you can visualize to help calm and relax your mind when you are feeling stressed. This is one of the top visualization scripts for using your own imagination.

### Peaceful Meadow □

The guided imagery in this relaxation script will guide you to imagine relaxing in a peaceful meadow.

### Starry Sky □

This starry sky relaxation is a guided imagery script that will describe relaxing at dusk and watching the stars appear in the night sky.

### Summer Clouds Visualization □

This summer clouds relaxation script will guide you to imagine gazing at the clouds on a warm summer day. A guided imagery / visualization relaxation script.

### Peaceful Waves Relaxation □

This peaceful waves relaxation script describes relaxing by the ocean at dawn while you watch the small, calm waves move rhythmically.

### Get Rid of Nightmares □

Many people experience night terrors and struggle with how to get rid of nightmares. This relaxation script uses guided imagery and visualization to help return your mind to a peaceful, restful state free of fear after experiencing a nightmare.

Crazy Stuff

### Wildlife Sanctuary □

This wildlife sanctuary relaxation script is a visualization exercise that guides you to imagine relaxing in a nature sanctuary.

### Lucid Dreaming: Rewriting the End of a Nightmare □

This relaxation script is a lucid dreaming exercise for rewriting the end of a nightmare. Being lucid while dreaming means that you can influence the dream.

### Relaxation for Taking a Nap □

This relaxation is for calming the mind and falling asleep for a short sleep or for taking a nap. It can help you to get restful sleep when you will not be sleeping for very long. This is one of the most calming visualization scripts.

### Water Meditation: Trusting the People Who Do Medical Procedures □

Written by Diana. This story is an imagination journey about a main character who helps you relax and

### [Music Imagery](#) □

This music imagery story was written by Diana. It is a mystical story that uses pretty words and music to help to get rid of phobias, specifically, the fear of needles.

### [Protective Light Relaxation](#) □

This protective light visualization relaxation script will guide you to relax in the comfort of imagining being surrounded by light.

there is so many

### [Public Speaking Visualization](#) □

This public speaking visualization is a guided imagery script uses visualization to allow you to imagine yourself calmly and successfully speaking in public.

### [Relaxation for Homework Anxiety Using Relaxation Paint \(by Diana\)](#) □

This relaxation for overcoming homework anxiety, written by Diana, uses the example of homework when learning a language, specifically when learning how a language works.

### [Writing an Exam Guided Imagery Script](#) □

This guided imagery script will allow you to visualize the process of studying for and writing an exam. Visualizing success will promote increased confidence, concentration, and memory.

### [Self-Esteem Relaxation](#) □

Relax with affirmations, meditation, visualization and deep breathing. This self-esteem relaxation can be used to promote positive self-image and help you fall asleep in a positive frame of mind.

### [Overcoming Shyness](#) □

This relaxation script is for overcoming shyness. Use guided imagery, affirmations, and visualization to foster a sense of self-confidence and help decrease social anxiety.

### [Becoming More Playful](#) □

It begins by guiding you to relax your mind, and then use visualization, meditation, and imagery to get in touch with your inner playfulness.

### [Relaxation to Stop Being Afraid of the Dark](#) □

This relaxation script is for children or adults who are afraid of the dark. It begins with visualization and calming phrases to bring comfort and relaxation, and ends with passive progressive muscle relaxation.

### [Panic Attacks when Flying Relaxation Script](#) □

Air travel can be stressful. Most people experience at least some anxiety in airports or on planes, but for some, flying causes panic attacks. This relaxation is for panic attacks when flying.

[Hot Springs Relaxation](#) □ This hot springs relaxation will guide you to imagine relaxing outdoors in a natural hot water spring in the mountains.



**Testimonial**

As part of the assessment requirements you must provide a testimonial as evidence of your performance in the workplace. This report must be completed by your direct line manager or supervisor. If a workplace is not available for any of the following skills, they may be assessed in a simulated workplace.

<b>Name of Candidate:</b>	Engel Chad Mateo	
<b>RTO:</b>	Skills Strategies International	
<b>Unit of Competency:</b>	<b>ICTICT204-Operate a Digital Media Package</b>	
<b>Manager/Supervisor:</b>	<b>Craig Blair</b>	
<b>Workplace:</b>	North Lake Senior Campus	
<b>Contact No:</b>	08 93140444	
<b>Does the candidate competently and consistently demonstrate the following skills in the workplace:</b>	<input type="checkbox"/> Y/N	<b>Comments</b>

Identifies and follows familiar written instructions

Checks content to ensure styles, links and subject matter are accurate



Accurately enters electronic information in required format

Prepares technical documents in required format



Uses questioning and listening techniques to clarify requirements

Uses clear, everyday language to discuss tasks with relevant personnel



Adheres to organisational and legislative requirements



Uses appropriate communication practices to discuss and confirm requirements



Plans and completes work tasks, seeking advice as necessary

Uses relevant software to examine, amend and upload interactive content



**Manager/Supervisor  
Signature:**

**Date:**

## Assessment Activity

<b>Units:</b>	ICTICT204-Operate a Digital Media Package - Activity
<b>Candidate Name:</b>	Engel Chad Mateo
<b>Instructions for Candidate:</b>	Complete the following tasks, knowledge questions and workplace testimonial relating to your workplace or a simulated workplace.

You are required to visit this website about a vlogging setup



<https://manofmany.com/tech/casey-neistats-camera-gear-and-setup>

and complete the following questions.

Cost a setup for your own system which should include the following:

Item	Brand/Type	Cost
Main camera	Canon EOS 1200D	\$450
Tripod for main camera	Weifeng (eBay)	\$50
Backdrop and backdrop stand	Painting Box	n/a
Point and shoot camera	Iphone 7 plus camera	n/a
Tripod for Point and shoot	n/a	n/a
Handheld Gimbal	n/a	n/a
Microphone	Built in to devices	n/a
Smartphone	Iphone 7 plus	\$1149
Lighting	Generic Lamp	\$15
Total	-	\$1664

Excellent