

Unit Standard 4252 Assessment

Version 8

Level 2

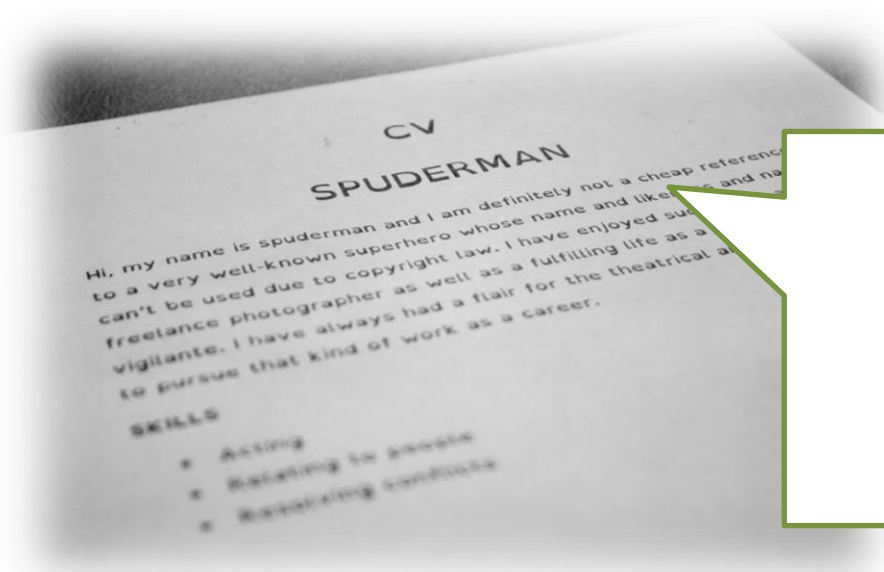
Credits 2

Candidate's Name: _____

Candidate's NSN: _____

Candidate's D.O.B: _____

Candidate's Contact details: _____



Write me!

Produce a personal targeted CV (curriculum vitae)

For Capital Training to Complete Only

Assessor's Name: _____

Assessor's Signature: _____

For Capital Training to Complete Only			
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Unit Issued Date:	
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First Attempt Marking Date:	Unit Complete	Standard Not Met	
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First Attempt Marking Comments:	
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Second Attempt Marking Date:	Unit Complete	Standard Not Met	
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Second Attempt Marking Comments:	
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Date Unit Awarded:	
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Attestation Form (For Candidate to Sign)

Candidate's Name: _____

I hereby declare that the following is my own work which I have completed to the best of my ability. I have not copied answers or materials from any other sources.

Candidate's Signature: _____

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	Achieved	Final marking date
4252v 8		

Assessor's Attestation:

The candidate's performance and knowledge is at a sufficient level to grant this Unit Standard. The assessment was sat and completed in line with any relevant Health and Safety regulations. If assessed again in the future, I am confident that the candidate will be competent.

Assessor's name:

Education Provider:

Date:

Signature:

Module Moderated

Y/N

Unit Awarded

Date:

Assessment Conditions

There are a number of assessment questions and/or observations in this assessment. Ensure that you carefully read each question and set of instructions before you answer and/or perform tasks.

1. All assessment questions/observations must be complete.
2. All tasks in this assessment are open book.
3. You will need a pen and/or access to a computer to complete this assessment dependant on whether you are completing in hard or soft copy.
4. If you are completing this assessment digitally, ensure that it has been downloaded and saved in to your local documents folder before attempting the assessment.
5. Discuss with your tutor the time limit for this assessment.
6. An attestation form found on the assessment must be signed by both the tutor and yourself.
7. All answers must be in your own words.

You may choose to complete this assessment verbally using a speech to text digital tool. Discuss this option with your tutor.

Outcome 1: Produce a personal targeted CV

Find a Job

Throughout your Duke of Edinburgh's Silver Award, it may be prudent to create a targeted CV. This may be for your service or even a part time job after school. Creating a targeted CV requires a job vacancy for it to be targeted towards.

Find the details for a job that you are interested and attach the details of that job to this assessment. **If you are completing this digitally, copy the details of the job and paste them in the space below.**

In the space below; identify the following requirements for the job:

- 1. Qualifications**
- 2. Experience**
- 3. Knowledge**

Identify the key tasks that are associated with the position

Produce a Targeted CV

For the purpose of this assessment, you must complete a targeted Curriculum Vitae to apply for a specific role. It is suggested that you incorporate the skills and responsibilities that you pick up throughout your Duke of Edinburgh's Silver Award in to the CV. You may create your own CV or use a template found online. Use the job that you found earlier in the assessment.

Your CV may include but is not limited to the following elements:

1. Information relevant to the job vacancy
 - Information or a statement that promotes your personal qualities
 - Information or a statement that promotes your working skills
 - Information or a statement that promotes your competence
 - Information or a statement that promotes your achievements (education or otherwise)
 - Information or a statement that promotes your education
 - Information or a statement that promotes your training
 - Information or a statement that promotes your employment history
 - Information or a statement that promotes your industry knowledge
 - Information or a statement that promotes your levels of responsibility in positions held

2. Details for two referees
 - a. Names
 - b. Position (in terms of job) and/or relationship to applicant
 - c. Contact details

A good CV will also have your contact details, a personal statement introducing yourself and possibly a little blurb about what you want from your career in the future.

Please note: There must be no spelling or grammatical errors in your CV. Your CV must have a logical flow and a consistent layout.

Submit the targeted CV along with this assessment booklet in hard and soft copy for marking.

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Assessment Schedule for Unit 4252 v8 L2 C2

Produce a personal targeted CV (curriculum vitae)

Evidence requirements	Evidence Statement (what the assessor looks for)	Judgement Statement (how well or how many)	✓1 st marking	✓2 nd marking
Outcome 1				
Produce a personal targeted CV.				
1.1 The requirements of the job vacancy are identified.	Job description and identification of job requirements.	<p>The candidate has supplied the job ad or has provided the details of the job ad by copy and pasting the job information in to the space on Pg. 5</p> <p>The candidate has identified the following job requirements for the selected position:</p> <ul style="list-style-type: none"> • Key tasks • Qualifications • Experience • Knowledge <p>The identified job requirements must match those stated in the job description.</p>	<input type="checkbox"/>	<input type="checkbox"/>
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.	Completed CV.	<p>The candidate has included information or statements a range of factors; relating them to the selected job's requirements.</p> <p>The factors may include but are not limited to:</p> <ul style="list-style-type: none"> • Competence • Skills • Personal qualities • Education • Training 	<input type="checkbox"/>	<input type="checkbox"/>

		<ul style="list-style-type: none"> • Employment history • Industry knowledge • Achievements • Levels of responsibility held in other roles 		
<p>1.3 Details are provided for two referees.</p> <p>Range details include – name, position and/or relationship to applicant, contact details.</p>	Completed CV.	<p>The candidate has provided the details for two referees in their cv.</p> <p>The provided details include:</p> <ul style="list-style-type: none"> • Name • Position and/or relationship to candidate • Contact details 	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.4 Spelling and grammar are correct.</p>	Completed CV.	The cv is free from spelling and grammatical errors.	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.5 Logical flow and consistent layout are demonstrated in the targeted CV.</p>	Completed CV.	The cv is set out with a logical flow and has a consistent aesthetic layout.	<input type="checkbox"/>	<input type="checkbox"/>