



NZQA 504 - Produce a CV - Work and Study Skills

Programme Title:	Work and Study Skills		
Module Title:	Produce a CV (curriculum vitae)		
Content Provider:	Software Educational Resources Limited (SERL)		
	Version: 4	Level: 1	Credits: 2

Overview

People credited with this unit standard are able to prepare to produce a CV, and produce the CV.

Content Outline

Introduction

- What is a CV?
- Types of CVs
- What Makes a Good CV?
- Required Documents

Parts of a CV

- CV Overview
- Personal Information
- Work History
- Educational History
- Qualities and Skills
- References
- Other Information

Producing a CV

- Presentation Methods
 - Ordering Information
 - Formatting
 - Editing
 - Covering Letter
 - Examples of CVs
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Assessment / Certification / Qualification

What is Intuto offering?

1. Online test/assessment; theory based only, where % score and number of attempts is recorded.
 2. NZQA paper based assessments; candidate and assessor copies – for site implementation, marking and submission to NZQA for moderation.
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Suggested Learning Hours

Estimated time for completion of 'NZQA 504 - Produce a CV' is twenty (20) hours.