

Title	Fill in a form		
Level	1	Credits	2

Purpose	People credited with this unit standard are able to fill in a form.
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Classification	Communication Skills > Writing
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Available grade	Achieved
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Guidance Information

- 1 Forms used for assessment against this unit standard must include at least twelve fields requiring written responses such as single words, short phrases, sentences, or abbreviations.
- 2 Forms can be completed in soft or hard copy, but must be completed in accordance with any instructions on the form itself.
- 3 Forms may include but are not limited to – club membership, training agreement, Accident Compensation Corporation (ACC) form, Inland Revenue Department (IRD) form, passport application, tenancy agreement, loyalty scheme application.
- 4 Candidates must use their own identity when filling in the forms. Candidates must be given the opportunity to edit and proofread their work before it is assessed.
- 5 Content related to this unit standard may be of a personal nature. Full and clear consent of people must be obtained before they participate in any associated learning and/or assessment. Refer to the Privacy Act 2020.
- 6 All activities relevant to this standard must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).
- 7 All activities must, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world views.

Outcomes and performance criteria

Outcome 1

Fill in a form.

Range at least three different forms.

Performance criteria

- 1.1 Information is written to be legible, clear in meaning, and accurate in detail.
- 1.2 All applicable fields are filled in.
- 1.3 All form instructions are followed accurately.

Range supplementary documentation requirements of the form are not required for this assessment.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 May 1995	31 December 2014
Review	2	24 March 1998	31 December 2014
Revision	3	19 June 2001	31 December 2014
Revision	4	11 February 2004	31 December 2014
Review	5	17 April 2009	31 December 2016
Review	6	24 October 2014	31 December 2020
Review	7	16 February 2017	N/A
Review	8	24 March 2022	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.