

NZQA Assessment Support Material

Unit standard	31036				
Title	Complete basic forms with personal information (EL Foundation)				
Level	1	Credits	5	Version	1

Student guidelines

AWARD OF CREDIT



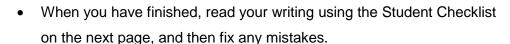
This unit standard can be awarded with an Achieved grade only.

CONDITIONS OF ASSESSMENT

This assessment will take place over a timeframe set by your assessor.

 You may use a bilingual and/or English dictionary but not electronic devices.

Note:



- Your assessor will check your draft and give general guidance only.
- Make sure that your writing has as few mistakes as possible.
- This is one of two tasks that you will need to complete to achieve this unit standard.



Assessment task

Fill in the form below. You must fill in all parts of the form.

Student Checklist

In this assessment task you will need to show you can do the following:		
Fill in the correct information on the form.		
Write words, numbers and phrases.		
Spell your name and address correctly.		
Write information in the correct places.		
Write capital letters, abbreviations and signature in the correct places.		

Library Membership Form

Personal details:					
First name:	Middle name:				
Family name (use block letters):					
Date of Birth (dd/mm/yyyy):					
Where do you live?					
Street address:					
Suburb:					
City:	Postcode:				
How can we contact you?					
Home phone:	Mobile:				
Email:					
Tell us about yourself!					
What books do you like to read?					
Do you want help to use the library?					
□ Yes □ No					
Signature:	Date:				