

## Assessed Work cover sheet

### Standard 26622: Write to communicate ideas for a purpose and audience

Level 1, Credits 4, Version 4

This cover sheet **must** be completed and signed, and accompany each learner's naturally occurring evidence submitted for national external moderation.

Learner name: \_\_\_\_\_ Learner NSN: (optional) \_\_\_\_\_

Education organisation: \_\_\_\_\_

#### Attach the labelled texts to this cover sheet.

Title/identifier of text written:		
Text 1:	Text 2:	Text 3:
Briefly describe the situation and activity in which each text was written: e.g. Transition class, job application letter		
Text 1:	Text 2:	Text 3:
Specify the audience and purpose for each text: e.g. Audience: Potential employer; Purpose: Inform potential employer of relevant skills and experience, and seek to gain an interview		
Text 1 audience:	Text 2 audience:	Text 3 audience:
Text 1 purpose:	Text 2 purpose:	Text 3 purpose:
Indicate date each text written: (Explanatory Note 3)		
Text 1:	Text 2:	Text 3:
Learner has been given the opportunity to plan, compose, revise and edit their writing for each text: (Explanatory Note 6) (✓/✗ or Yes/No)		
Text 1	Text 2	Text 3
If not, please explain situation:		

Notes: All evidence requirements must be met **in each of** three texts.

Refer to page 2 of this cover sheet for judgement statements for standard 26622.

**Attestation:** I attest that: the information given in this cover sheet is accurate; the evidence has not been generated from one-off assessment events designed for the purpose of assessing this standard; the learner produced the evidence him/herself, without undue assistance.

**Overall result** (tick one)


**Achieved** -

I am satisfied that the learner has demonstrated an ongoing transferable competency **against the standard as a whole** as per the standard requirements.

**Not achieved** -

The learner has not yet demonstrated an ongoing transferable competency against the standard as a whole as per the standard requirements.

**Assessor:** Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Judgement statements / Checklist for portfolio evidence collection

### Standard 26622: Write to communicate ideas for a purpose and audience

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Outcome 1: Write to communicate ideas for a purpose and audience.

Evidence Requirements	For each text, check that:	Text 1 ✓/x or Y/N	Text 2 ✓/x or Y/N	Text 3 ✓/x or Y/N
1.1	the learner has expressed more than one idea appropriate to the purpose <b>and</b> audience			
1.2	the learner has organised ideas appropriately for the purpose <b>and</b> text type			
1.3	the learner has used language appropriate to the purpose <b>and</b> audience			
1.4	written texts demonstrate sufficient technical accuracy appropriate to purpose and audience			

Notes: **All** evidence requirements must be met in **each text**. Add columns for extra texts if needed.

Standard requirements	Also check that:	✓/x or Yes/No
Purpose statement	all three texts are written in the English language	
Explanatory Note 2	all three texts were produced under <b>naturally occurring conditions</b> (i.e. they were not generated in one-off assessment events designed specifically for the purpose of assessing this standard)	
Explanatory Note 3	<b>all</b> evidence requirements have been met in <b>each</b> of at least three texts	
Explanatory Notes 3 and 6	the learner has produced this evidence independently without undue assistance	
Explanatory Note 4	the learner has used conventional English with only limited use of abbreviated or coded language	
Explanatory Note 5	all three texts reflect (or exceed) the writing demands described by <b>koru/step 4</b> of the <i>Write to communicate</i> strand of the Adult Literacy Learning Progressions, and are of <b>sufficient complexity</b> to provide adequate evidence of competence	
Explanatory Note 5	the texts are of sufficient length to provide adequate evidence of competence: <input type="checkbox"/> One text is a minimum of 200 words Text number: <input type="checkbox"/> The three texts total approximately 500 words (but refer Explanatory Note 5)	
Explanatory Note 6	the learner has been given the opportunity to plan, compose, revise and edit their writing for each text	
Outcome 1	the learner has made deliberate choices about, and demonstrated independent control of, the writing process, language and structure which are appropriate for the purpose and audience of each text	
Outcome 1 range	at least two different purposes are evident across the three texts	
Evidence Requirement 1.2 range	at least one text is continuous and paragraphed. Text number: (Note: any texts in the portfolio that require paragraphing must be paragraphed.)	
Title and Explanatory Note 3	the learner has met all requirements and demonstrated an ongoing transferable competency against the unit standard <b>as a whole</b> – writing to communicate ideas for a purpose and audience – over a period of at least one month.	