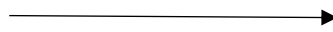


CV PROCEDURE

If they have a CV on the system
-objective



Check contact details, update any additional work, education or training and save and print –
Check young person's details on profile

No CV on the system



Select template from Objective or apprenticeship guide –
Complete with young person and save and print. Check young person's details on profile.

Once CV is completed/updated



If a CV has been updated, then go to job/apprenticeship website young person has already registered with, delete old copy of CV and upload new CV.