
Section 1

Curriculum Vitae and Job Description

Curriculum Vitae

Key Words / Concepts:

CV – Curriculum Vitae

Introduction

Your **CV** is the first element in your portfolio and will act as a reference document for you when you start thinking about the areas of learning that you wish to claim credit for. It will also enable your programme adviser to help you to develop areas of learning, and act as an introduction and a context for assessment purposes.



Curriculum Vitae – your past experience

Purpose

The purpose of producing a CV is to provide an overall picture of your past learning achievements. This information should be of a summative kind, giving dates and a brief description (including the title) of any post, activity or award.

Annotating your CV

You may well have a CV from the last time you applied for a job. An existing CV is certainly a valuable starting point. However, information not only about your employment but also about any voluntary/unpaid work you might have done/be doing and your major leisure activities can also be valuable. This is because the purpose of presenting your CV as part of your RAL portfolio is to provide contextualising information about the learning you have gained. In our experience, unpaid work (e.g. treasurer or secretary of a club or society, acting as school governor or voluntary work) and leisure activity (e.g. a serious hobby or interest) can be a significant source of learning achievement. Individuals often overlook this, as they do not automatically equate such activity with formal 'academic' learning. In order to gain the most from your claim it is important that your CV provides as full a picture as possible of your previous activities. Identifying what you achieved in each job and how it prepared you for the next one will help you to identify key learning from the previous work roles. This will then help you to identify themes of learning in your career and will help you identify and describe your areas of learning.

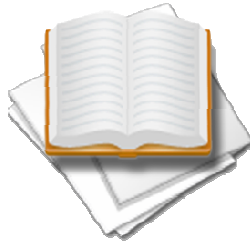
What you should do

1. Write your CV. It should include the following, in each case starting with your most recent activity and working backwards:
 - Education (post-16 only)
 - Employment
 - Unpaid work and relevant life experiences (such as study tours, hobbies)
 - Courses undertaken

You may well have taken courses which do not carry academic credit, for example, short training courses. Such courses can be a valuable source of background evidence for one or more of your areas of learning. These should also be listed in your CV. Give brief details (date, duration, mode i.e. full or part-time, subject and whether there was any assessment involved) of courses/training programmes you have taken in relation to your job (do not go back beyond five years, since the task of writing this is to give a picture of your current activities). These courses may not carry credit but may form the basis of evidence for your areas of learning.

When you start writing up your areas of learning (Section 4) you may wish to add to your CV anything that is particularly relevant to your claim and cross reference to your areas of learning. You can then refer the reader to your areas of learning and to your CV for further or contextualising information.

Pebble Pad's CV builder can be used to complete your CV.



Full guidance on writing a professional CV may be found in Chapter 11 of Wilson, E and Bedford, D (2009) *Study Skills for Part-time Students*, Harlow: Longman. An extract from this chapter will be placed on the VLE.



There are a number of websites which can help you with planning your CV.



Insert your CV in your RAL portfolio.

Job Description

Your **job description**, like your CV, gives contextualising information about you to your adviser and assessor, and is likely to be a key source of information for you when you start to think about areas of learning that you wish to claim credit for.



Job Description – Your Current Experience

Purpose

To provide a picture of your current roles, responsibilities and achievements.

Annotating Your Job Description(s)

You should think of the term 'job description' as one which **encompasses** the work you do, whether it is paid or unpaid. A formal job description provided by an employer may be a starting point - but you will need to add to it to ensure that it gives as full and accurate a picture of your work role as possible. However, if you do not have a formal job description or you are not currently in paid employment, now is the time to write your own job description. If you have more than one current job, or have been in your current job for less than a year and wish previous experience to be taken into consideration, you will need to prepare additional job descriptions in order to present as full a picture as possible of the work you currently do.

What you should do

1. Write your job description(s), using the following guidelines:

- Provide an organisation chart showing your position (use job titles only)
- Give an idea of the scale of your responsibility e.g. the number of meetings you are responsible for minuting, the number of people you are responsible for, the value of resources controlled.

- Provide a brief commentary on each aspect of your current work roles and activities. This should include a short description of each task and its relative importance within the whole job and your level of responsibility. Concentrate on the knowledge and skills which are required to do each task.
- Add functions and activities not covered in any official job description.



2. Insert your job description (s) in your RAL portfolio.

3. When you start writing up your areas of learning, you may wish to add to your job description anything that is particularly relevant to your claim. You can then cross reference to your areas of learning and back to your job description for further or contextualising information.

NOTE: Both your CV and Job Descriptions will be continuously edited and updated during the process.



At the Induction you will have agreed a first meeting with your RAL AA. You should have a draft CV and annotated job description prepared to aid discussion.

Bibliography

Wilson, E and Bedford, D (2009) *Study Skills for Part-time Students*, Harlow: Longman.