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| Fill out an information form |
| Target core skillsThis task covers ASCF: * Reading and Writing at Level 1
* Reading and Writing at Level 2.
 |
| Target audienceThis task is a generic task suitable to any context. |
| Content coverageThis task covers skills to complete a simple form, typical of those found in many contexts. The task is graded in that the first six fields are at Reading and Writing Level 1 and then the fields request more complex information and may be less familiar to the candidate, so the skill level moves to Level 2.The task could be contextualised to add fields suitable to the context in which it will be delivered.Please note: on its own this task is not sufficient to assess an ACSF level. To allow the candidate to demonstrate more comprehensive evidence provide them with another task at the appropriate level and context. |
| Instructions to assessorThe task requires the candidate to:* read the headings on the left of the form
* write responses to provide information about themselves.

Ensure the candidate understands the task before commencing. Provide the appropriate support for the level and conclude when you think the candidate has reached their highest level of performance.This short task should be used in conjunction with other tasks to make a judgement about Reading and Writing skill levels. |
| ACSF mapping |
| **Question** | **ACSF skill level indicator** | **Domains of Communication** |
| Fields 1 - 5 | 1.03 1.04 1.05 1.06 | Personal and communityWorkplace and employment and/orEducation and training |
| Fields 6 - 12 | 2.03 2.04 2.03 2.04 |
| Field 14 | 1.03 1.04 1.05 1.06 |

# Fill out an information form

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| **INFORMATION FORM**  |
| **Personal details** |
| Family name: |  |
| Given name(s): |  |
| Gender: | Male 🞏 Female 🞏  |
| Address: |  |
| Postcode: |  |
| Date of birth: | \_ \_ / \_ \_ / \_ \_ \_ \_  |
| Email address: |  |
| Phone: | (H)(M)  |
| Language spoken at home: |  |
| Highest level of education achieved: |  |
| Occupation: |  |
| Next of kin details: | Name:Address:Phone: |
| **Signature:** |  | **Date:** |  |