

Module Specification

Responsive Curriculum Vitae (CV) Preparation

Aims of and Objectives

This module is aimed at any JCP customer who requires a CV at anytime prior to admission into the Work Programme. There is no restriction based on the type of benefit received by the customer.

To address the barrier of a customer who either has no CV, or needs a CV tailored to a specific vacancy. Having an updated or tailored CV will allow the customer to be more competitive in the labour market.

Minimum Delivery Requirements

- One to two hours consultation with customer, to gain information to be used to develop a quality CV;
- The course duration will be half a day;
- Produce a well presented CV relevant to the customer's industry using best practice HR models and templates;
- Provide a USB memory stick with an electronic version of the CV;
- Instruction on creating an e-mail account, and provide an example of submitting a CV electronically

Additional requirements

The trainer must have suitable experience to enable successful delivery of the programme.

Each attendee will be expected to prepare ten (10) high quality paper CV copies and an electronic CV.

Volume and values

The number of modules/starts will be agreed.

A price for the service will be agreed – to include travel.

Referral mechanism

Jobcentre Plus advisers shall determine customer eligibility and make referrals to the event using the standard SL2 process.

Jobcentre Plus will securely forward an action plan to the provider to prepare suitable materials and allow follow up communication to encourage attendance.