

## University childcare waiting list form

<p><b>This task set contains:</b></p> <ul style="list-style-type: none"> <li>Assessor instructions</li> <li>Learner task card</li> <li>Learner response sheet</li> <li>Marking guide and assessment criteria</li> </ul>	<p><b>Marking and feedback to learners</b></p> <p>When marking the learners' responses please adhere strictly to any answer key provided in the task set. As it is critical to keep all documents in the task set secure for future assessment purposes, please <b>DO NOT</b> hand out the answer key after marking or allow learners to keep their corrected response sheets when giving feedback.</p>
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### Learning Context

*Insert information about how the students were prepared for the task; e.g., vocabulary instruction, discussions on the topic, grammatical preparation, practice similar skills or activities in other contexts.*

### Assessor instructions for administering the task

1. Explain to learners what they will have to do, i.e., complete the details for the form provided. Say:  
*When you complete the form, you must: respond appropriately; spell all words correctly; write correct information; write the information correctly and completely, using appropriate vocabulary and grammar; write in the appropriate spaces; and type or write clearly. You must write some information in the 'Any special circumstances' box.*
2. Give the learners the task card and response sheets to fill in.
3. Collect all task cards and response sheets from the learners once they have completed the task.

## Conditions for assessment

1. Learners may access relevant sources of personal information; e.g., driver's licence, and supplement this with the information given in the task card.
2. The formatted text:
  - is authentic or adapted
  - may be in print or online
  - requests approx. 16 pieces of information
  - contains: complex instructions; questions; abbreviations; and sections requiring numerical information and a short block of text.

Name of learner \_\_\_\_\_ Date \_\_\_\_\_

**Task card:**



This is Lina, your daughter, the youngest of four children. She had her first birthday on 14<sup>th</sup> January this year.

You need to complete a form for her to go on the waiting list for the childcare centre at Sunny University, where you have just been offered a place in the three year Bachelor of Nursing course (congratulations!). You need this childcare place because, being a single parent, you do not have family backup in your childcare arrangements.

At home, the family uses your first language, and Lina does not yet speak or understand English.

- Complete the waiting list form, carefully following the instructions.
- Use your own personal information where you can, and the extra information about Lina and your circumstances when you need to. You can add extra if you would like to!

This task was developed from waiting list application forms for the RMIT City Campus Children's Centre and the Boundary Lane Children's Centre at Sydney University, accessed 31/01/2017 and 10/04/2017 respectively.

Image sources: <http://www.oocities.org/frogpondnurseryschool/2year.htm> accessed 11/04/2017

<https://logos.co/design/royalty-free-clip-art-vector-logo-of-a-university-or-college-book-and-ink-well-with-pen-shield-by-vector-tradition-sm-11641> accessed 11/04/2017

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## SUNNY UNIVERSITY

### SUNNY LANE CHILDREN'S CENTRE — WAITING LIST FORM

Information gathered is kept strictly confidential and only used for waiting list purposes.

#### How to fill out this form

1. Complete this form in BLOCK letters using a black or blue pen only
2. Where applicable please tick ✓

Name of learner \_\_\_\_\_ Date \_\_\_\_\_

#### PART A CHILD'S DETAILS AND CARE REQUIREMENTS

Child's last name		Male	Female		
Given names (if known)					
Address	Number and street				
	Suburb	Postcode:			
Date of Birth	..... / ..... / .....				
Language spoken at home		Date care required from			
Days care required	MON	TUE	WED	THUR	FRI

#### PART B FAMILY DETAILS

#### Mother/Guardian

#### Father/Guardian

Surname		
Given names		
Phone Numbers	H	H

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<b>PART B FAMILY DETAILS cont.</b>	<b>Mother/Guardian</b>	<b>Father/Guardian</b>
Aboriginal/Torres Strait Islander? (Yes / No)		
Language(s)		
Working / seeking work / on maternity-paternity leave / student		
Employer / Uni Dept		
Occupation / Student		
Sole Parent	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Number of dependent children (other than the enrolling child)		
Parent or child sick / disabled (state nature of illness/disability)		
DOCS referred	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Number of years you expect to use the child care centre		
	W	W
	M	M

Name of learner \_\_\_\_\_ Date \_\_\_\_\_

Any special circumstances relating to your application:

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**Writing task**

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<p>Please ensure all information is kept current so we can contact you.</p> <p>If you no longer require care, please notify us so your child's name will be removed from our waiting list.</p> <p>Please submit this form, together with a \$10 deposit, to:</p> <p>Sunny Lane Children's Centre, Sunny Lane, Sunville 2053</p> <p>Thank you.</p>	
Your Name:	Signature
Relationship to child:	Date:

Name of learner \_\_\_\_\_ Date \_\_\_\_\_

*This is the end of the assessment task*

**Writing task****Task Set: University childcare waiting list form**

Name of learner \_\_\_\_\_ Date \_\_\_\_\_

<b>For teachers/assessors only</b>			
The learner:	Assessor writes notes on performance and ticks box if criteria achieved.		Assessor writes notes on performance and ticks box if criteria achieved.
2.1 completes form correctly.	<input type="checkbox"/>	2.4 writes numerical information correctly and completely in appropriate space.	<input type="checkbox"/>
2.2 responds appropriately to instructions and questions.	<input type="checkbox"/>	2.5 spells all words correctly.	<input type="checkbox"/>
2.3 provides required information using appropriate vocabulary and grammar.	<input type="checkbox"/>	2.6 produces typed or legible handwritten responses.	<input type="checkbox"/>

<b>For teachers/assessors only</b>	
Outcome of task:	Date:
Name and signature of assessor:	
Name and signature of learner:	