

Unit Title: Building a Personal Career Portfolio
Level: One / Two / Three
Credit Value: 3
GLH:
NOCN Unit Code: HC6/1/QQ/002
QCDA Unit Reference Number: H/102/9923

This unit has 7 learning outcomes. – *only L/O 5 shown*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
5. Know and understand what needs to be included in a CV.	<p style="text-align: center;">Level 1</p> 5.1. Identify core elements of a CV. 5.2. Produce a personal CV which incorporates all core information in a simple structure.
5. Know and understand what needs to be included in a CV.	<p style="text-align: center;">Level 2</p> 5.1. Identify essential elements of a CV. 5.2. Produce a clearly structured CV which incorporates all key information for general purposes. 5.3. Modify a CV for a specific purpose.
5. Know and understand what needs to be included in a CV.	<p style="text-align: center;">Level 3</p> 5.1. Evaluate the relative importance of elements of a general CV 5.2. Produce a comprehensive, clearly structured and easily understood CV for general purposes 5.3. Compare and contrast a 'general' CV with one designed for a specific named purpose.

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

The assessment activities for this unit are indicated in the table below:

Key: **P = Prescribed** – this assessment method *must* be used to assess the unit.
O = Optional – this assessment method *could* be used to assess the unit.

Case study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description	P	Production of artefact	
Reflective log/diary	O	Practice file	

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication	✓	Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	✓