

Title	Complete basic forms with personal information (EL Foundation)		
Level	1	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 basic forms with personal information (EL Foundation).</p>
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Classification	Languages > English Language
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Available grade	Achieved
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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) A1. It is intended for learners who have a basic but limited 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 (Foundation) (Level 1) [Ref: 1879]. 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. Task instructions may be given in the candidate's preferred language.
- 5 Assessment must be conducted in a highly supportive environment, where assessors assist the learners to understand the requirements of the task, and reduce affective barriers.
- 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 For this unit standard, forms must include information given in words, phrases and numbers.
- 11 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 basic forms with personal information (EL Foundation).

Range two different forms, each for a different purpose, assessed on separate occasions;
 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 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.

Planned review date	31 December 2023
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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	N/A

Consent and Moderation Requirements (CMR) reference	0226
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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.