

Unit Title: Using a CV and Covering Letter to Apply for a Job	
Level:	One
Credit Value:	2
GLH:	20
OCNLR Unit Code:	HC6/1/LQ/016
Ofqual Unit Reference Number:	J/505/6931

*This unit has 4 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know the purpose of a CV and covering letter.	1.1. Describe the purpose of a CV when applying for a job. 1.2. Describe the purpose of a covering letter when applying for a job.
2. Know the type of information usually included in a CV and covering letter.	2.1. Identify the type of information appropriate to include in a CV. 2.2. Identify the type of information appropriate to include in a covering letter.
3. Know the importance of references in a CV.	3.1. Outline the importance of references in a CV. 3.2. Describe what makes a referee suitable for including in a CV.
4. Be able to produce a CV and covering letter for a job application.	4.1. Identify a suitable layout for a CV. 4.2. Produce a CV appropriate for a job application. 4.3. Produce a covering letter appropriate for a job application.

## Assessment

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

**P = Prescribed** This assessment method *must* be used to assess all or part of the unit.

**O = Optional** This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	O