

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

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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Guidance Information

- 1 Definition
Personal means the targeted CV refers to the person producing it.
- 2 Recommended for entry: Unit 504, *Produce a CV (curriculum vitae)*, or demonstrate equivalent knowledge and skills.
- 3 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.
- 4 The candidate must respond to a real or simulated job vacancy which includes key tasks, qualifications, experience and knowledge.
- 5 The targeted CV must be digitally produced.
- 6 The candidate must be given the opportunity to edit and proofread their work before the final copy is submitted for assessment.
- 7 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/).

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 Information and/or statements about self relevant to the job vacancy are included in the targeted CV.

- 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.

Planned review date	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Status information and last date for assessment for superseded versions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	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	2 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this unit standard.