

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

<b>Purpose</b>	People credited with this unit standard are able to produce a personal targeted CV.
----------------	---

<b>Classification</b>	Core Generic > Work and Study Skills
-----------------------	--------------------------------------

<b>Available grade</b>	Achieved
------------------------	----------

<b>Prerequisites</b>	Unit 504, <i>Produce a CV (curriculum vitae)</i> , or demonstrate equivalent knowledge and skills.
----------------------	--

---

### Guidance Information

- 1 Definitions  
*Personal* means the targeted CV refers to the person producing it.
- 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 The candidate is expected to respond to a real or simulated job vacancy which includes key tasks, qualifications, experience and knowledge.
- 4 The targeted CV must be electronically produced.
- 5 The candidate must be given the opportunity to edit and proofread their work before the final copy is submitted for assessment.

---

### Outcomes and performance criteria

#### Outcome 1

Produce a personal targeted CV.

#### Performance criteria

- 1.1 The requirements of the job vacancy are identified.

1.2 The targeted CV includes information and/or statements relevant to the job vacancy.

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

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 targeted CV.

<b>Planned review date</b>	31 December 2022
----------------------------	------------------

#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 May 1995	1 December 2014
Revision	2	20 March 1998	1 December 2014
Review	3	26 September 2001	1 December 2014
Review	4	16 July 2010	1 December 2014
Revision	5	15 March 2012	31 December 2015
Review	6	17 July 2014	31 December 2019
Rollover	7	18 June 2015	31 December 2019
Review	8	25 January 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
--	------

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.