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| <b>Title</b> | <b>Complete a form in English language</b> |                |          |
| <b>Level</b> | <b>2</b>                                   | <b>Credits</b> | <b>5</b> |

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| <b>Purpose</b> | <p>People credited with this unit standard are able to complete a form 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 are developing independence in English.</p> |
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| <b>Classification</b> | Languages > English Language |
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| <b>Available grade</b> | Achieved |
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### Guidance Information

- 1 This unit standard may contribute to the New Zealand Certificate in English Language (Level 2) [Ref: 1881].
- 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 Learners may refer to other documents to obtain information needed to complete forms.
- 10 Guidelines for preparing submissions for moderation can be found at <https://www2.nzqa.govt.nz/tertiary/assessment-and-moderation-of-standards/external-moderation-application/>.
- 11 Definitions  
*Cohesive devices* refer to conjunctions, connectives, and pronoun reference.  
*Inaccuracies* refer to lapses in control in language features and vocabulary.

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## Outcomes and performance criteria

### Outcome 1

Complete a form in English language.

Range form requires a paragraph response in part of the form;  
 form may include but not limited to a job application, enrolment, feedback form, accident report, insurance claim.

### Performance criteria

- 1.1 Requirements of the form are met by providing correct, appropriate, and relevant information.
- 1.2 Requirements of the form are met by conveying content in words, sentences, paragraphs, abbreviations, and numbers.
- 1.3 Correct spelling is used for personal information.
- 1.4 Information is placed accurately.
- 1.5 Instructions to complete the form are followed.  
 Range may include letter case, block letters, abbreviations, signature.
- 1.6 Grammatical structures and vocabulary appropriate for the purpose are contained in the paragraph.  
 Range paragraph may include giving an explanation, viewpoint, background information;  
 grammatical structures may include complete simple, compound, and complex sentences, verb forms, cohesive devices.

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| <b>Planned review date</b> | 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                      |

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