

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

Purpose	<p>People credited with this unit standard are able to complete a basic form with personal information in English language at foundation level.</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 but limited 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 (Foundation) (Level 1) [Ref: 1879].
- 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. Task instructions may be given in the learner's preferred language.
- 6 Assessment must be conducted in a highly supportive environment, where assessors assist the learner to understand the requirements of the task and reduce affective barriers.

- 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 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 The form must include information given in words, phrases, and numbers.
- 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
Basic form refers to a form for eliciting a limited range of personal information e.g. name, nationality, address, age, date of birth or arrival in the country.
Inaccuracies refer to lapses in control in language features and vocabulary.
Phrases refer to word phrases and number phrases, such as dates.
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 basic form with personal information in English language.

Range one form of at least six items.
forms may include but are not limited to membership, class survey, hotel registration, leave form.

Performance criteria

- 1.1 Requirements of the form are met by providing correct and relevant information.
- 1.2 Requirements of the form are met by conveying content in words, phrases, simple sentences, and numbers.
- 1.3 Correct spelling is used for personal information.
- 1.4 Information is placed accurately.
- 1.5 Instructions are followed to complete the form.

Range may include but are not limited to letter case, block letters, abbreviations, signature.

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	29 March 2018	31 December 2026
Review	2	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.