

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Curriculum Vitae Writing
Unit Reference Number:	T/615/6971
Level:	Entry 3
Credit Value:	2
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the purpose of a Curriculum Vitae (CV)	1.1 State what the letters CV stand for
	1.2 State the purpose of a CV
2. Understand what a CV contains	2.1 Identify the following <ul style="list-style-type: none">a) Suitable CV templatesb) Unsuitable CV templates
	2.2 Choose a suitable format for a personal CV
	2.3 State the importance of accuracy on a CV
	2.4 Identify all the headings on selected CV format
3. Know how to complete a CV	3.1 Identify the following information: <ul style="list-style-type: none">a) Any educational achievements/ qualificationsb) Skillsc) Any work experienced) Interests
	3.2 Write a one sentence personal introductory sentence
	3.3 Complete a CV with information gathered
	3.4 Make edits to CV after feedback

