

# Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Curriculum Vitae Writing

**Unit Reference Number:** T/615/6971

**Level:** Entry Level Three (3)

**Credit Value:** Two (2)

**Minimum Guided Learning Hours:** 20

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: a) Suitable CV templates b) 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: a) Any educational achievements/ qualifications b) Skills c) Any work experience d) 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