

Title	Write formal personal correspondence		
Level	1	Credits	3

Purpose	People credited with this unit standard are able to write formal personal correspondence.
----------------	---

Classification	Communication Skills > Writing
-----------------------	--------------------------------

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

Explanatory notes

- 1 Formal personal correspondence is written for personal purposes and not on behalf of an organisation. It is usually written to organisations such as prospective employers, funding bodies, government agencies, insurance companies, businesses, service providers, landlords or rental agents, and education providers. Examples include a cover letter for a job or training application, complaint (service or product), request for service, product, or information.
- 2 The correspondence must have sufficient substance to demonstrate control of context, sequence, and subject matter.
- 3 Candidates must be given the opportunity to edit and proof read their work before it is assessed.

Outcomes and evidence requirements

Outcome 1

Write formal personal correspondence.

Range two pieces of formal personal correspondence for different purposes.

Evidence requirements

- 1.1 Correspondence uses an appropriate formal format and the purpose is clear.
- 1.2 Vocabulary and tone are appropriate to the purpose and audience.
- 1.3 Correspondence is clear in meaning, relevant, and ordered in a sequence appropriate to the context.
- 1.4 Punctuation, spelling, and grammatical errors do not detract from the purpose of the correspondence.

Planned review date	31 December 2021
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 March 1998	31 December 2014
Review	2	17 October 2002	31 December 2014
Review	3	17 April 2009	31 December 2016
Review	4	24 October 2014	31 December 2020
Review	5	16 February 2017	N/A

Consent and Moderation Requirements (CMR) reference	0113
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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.