

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:

- When you have finished, read your writing using the Student Checklist on the next page, and then fix any mistakes.
- 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:	PC
Fill in the correct information on the form.	1.1
Write words, numbers and phrases.	1.2
Spell your name and address correctly.	1.3
Write information in the correct places.	1.4
Write capital letters, abbreviations and signature in the correct places.	1.5

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: _____