

Title	Produce a personal targeted CV (curriculum vitae)		
Level	2	Credits	2

Purpose	People credited with this unit standard are able to produce a personal targeted CV.
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Classification	Core Generic > Work and Study Skills
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Available grade	Achieved
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Entry information	
Recommended skills and knowledge	Unit 504, <i>Produce a CV (curriculum vitae)</i> , or demonstrate equivalent knowledge and skills.

Explanatory notes

- 1 Definitions
Personal means the targeted CV refers to the person producing it.
Conditions of employment refer to – shift, full, part-time, or voluntary work; hours of work.
- 2 The candidate is expected to respond to a real or simulated job vacancy which includes conditions of employment, key tasks, qualifications, experience and knowledge.
- 3 The targeted CV must be electronically produced.
- 4 The candidate must be given the opportunity to edit and proofread their work before the final copy is submitted for assessment.

Outcomes and evidence requirements

Outcome 1

Produce a personal targeted CV.

Evidence requirements

- 1.1 The requirements of the job/position description are identified.
- 1.2 The targeted CV includes information and/or statements relevant to the job/position description.

Range information may include but is not limited to – competence and skills, personal qualities, education and training, employment history, industry knowledge, achievements and levels of responsibility in positions held.

1.3 Spelling and grammar are correct.

1.4 Logical flow, use of headings, and consistent layout are demonstrated in the targeted CV.

Planned review date	31 December 2018
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 May 1995	December 2014
Revision	2	20 March 1998	December 2014
Review	3	26 September 2001	December 2014
Review	4	16 July 2010	December 2014
Revision	5	15 March 2012	December 2015
Review	6	17 July 2014	N/A
Rollover	7	18 June 2015	N/A

Consent and Moderation Requirements (CMR) reference	0023
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.