

<b>Title</b>	<b>Produce a CV (curriculum vitae)</b>		
<b>Level</b>	<b>1</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	People credited with this unit standard are able to produce a CV.
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<b>Classification</b>	Core Generic > Work and Study Skills
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 The purpose of this unit standard is to recognise that a person has basic knowledge and skills in relation to CV production. For more advanced knowledge and skills refer to: Unit 4252, *Produce a personal targeted CV (curriculum vitae)*.
- 2 All concerned with the teaching/learning and assessment relating to this unit standard need to be aware of, and respect, any issues of privacy and confidentiality.
- 3 Documentation may be verified by assessor, Justice of the Peace, RealMe, or similar authority.
- 4 The candidate must be given the opportunity to edit and proofread their work before the final copy is submitted for assessment.

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### Outcomes and performance criteria

#### Outcome 1

Produce a CV.

#### Performance criteria

- 1.1 Documentation to support a CV is gathered.

Range documentation may include but is not limited to – education and/or training records, achievement records, testimonials, relevant references, passport, driver's licence, citizenship, residential status, cultural/community/sporting/service awards; evidence of at least two verified documents is required.

- 1.2 The CV includes statements that promote the candidate in terms of personal qualities, skills, achievements and/or employment and/or work experience.
- Range at least one each of – personal quality, skill, achievement and/or employment and/or work experience.
- 1.3 Details are provided for two referees.
- Range details include – name, position and/or relationship to applicant, contact details.
- 1.4 Spelling and grammar are correct.
- 1.5 Logical flow and consistent layout are demonstrated in the produced CV.

<b>Planned review date</b>	31 December 2022
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 June 1993	31 December 2014
Review	2	17 August 1995	31 December 2014
Review	3	24 March 1998	31 December 2014
Revision	4	12 September 2002	31 December 2014
Review	5	16 July 2010	31 December 2015
Review	6	17 July 2014	31 December 2019
Rollover and Revision	7	18 June 2015	31 December 2019
Review	8	25 January 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Comments on this unit standard

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