

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Curriculum Vitae Writing

Unit Reference Number: T/615/6999

Level: One (1)

Credit Value: One (1)

Minimum Guided Learning Hours: 9

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the purpose and content of a CV	1.1 Outline content and purpose of a CV
	1.2 Outline the following: <ul style="list-style-type: none"> a) Educational achievements/ qualifications (with dates) b) Personal qualities c) Skills d) Work experience (with dates) e) Interests f) A brief initial personal statement (two sentences maximum)
	1.3 List appropriate headings and allocate information gathered under each
2. Know how to complete a CV in an appropriate format	2.1 Identify the following and give explanation for choices: <ul style="list-style-type: none"> a) A suitable format for a personal CV b) An unsuitable format for personal CV
	2.2 Complete a personal CV
	2.3 Check completed CV for accuracy
	2.4 Obtain feedback of completed CV and make edits where necessary