ASSESSMENT COVER PAGE
FEBRUARY 2025

Cape Peninsula University of Technology

creating futures

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				

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

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			✓
Career Objectives:	**Correct**	**Partially Correct**	**Incorrect**
Objective relates to the field of study	✓		
Education Section:			
Secondary Education	**Correct**	**Partially Correct**	**Incorrect**
Name of High School	✓		
Name of Qualification	✓		
Obtained Date	✓		
Tertiary Education	**Correct**	**Partially Correct**	**Incorrect**
Name of University	✓		
Name of Qualification	✓		
Year of study	✓		
Chronological Order		✓	
Work Experience Section:	**Correct**	**Partially Correct**	**Incorrect**
Name of Company	✓		
Job Title	✓		
Duration of job	✓		
Duties and Responsibilities	✓		
Reverse chronological order		✓	
Skills Section:	**Correct**	**Partially Correct**	**Incorrect**
Are the skills applicable to the position?		✓	
Reference Section:			
Reference 1:	**Correct**	**Partially Correct**	**Incorrect**
Name of Person			✓
Name of Organisation			✓
Contact Email			✓
Contact Number			✓
References 2	**Correct**	**Partially Correct**	**Incorrect**
Name of Person			✓
Name of Organisation			✓
Contact Email			✓
Contact Number			✓
Format:	**Correct**	**Partially Correct**	**Incorrect**
Consistent use of font and font sizes	✓		
Spellchecked	✓		
Supporting Documents	**Correct**	**Partially Correct**	**Incorrect**
Copy of Identification			✓
Copy of Matric Certification			✓
Copy of Academic Record			✓

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