**ASSESSMENT**

**COVER PAGE**

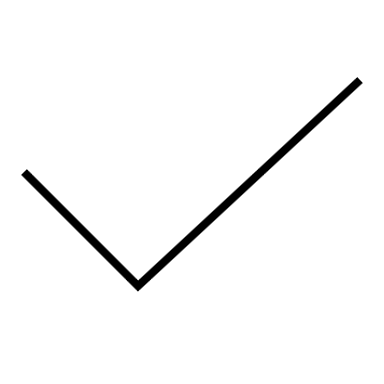
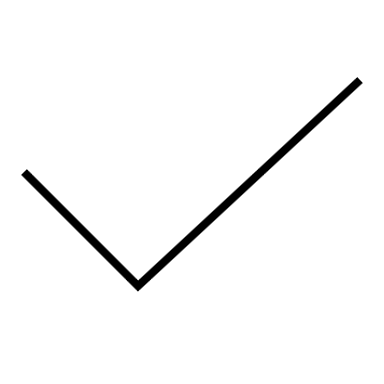
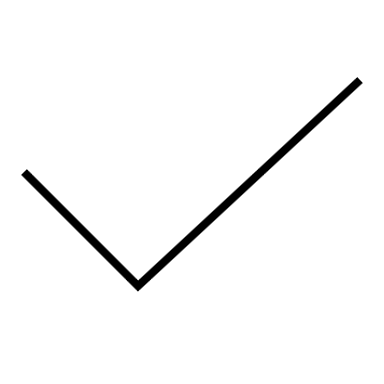
**FEBRUARY 2025**

# FACULTY: INFORMATICS AND DESIGN

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUALIFICATION(S)** | DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY | | | **CODE(S)** | DPICTA  DPICTC  DPICTM |
| **SUBJECT(S)** | PROJECT PRESENTATION 3 | | | **CODE(S)** | PRP370S  PRP371S  PRP372S |
| **NO OF PAGES**  (**Including cover page)** | 2 | **DATE** | 10-15 February | **TIME** | N/A |
| **ANNEXURE(S) (Y/N)** | N | | | **DURATION:** | 60 MINUTES |
| **COLOUR IMAGES (Y/N)** | N | | |
| **EXAMINER** | P. INDERLAL | | |  |  |
| **INTERNAL MODERATOR** | DR D LAKAY | | |  |  |
| **EXTERNAL MODERATOR** | PROF S THAKUR | | |  |  |

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| **INSTRUCTIONS** |
| |  | | --- | | **GENERAL INSTRUCTIONS**  **Goals of the CV review**  The CV should provide a succinct and accurate picture of the applicant’s skills and experiences relevant to the position they are seeking. These documents must be well designed, clearly organized and written, and completely error free. The overall goal of the CV is to obtain an interview.  The CV should present, at a minimum, contact information, education and work experience, and a well targeted objective. | | **SPECIAL INSTRUCTIONS**  Tick the relevant boxes on the worksheet below | | **CONDUCTING AN ASSESSMENT AS A STUDENT**  Use this worksheet to provide thoughtful feedback on the draft CV:   * Indicate how well the resume meet the stated goals. * Supporting documents are appended at the end of the CV.   These include:   * Copy ID * Copy of Matriculation Certificate * Copy of Academic Record | | **CONCLUSION OF YOUR ASSESSMENT:**  Always keep a copy of an assignment you are working on if the lecturer requires that. Do not tamper with that copy so the timestamp of the document will be proof of your submission. | | **PREPARATION BEFORE ENGAGING IN THE CV REVIEW:**  • Please do a thorough pre-preparation of the requirement for the CV review. | |
| **REQUIREMENTS** |
| Student GitHub account |

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| **CV REVIEW WORKSHEET** | | | |
| **Tick the relevant boxes in the worksheet below** | | | |
| **Review Areas** | **Rating** | | |
| **Personal Details Section:** | **Correct** | **Partially Correct** | **Incorrect** |
| Full Name |  |  |  |
| Address |  |  |  |
| Contact Number |  |  |  |
| Student Email Address | Checkmark outline |  |  |
|  | | | |
| **Career Objectives:** | Checkmark outline**Correct** | **Partially Correct** | **Incorrect** |
| Objective relates to the field of study | Checkmark outline |  |  |
| Checkmark outline | | | |
| **Education Section:** |  | | |
| **Secondary Education** | Checkmark outline**Correct** | **Partially Correct** | **Incorrect** |
| Name of High School |  |  |  |
| Name of Qualification |  |  |  |
| Obtained Date |  |  |  |
| **Tertiary Education** | Checkmark outline**Correct** | **Partially Correct** | **Incorrect** |
| Name of University | Checkmark outline |  |  |
| Name of Qualification | Checkmark outline |  |  |
| Year of study |  |  |  |
| **Chronological Order** | Checkmark outline |  |  |
|  | | | |
| **Work Experience Section:** | Checkmark outlineCheckmark outline**Correct** | **Partially Correct** | **Incorrect** |
| Name of Company |  |  |  |
| Job Title | Checkmark outline |  |  |
| Duration of job |  |  |  |
| Duties and Responsibilities |  |  | Checkmark outline |
| **Reverse chronological order** |  |  | Checkmark outline |
|  | | | |
| **Skills Section:** | **Correct** | **Partially Correct** | Checkmark outlineCheckmark outline**Incorrect** |
| Are the skills applicable to the position? |  |  |  |
| Checkmark outline | | | |
| **Reference Section:** |  | | |
| **Reference 1:** | **Correct** | **Partially Correct** | **Incorrect** |
| Name of Person | Checkmark outline |  |  |
| Name of Organisation |  |  |  |
| Contact Email |  |  |  |
| Contact Number | Checkmark outline |  |  |
| **References 2** | Checkmark outline**Correct** | **Partially Correct** | **Incorrect** |
| Name of Person | Checkmark outline |  |  |
| Name of Organisation | Checkmark outline |  |  |
| Contact Email |  |  |  |
| Contact Number | Checkmark outline |  |  |
| Checkmark outline | | | |
| **Format:** | **Correct** | **Partially Correct** | **Incorrect** |
| Consistent use of font and font sizes | Checkmark outlineCheckmark outline |  |  |
| Spellchecked |  |  |  |
|  | | | |
| **Supporting Documents** | **Correct** | **Partially Correct** | **Incorrect** |
| Copy of Identification | Checkmark outline |  |  |
| Copy of Matric Certification | Checkmark outline |  |  |
| Copy of Academic Record |  |  |  |



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