

Title	Complete a simple form with personal information in English language		
Level	1	Credits	5

Purpose	<p>People credited with this unit standard are able to complete a simple form with personal information in English language.</p> <p>This unit standard is for learners for whom English is an additional language.</p> <p>It is intended for learners who have a basic command of English.</p>
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Classification	Languages > English Language
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Available grade	Achieved
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Guidance Information

- 1 This unit standard may contribute to the New Zealand Certificate in English Language (Level 1) [Ref: 1880].
- 2 It is recommended that:
 - i the outcomes are assessed as part of an integrated unit of work, relevant to the learning context of the learner;
 - ii assessment be conducted in conjunction with assessment against other English Language unit standards at this level.
- 3 This unit standard is at a level informed by the Common European Framework of Reference (CEFR). A structured overview of all CEFR related scales can be found at: <https://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales>.
- 4 The requirements of this standard are consistent with the *supporting documents*. They include guidelines relating to appropriate texts, task specifications, and assessment conditions and can be found at: <https://www2.nzqa.govt.nz/qualifications-and-standards/english-language/>.
- 5 All assessment activities must be conducted in English, which must not be the learner's first language.
- 6 Assessment must be conducted in a supportive environment. Learners may request assistance to understand the requirements of the assessment tasks.
- 7 Learners may use a bilingual and/or an English dictionary.

- 8 Learners' writing competence must be assessed after they have been given the opportunity to independently edit and proofread their work. Writing may contain errors and inaccuracies, but these must not impede meaning. The assessor must be satisfied that the learner can independently demonstrate competence against the unit standard. For moderation purposes, learner drafts must be included in the submission.
- 9 Guidelines for preparing submissions for moderation can be found at:
<https://www2.nzqa.govt.nz/tertiary/assessment-and-moderation-of-standards/external-moderation-application/>.
- 10 Definitions
Inaccuracies refer to lapses in control in text structures, language features, vocabulary.
Phrases refer to word phrases and number phrases, such as dates.
Simple form refers to an easy to understand written text that is not complicated with spaces in which answers to questions can be written, that may include simple and compound sentences, single words and phrases.
Writing refers to handwriting or typing on paper or word processing using a digital device. It is independently produced and not copied.

Outcomes and performance criteria

Outcome 1

Complete a simple form with personal information in English language.

Range one form of at least 12 items, three of which must require sentence-length responses;
form may include but is not limited to a membership, class survey, job application, leave application.

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.
- 1.3 Personal information is spelt correctly.
- 1.4 Information is placed accurately.
- 1.5 Form is completed according to instructions.
- Range may include but not limited to letter case, block letters, abbreviations, signatures.

Planned review date	31 December 2029
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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	31 December 2026
Review	4	29 August 2024	N/A

Consent and Moderation Requirements (CMR) reference	0226
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This CMR can be accessed at <https://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services at nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.