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| Title | **Fill in a form** |
| Level | **1** | **Credits** | **2** |

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| --- | --- |
| 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 |

**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, ACC form, 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 proof read 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 will respect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).

7 All activities will, 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 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.

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| Planned review date | 31 December 2026 |

**Status information and last date for assessment for superseded versions**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 | XXXX 2021 | N/A |

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| --- | --- |
| Consent and Moderation Requirements (CMR) reference | 0113 |

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.