

**Unit Title:** Presenting Yourself For Work  
**Unit Level:** 1  
**Unit Credit Value:** 2  
**GLH:** 12  
**LASER Unit Code:** WJB114  
**Ofqual Unit Code:** D/502/3594

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to create a CV.	1.1	Identify the main types of information shown in a curriculum vitae (CV).
		1.2	Generate content to use in creating a CV that covers the type of information needed in a straightforward CV.
		1.3	Create a straightforward CV for themselves and present it in a suitable format.
2.	Understand and demonstrate how technology can be used for presenting themselves online.	2.1	Give 2 examples of using technology for presenting themselves online and when they might use them.
		2.2	Create the content about themselves needed to present themselves on line, presenting it in a suitable format.
3.	Know how to present themselves in person.	3.1	Describe 3 important things to consider when presenting themselves in person.
		3.2	Present themselves appropriately in person in a work related situation each day for 3 consecutive days.

<b>Assessment Guidance:</b>
NA

<b>Additional Information:</b>
NA