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| Title | **Produce a CV (curriculum vitae)** |
| Level | **1** | **Credits** | **2** |

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

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| Classification | Core Generic > Work and Study Skills |

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| Available grade | Achieved |

**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://youthguarantee.education.govt.nz/tools/employability-skills/employability-skills-framework/).

**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 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.

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**Status information and last date for assessment for superseded versions**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