

NZQA Assessment Support Material

Assessor guidelines

Unit standard		504			
Title	Produce a CV (Curriculum Vitae)				
Level	1	Credits	2	Version	7

Outcome	Evidence requirements	Possible evidence N.O.E [↓] /C.R [↓] /R.C.C [↓]	Possible assessment tools Choose/select from:	Competency
1. Produce a CV.	<ul style="list-style-type: none"> Learner gathers at least two verified documents needed to produce a CV. <p>Examples of documents include education and/or training records, achievement records, testimonials, relevant references, passport, driver's licence, citizenship, residential status, cultural/community/sporting/service awards.</p>	<ul style="list-style-type: none"> Verified documents CV that has been produced 	<ul style="list-style-type: none"> Portfolio Forms/templates Verification checklist Written/oral questions Attestations Checklist 	Learner has produced a CV that accurately represents the information gathered.

- [↓] Naturally Occurring Evidence
[↓] Cross referencing to other unit standards
[↓] Recognition of Current Competency

Outcome	Evidence requirements	Possible evidence N.O.E [↓] /C.R [↓] /R.C.C [↓]	Possible assessment tools Choose/select from:	Competency
	<ul style="list-style-type: none"> CV includes statements that promote the applicant, including at least one personal quality, one skill, and an achievement or employment. CV includes the following details for two referees known to the applicant: name, position, contact details. CV has been checked to ensure spelling and grammar is correct (opportunity must be given to do this before final copy is submitted). CV has logical flow, appropriate use of headings, and consistent layout. 			

Notes:

- 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 Documents may be verified by assessor, Justice of the Peace, or similar authority.
- 3 The candidate must be given the opportunity to edit and proofread their work before the final copy is submitted for assessment.

-
- [↓] Naturally Occurring Evidence
[↓] Cross referencing to other unit standards
[↓] Recognition of Current Competency