

<b>Title</b>	<b>Complete complex forms</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>2</b>

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

- 1 *Complex* forms usually involve interrelated options or factors and decisions as to what to include, and links to other documentation. Each form must have enough fields to enable sufficient evidence to be generated for assessment: each form must have at least 12 fields requiring written responses.
- 2 Forms can be completed electronically or in 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 proof read their work before it is assessed.
- 4 Content related to this unit standard may be of a personal nature. It is advised that full and clear consent of people is obtained before they participate in any associated learning and/or assessment. Refer to the Privacy Act 1993 if required.

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### Outcomes and performance criteria

#### Outcome 1

Complete complex forms.

Range evidence of two complex different 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.

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<b>Planned review date</b>	31 December 2022
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**Status information and last date for assessment for superseded versions**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

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.