

Title	Complete complex forms		
Level	2	Credits	2

Purpose	People credited with this unit standard are able to complete complex forms.
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Classification	Communication Skills > Writing
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Available grade	Achieved
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Guidance Information

- 1 Complex forms involve interrelated options or factors and decisions as to what to include, and links to other documentation. Forms used for assessment against this unit standard must include at least 12 fields requiring written responses from the candidate 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 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.
- 4 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.
- 5 All activities relevant to this standard must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).
- 6 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

Complete complex forms.

Range evidence of two different complex forms is required.

Performance criteria

- 1.1 Forms are completed in accordance with all instructions on the form.

- 1.2 Forms are completed accurately and legibly.
- 1.3 Relevant supporting evidence is supplied as indicated on the forms.

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Status information and last date for assessment for superseded versions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	23 April 2008	31 December 2015
Review	2	19 September 2013	31 December 2019
Rollover	3	18 June 2015	31 December 2019
Review	4	25 January 2018	N/A
Review	5	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.