

# Unit Standard 504 Assessment

Version 8

Level 1

Credits 2

Candidate's Name: \_\_\_\_\_

Candidate's NSN: \_\_\_\_\_

Candidate's D.O.B: \_\_\_\_\_

Candidate's Contact details: \_\_\_\_\_

\_\_\_\_\_

Check out my CV!



## Produce a CV (curriculum vitae)

For Capital Training to Complete Only

Assessor's Name: \_\_\_\_\_

Assessor's Signature: \_\_\_\_\_

For Capital Training to Complete Only			
Unit Issued Date:			
First Attempt Marking Date:	Unit Complete	Standard Not Met	
First Attempt Marking Comments:			
Second Attempt Marking Date:	Unit Complete	Standard Not Met	
Second Attempt Marking Comments:			
Date Unit Awarded:			

## Attestation Form (For Candidate to Sign)

**Candidate's Name:** \_\_\_\_\_

I hereby declare that the following is my own work which I have completed to the best of my ability. I have not copied answers or materials from any other sources.

**Candidate's Signature:** \_\_\_\_\_

### For Capital Training to Complete Only

	Achieved	Final marking date
504v 8		

#### Assessor's Attestation:

The candidate's performance and knowledge is at a sufficient level to grant this Unit Standard. The assessment was sat and completed in line with any relevant Health and Safety regulations. If assessed again in the future, I am confident that the candidate will be competent.

**Assessor's name:**

**Education Provider:**

**Date:**

**Signature:**

Module Moderated

Y/N

Unit Awarded

Date:

## Assessment Conditions

There are a number of assessment questions and/or observations in this assessment. Ensure that you carefully read each question and set of instructions before you answer and/or perform tasks.

1. All assessment questions/observations must be complete.
2. All tasks in this assessment are open book.
3. You will need a pen and/or access to a computer to complete this assessment dependant on whether you are completing in hard or soft copy.
4. If you are completing this assessment digitally, ensure that it has been downloaded and saved in to your local documents folder before attempting the assessment.
5. Discuss with your tutor the time limit for this assessment.
6. An attestation form found on the assessment must be signed by both the tutor and yourself.
7. All answers must be in your own words.

You may choose to complete this assessment verbally using a speech to text digital tool. Discuss this option with your tutor.

### Outcome 1: Produce a CV

For this assessment, you must complete a generic Curriculum Vitae to use for future job applications. It is suggested that you incorporate the skills and responsibilities that you pick up throughout your Duke of Edinburgh's Bronze Award in to the CV. You may create your own CV or use a template found online.

### **Your CV must include the following elements:**

1. Information
  - A statement that promotes your personal qualities
  - A statement that promotes your working skills
  - A statement that promotes your achievements (education or otherwise)
    - AND/OR a statement that promotes your employment/work experience history
  
2. Details for two referees
  - a. Names
  - b. Position (in terms of job) and/or relationship to applicant
  - c. Contact details

*A good CV will also have your contact details, a personal statement introducing yourself and possibly a little blurb about what you want from your career in the future.*

Please note: There must be no spelling or grammatical errors in your CV. Your CV must have a logical flow and a consistent layout.

You must include two verified documents to back-up your statements in your CV. These may include but are not limited to:

- Education records
- Achievement records
- Testimonials
- Copies of certificates and awards
- Copy of your passport (if referenced)
- Copy of your driver's license (if referenced)
- Copy of your citizenship documents (if referenced)
- Copy of your residential status documents (if referenced)

Your documents can be verified by the following authorities:

- Your assessor
- Justice of the Peace
- RealMe
- Or a similar authority

## For Capital Training to Complete Only

### Assessment Schedule for Unit504 v8 L1 C2

Produce a CV (curriculum vitae)

Evidence requirements	Evidence Statement (what the assessor looks for)	Judgement Statement (how well or how many)	✓1 <sup>st</sup> marking	✓2 <sup>nd</sup> marking
<b>Outcome 1</b>				
Produce a CV.				
<p><b>1.1</b> Documentation to support a CV is gathered.</p> <p><b>Range</b> documentation may include but is not limited to – education and/or training records, achievement records, testimonials, relevant references, passport, driver's licence, citizenship, residential status, cultural/community/sporting/service awards; evidence of at least two verified documents is required.</p>	<p>Provision of at least two verified documents to back up the CV.</p>	<p>The candidate has provided at least two verified documents that back up their CV.</p> <p>These may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Education or training records</li> <li>• Achievement records</li> <li>• Testimonials</li> <li>• References</li> <li>• Passport</li> <li>• Driver's licence</li> <li>• Proof of citizenship or residency</li> <li>• Copies of certificates</li> </ul> <p>Documents can be verified by the assessor, a Justice of the Peace or RealMe.</p> <p>Any information gathered by the assessor through verified documents <b>MUST ONLY</b> be used for this assessment and all information must be gathered and stored in accordance with the Privacy Act 1993</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.2</b> The CV includes statements that promote the candidate in terms of personal qualities, skills, achievements and/or employment and/or work experience.</p>	<p>Completed CV.</p>	<p>The candidate has included statements in their cv that promote at</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>Range</b> at least one each of – personal quality, skill, achievement and/or employment and/or work experience.</p>		<p>least one of each of the following factors:</p> <ul style="list-style-type: none"> <li>• Personal quality</li> <li>• Skill</li> <li>• Achievements and/or employment and/or work experience</li> </ul>		
<p><b>1.3</b> Details are provided for two referees.</p> <p><b>Range</b> details include – name, position and/or relationship to applicant, contact details.</p>	Completed CV.	<p>The candidate has provided the details for two referees in their cv.</p> <p>The provided details include:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position and/or relationship to candidate</li> <li>• Contact details</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.4</b> Spelling and grammar are correct.</p>	Completed CV.	The cv is free from spelling and grammatical errors.	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.5</b> Logical flow and consistent layout are demonstrated in the produced CV.</p>	Completed CV.	The cv is set out with a logical flow and has a consistent aesthetic layout.	<input type="checkbox"/>	<input type="checkbox"/>