

AN INTERNAL VERIFIERS CV

The general format for a curriculum vitae (CV) embraces:

- Personal details
- Education and qualifications
- Experience/career history
- Related personal interests or hobbies

The purpose of a internal verifiers CV is partly to provide evidence to external auditors e.g. GQA External Verifiers or ALI Inspectors etc, that the individual has been correctly identified for their role in the implementation of national vocational qualifications.

Personal Details

This section will include:

- Name (usually Forename, Initials and Surname)
- Date of Birth
- Home Address

Education and Qualifications

Whilst some Internal Verifiers may choose to list all of their qualifications (the most recent ones first) it may be appropriate to consider only those that relate to the occupational areas being supported.

The status of the individual in relation to the recognised internal verifier qualification should also be included eg:

In January 2003 registered on V1 via approved centre ABC; expecting to complete in July 2003

or

In January 2003 achieved V1 Internal Verifier Qualification via OCR (certificate number xxxxxxx).

Experience/Career History

This section should outline the most recent experience first and should clearly relate to the occupational area(s) being supported.

Typically dates will be provided together with company/organisation name, job title and details of the occupational role (as they link with the implementation of national vocational qualifications).

Personal Interests/Hobbies

This section provides an opportunity to demonstrate related skills and interests.