

<b>Title</b>	<b>Produce a CV (curriculum vitae)</b>		
<b>Level</b>	<b>1</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	People credited with this unit standard are able to produce a CV.
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<b>Classification</b>	Core Generic > Work and Study Skills
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<b>Available grade</b>	Achieved
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### Guidance Information

- 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 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 CV can be produced in any format, including digital.
- 4 The candidate must be given the opportunity to edit and proofread their work before the final copy is submitted for assessment.
- 5 All activities relevant to this standard should reflect the Employability Skills Framework: [Employability Skills Framework – Youth Guarantee \(education.govt.nz\)](https://www.education.govt.nz/employability-skills-framework/).

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### Outcomes and performance criteria

#### Outcome 1

Produce a CV.

#### Performance criteria

- 1.1 Statements that promote the candidate in terms of personal qualities, skills, achievements and/or employment and/or work experience are included in the CV.  
Range at least one of each.
- 1.2 Details are provided for two referees.  
Range details include – name, position and/or relationship to applicant, contact details.

1.3 Correct spelling and grammar are used throughout the CV.

1.4 Logical flow and consistent presentation are used in the CV.

<b>Planned review date</b>	31 December 2027
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 June 1993	31 December 2014
Review	2	17 August 1995	31 December 2014
Review	3	24 March 1998	31 December 2014
Revision	4	12 September 2002	31 December 2014
Review	5	16 July 2010	31 December 2015
Review	6	17 July 2014	31 December 2019
Rollover and Revision	7	18 June 2015	31 December 2019
Review	8	25 January 2018	N/A
Review	9	2 March 2023	N/A

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