

Assessed Work cover sheet

Standard 26622: Write to communicate ideas for a purpose and audience

Level 1, Credits 4, Version 5

This cover sheet **must** be completed and signed, and accompany each learner's naturally occurring evidence submitted for national external moderation.

Learner name: _____

Learner NSN: (optional) _____

Education organisation: _____

Attach the labelled texts to this cover sheet.

Title/identifier of text written:			
Text 1:	Text 2:	Text 3:	
Briefly describe the situation and activity in which each text was written: e.g. <i>Transition class, job application letter</i>			
Text 1:	Text 2:	Text 3:	
Specify the audience and purpose for each text: e.g. <i>Audience: Potential employer; Purpose: Inform potential employer of relevant skills and experience, and seek to gain an interview</i>			
Text 1 audience:	Text 2 audience:	Text 3 audience:	
Text 1 purpose:	Text 2 purpose:	Text 3 purpose:	
Indicate date each text written: (Explanatory Note 3)			
Text 1:	Text 2:	Text 3:	
Learner has been given the opportunity to plan, compose, revise and edit their writing for each text: (Explanatory Note 6) (✓/✗ or Yes/No)			
Text 1	Text 2	Text 3	
If not, please explain situation:			

Notes: All evidence requirements must be met **in each of** three texts.

Refer to page 2 of this cover sheet for judgement statements for standard 26622.

Attestation: I attest that: the information given in this cover sheet is accurate; the evidence has not been generated from one-off assessment events designed for the purpose of assessing this standard; the learner produced the evidence him/herself, without undue assistance.

Overall result (tick one)

☐
☐

Achieved -

I am satisfied that the learner has demonstrated an ongoing transferable competency **against the standard as a whole** as per the standard requirements.

Not achieved -

The learner has not yet demonstrated an ongoing transferable competency against the standard as a whole as per the standard requirements.

Assessor: Name: _____ Date: _____

Signature: _____

Judgement statements / Checklist for portfolio evidence collection

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Outcome 1: Write to communicate ideas for a purpose and audience.

Evidence Requirements	For each text, check that:	Text 1 ✓/✗ or Y/N	Text 2 ✓/✗ or Y/N	Text 3 ✓/✗ or Y/N
1.1	the learner has expressed more than one idea appropriate to the purpose and audience			
1.2	the learner has organised ideas appropriately for the purpose and text type			
1.3	the learner has used language appropriate to the purpose and audience			
1.4	written texts demonstrate sufficient technical accuracy appropriate to purpose and audience			

Notes: **All** evidence requirements must be met in **each text**. Add columns for extra texts if needed.

Standard requirements	Also check that:	✓/✗ or Yes/No
Purpose statement	all three texts are written in the English language	
Explanatory Note 2	all three texts were produced under naturally occurring conditions (i.e. they were not generated in one-off assessment events designed specifically for the purpose of assessing this standard)	
Explanatory Note 3	all evidence requirements have been met in each of at least three texts	
Explanatory Notes 3 and 6	the learner has produced this evidence independently without undue assistance	
Explanatory Note 4	the learner has used conventional English with only limited use of abbreviated or coded language	
Explanatory Note 5	all three texts reflect (or exceed) the writing demands described by koru/step 4 of the <i>Write to communicate</i> strand of the Adult Literacy Learning Progressions, and are of sufficient complexity to provide adequate evidence of competence	
Explanatory Note 5	the texts are of sufficient length to provide adequate evidence of competence: ☐ One text is a minimum of 200 words Text number: ☐ The three texts total approximately 500 words (but refer Explanatory Note 5)	
Explanatory Note 6	the learner has been given the opportunity to plan, compose, revise and edit their writing for each text	
Outcome 1	the learner has made deliberate choices about, and demonstrated independent control of, the writing process, language and structure which are appropriate for the purpose and audience of each text	
Outcome 1 range	at least two different purposes are evident across the three texts	
Evidence Requirement 1.2 range	at least one text is continuous and paragraphed. Text number: (Note: any texts in the portfolio that require paragraphing must be paragraphed.)	
Title and Explanatory Note 3	the learner has met all requirements and demonstrated an ongoing transferable competency against the unit standard as a whole – writing to communicate ideas for a purpose and audience – over a period of at least one month.	