

Title	Complete a form (EL)		
Level	2	Credits	5

Purpose	<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 a form (EL).</p>
----------------	--

Classification	Languages > English Language
-----------------------	------------------------------

Available grade	Achieved
------------------------	----------

Prerequisites	Unit 27998, <i>Complete simple forms with personal information (EL)</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) mid B1. It is intended for learners who are developing independence in 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 2) [Ref: 1881]. 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 Candidate may refer to other documents to obtain information needed to complete forms.
- 11 Definitions
Cohesive devices refer to conjunctions, connectives and pronoun reference.
Inaccuracies refer to lapses in control in language features and vocabulary.
-

Outcomes and performance criteria

Outcome 1

Complete a form (EL).

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

Performance criteria

- 1.1 Correct, appropriate and relevant information is provided to meet the requirements of the form.
- 1.2 Content is conveyed in words, sentences, paragraphs, abbreviations, 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 in accordance with conventions.
- Range conventions may include but are not limited to – letter case, block letters, abbreviations, signatures.

- 1.6 Paragraph contains grammatical structures and vocabulary appropriate for purpose. Writing may contain inaccuracies, but these must not obscure meaning.

Range paragraph may include but is not limited to – giving explanation, viewpoint, background information;
grammatical structures may include but are not limited to – complete simple, compound and complex sentences, verb forms, cohesive devices.

Replacement information	This unit standard replaced unit standard 17143.
--------------------------------	--

Planned review date	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

Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this unit standard.