

<b>Title</b>	<b>Complete simple forms with personal information (EL)</b>		
<b>Level</b>	<b>1</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard is for people for whom English is an additional language.</p> <p>People credited with this unit standard are able to complete simple forms with personal information (EL).</p>
----------------	--

<b>Classification</b>	Languages > English Language
-----------------------	------------------------------

<b>Available grade</b>	Achieved
------------------------	----------

<b>Prerequisites</b>	Unit 31036, <i>Complete basic forms with personal information (EL Foundation)</i> , or demonstrate equivalent knowledge and skills.
----------------------	---

---

### Guidance Information

- 1 *English Language (EL)* refers to the acquisition of English as an additional language.
- 2 This unit standard is at a level comparable to Common European Framework of Reference (CEFR) A2. It is intended for learners who have a basic command of English. A structured overview of all CEFR related scales can be found at <http://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales>.
- 3 This unit standard may contribute to the New Zealand Certificate in English Language (Level 1) [Ref: 1880]. The requirements of this standard are consistent with the *NZCEL Guiding Document*. This document includes guidelines relating to appropriate texts, task specifications and assessment conditions and can be found at <http://www.nzqa.govt.nz>.
- 4 All assessment activities must be conducted in English, which must not be the candidate's first language.
- 5 Assessment must be conducted in a supportive environment. Candidates may request assistance to understand the requirements of the assessment tasks.
- 6 The assessor must be satisfied that the candidate can independently demonstrate competence against the unit standard.

- 7 It is recommended that:
- i the outcomes are assessed as part of an integrated unit of work, relevant to the learning context of the candidate;
  - ii assessment be conducted in conjunction with assessment against other English Language unit standards at this level.
- 8 Candidates may use a bilingual and/or an English dictionary, but not electronic devices.
- 9 Candidate's writing competence must be assessed after they have been given the opportunity to edit and proofread their work.
- 10 Definitions  
*Inaccuracies* refer to lapses in control in language features and vocabulary.  
*Phrases* refer to word phrases and number phrases, such as dates.  
*Writing*, for the purposes of this unit standard, refers to handwriting, not word processing. It is independently produced and not copied.
- 

## Outcomes and performance criteria

### Outcome 1

Complete simple forms with personal information (EL).

Range two different forms, each for a different purpose, assessed on separate occasions;  
forms must require at least three sentence-length responses;  
forms may include but are not limited to – membership, class survey, job application, leave form.

### Performance criteria

- 1.1 Correct and relevant information is provided to meet the requirements of the form.
- 1.2 Content is conveyed in words, phrases, simple sentences and numbers to meet the requirements of the form. Writing may contain inaccuracies, but these must not obscure meaning.
- 1.3 Personal information is spelt correctly.
- 1.4 Information is placed accurately.
- 1.5 Form is completed in accordance with conventions.
- Range conventions may include but are not limited to – letter case, block letters, abbreviations, signatures.

<b>Replacement information</b>	This unit standard replaced unit standard 3482.
--------------------------------	---

<b>Planned review date</b>	31 December 2023
----------------------------	------------------

#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	16 May 2013	31 December 2019
Rollover and Revision	2	21 May 2015	31 December 2019
Review	3	29 March 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0226
--	------

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.