

Title	Fill in a form		
Level	1	Credits	2

Purpose	People credited with this unit standard are able to fill in a form.
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Classification	Communication Skills > Writing
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Available grade	Achieved
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Explanatory notes

- 1 Forms used for assessment against this unit standard must include at least twelve fields requiring written responses such as single words, short phrases, sentences, or abbreviations.
- 2 Forms may include but are not limited to – club membership, training agreement, ACC form, IRD form, passport application, tenancy agreement, loyalty scheme application.
- 3 Candidates must use their own identity when filling in the forms. Candidates must be given the opportunity to edit and proof read their work before it is assessed.
- 4 Content related to this unit standard may be of a personal nature. It is advised that full and clear consent of people is obtained before they participate in any associated learning and/or assessment. Refer to the Privacy Act 1993 if required.

Outcomes and evidence requirements

Outcome 1

Fill in a form.

Range at least three forms of different types.

Evidence requirements

- 1.1 Information is legible, clear in meaning, and accurate in detail.
- 1.2 All applicable fields are filled in.
- 1.3 All form instructions are followed accurately.

Range supplementary documentation requirements of the form are not required for this assessment.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 May 1995	31 December 2014
Review	2	24 March 1998	31 December 2014
Revision	3	19 June 2001	31 December 2014
Revision	4	11 February 2004	31 December 2014
Review	5	17 April 2009	31 December 2016
Review	6	24 October 2014	31 December 2020
Review	7	16 February 2017	N/A

Consent and Moderation Requirements (CMR) reference	0113
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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.