

Unit Title:	Completing forms with personal information
OCR unit number:	B19
Life and Living Skill Area:	Communication
Level:	Entry 3
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit aims to provide learners working at Entry 3 with the opportunity to demonstrate their ability to complete forms with personal information and to check the accuracy of the information provided using their preferred method of writing including use of the computer.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Be able to complete forms with personal information	The Learner can: 1.1 Complete personal information following instructions on a form	The learner may use their preferred method of writing, including using a computer, to complete forms. Example activities may include, following instructions to complete a bank account application form, club membership form or straightforward job application form. Instructions may inform whether capital letters, black ink etc are required.
2 Be able to review information for accuracy	2.1 Review the information provided for accuracy 2.2 Make required changes or amendments	The learner demonstrates the ability to review the information for accuracy. Example activities may be to check a job application form to ensure that the personal details are correct, ensure instructions on a form have been followed, check a form for any blank boxes to ensure they do not need to be ticked. The learner demonstrates that they can amend forms if needed. Examples may be to reread an application form to

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		make sure that all sections have been completed, adjust any sections when completing a form to request information or amend and update their form to make sure the amendments have been made.

Assessment

The methods used for assessment will be appropriate to the learner but may include use of witness statements evidencing the actual words, actions, signs or symbols used to meet the assessment criteria.

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

The evidence must show that the learner has met the assessment criteria using their own preferred method of writing which may include use of the computer, spell checks and symbolised programmes. A copy of the completed form must be included as evidence, if amendments to form were made when checked for accuracy, a copy of the first and final copy of the form should be submitted.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.