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| Title | **Produce a personal targeted CV (curriculum vitae)** |
| Level | **2** | **Credits** | **2** |

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| Purpose | People credited with this unit standard are able to produce a personal targeted CV. |

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| Classification | Core Generic > Work and Study Skills |

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| Available grade | Achieved |

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| Prerequisites | Unit 504, *Produce a CV (curriculum vitae)*, or demonstrate equivalent knowledge and skills. |

**Guidance Information**

1 Definitions

 *Personal* means the targeted CV refers to the person producing it.

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 candidate must respond to a real or simulated job vacancy which includes key tasks, qualifications, experience and knowledge.

4 The targeted CV must be digitally produced.

5 The candidate must be given the opportunity to edit and proofread their work before the final copy is submitted for assessment.

6 All activities relevant to this standard should reflect the Employability Skills Framework: [Employability Skills Framework – Youth Guarantee (education.govt.nz)](https://youthguarantee.education.govt.nz/tools/employability-skills/employability-skills-framework/).

**Outcomes and performance criteria**

**Outcome 1**

Produce a personal targeted CV.

**Performance criteria**

1.1 The requirements of the job vacancy are identified.

1.2 The targeted CV includes information and/or statements about self relevant to the job vacancy.

1.3 Details are provided for two referees.

Range details include – name, position and/or relationship to applicant, contact details.

1.4 Correct spelling and grammar are used in the targeted CV.

1.5 Logical flow and consistent presentation are demonstrated in the targeted CV.

1.6 CV is presented in a way that promotes the candidate for the job vacancy.

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| Planned review date | 31 December 2027 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 24 May 1995 | 1 December 2014 |
| Revision | 2 | 20 March 1998 | 1 December 2014 |
| Review | 3 | 26 September 2001 | 1 December 2014 |
| Review | 4 | 16 July 2010 | 1 December 2014 |
| Revision | 5 | 15 March 2012 | 31 December 2015 |
| Review | 6 | 17 July 2014 | 31 December 2019 |
| Rollover | 7 | 18 June 2015 | 31 December 2019 |
| Review | 8 | 25 January 2018 | N/A |
| Review | 9 |  | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0113 |

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 if you wish to suggest changes to the content of this unit standard.