

Guidance For Examiners Process for the Testing of ICAO Language Proficiency

**UK CAA process for testing ICAO Standards and Joint
Aviation Requirements in respect of Language Proficiency.**

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Section 1 – Introduction

1 Introduction

The JAA published NPA-FCL 26 on 01 February 2006 in response to ICAO Amendment 164 to Annex 1 of the ICAO Convention. From 05 March 2008 it will be an ICAO requirement for pilots to be proficient in the language used for radiotelephony communication. For international flights the language used is English, and pilots will be required to be proficient in English if flying internationally. For internal flights within the airspace of a particular state, pilots are also required to be language proficient, but not necessarily in English. In practice the question of language proficiency relates primarily to proficiency in English, as this is the language used for international flights.

This paper sets out guidance on the testing of ICAO Standards and Recommended Practices, and Joint Aviation Requirements in respect of Language Proficiency. Further information will be published in the form of Advice to Evaluators through Standards Document 21 and the Flight Examiners Handbook.

Section 2 – Enabling Legislation

2 ICAO Standards

2.1 The ICAO standards for language proficiency are stated at Annex 1 Section 1.2.9.

In particular the provisions of standard 1.2.9.4 should be noted:

1.2.9 Language proficiency

1.2.9.1 Aeroplane, airship, helicopter and powered-lift pilots and those flight navigators who are required to use the radio telephone aboard an aircraft shall demonstrate the ability to speak and understand the language used for radiotelephony communications.

Note. — Pursuant to Article 42 of the Convention on International Civil Aviation, paragraph 1.2.9.1 does not apply to personnel whose licences are originally issued prior to 5 March 2004 but, in any case, does apply to personnel whose licences remain valid after 5 March 2008.

1.2.9.2 Air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications.

1.2.9.3 **Recommendation** — *Flight engineers, and glider and free balloon pilots should have the ability to speak and understand the language used for radiotelephony communications.*

1.2.9.4 As of 5 March 2008, aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix 1.

1.2.9.5 **Recommendation** — *Aeroplane, airship, helicopter and powered-lift pilots, flight navigators required to use the radiotelephone aboard an aircraft, air traffic controllers and aeronautical station operators should demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix 1.*

1.2.9.6 As of 5 March 2008, the language proficiency of aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level.

1.2.9.7 **Recommendation** — *The language proficiency of aeroplane, airship, helicopter and powered-lift pilots, flight navigators required to use the radiotelephone aboard an aircraft, air traffic controllers and aeronautical station operators who demonstrate proficiency below the Expert Level (Level 6) should be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:*

- a) *those demonstrating language proficiency at the Operational Level (Level 4) should be evaluated at least once every three years; and*
- b) *those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years.*

Note 1. — *Formal evaluation is not required for applicants who demonstrate expert language proficiency, e.g. native and very proficient non-native speakers with a dialect or accent intelligible to the international aeronautical community.*

Note 2. — *The provisions of 1.2.9 refer to Annex 10, Volume II, Chapter 5, whereby the language used for radiotelephony communications may be the language normally used by the station on the ground or English. In practice, therefore, there will be situations whereby flight crew members will only need to speak the language normally used by the station on the ground.*

Appendix 1 to ICAO Annex 1 sets down further requirements:

APPENDIX 1. REQUIREMENTS FOR PROFICIENCY IN LANGUAGES USED FOR RADIOTELEPHONY COMMUNICATIONS

(Chapter 1, Section 1.2.9, refers)

1. General

Note.— The ICAO language proficiency requirements include the holistic descriptors at Section 2 and the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale in Attachment A. The language proficiency requirements are applicable to the use of both phraseologies and plain language.

To meet the language proficiency requirements contained in Chapter 1, Section 1.2.9, an applicant for a licence or a licence holder shall demonstrate, in a manner acceptable to the licensing authority, compliance with the holistic descriptors at Section 2 and with the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale in Attachment A.

2. Holistic descriptors

Proficient speakers shall:

- a) communicate effectively in voice-only (telephone/radiotelephone) and in face-to-face situations;
- b) communicate on common, concrete and work-related topics with accuracy and clarity;
- c) use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings (e.g. to check, confirm, or clarify information) in a general or work-related context;
- d) handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
- e) use a dialect or accent which is intelligible to the aeronautical community.

3 JAR-FCL

- 3.1 JAR-FCL specify the requirements for language proficiency in JAR-FCL 1.005, 2.005, 1.010, 2.010, 1.025, 2.025, 1.075 2.075, Appendices 1 and 2 to JAR-FCL 1.010 and 2.010 and Appendix 1 to JAR-FCL 1.075 and 2.075. The Appendices are particularly informative:

JAR–FCL 1.005 Applicability [for controlled implementation]

(See Appendix 1 to JAR–FCL 1.005)

(See AMC FCL 1.005 & 1.015)

[(See JAR-FCL 1.010(a)(4))]

(a) General

...

[(5) A. The Authorities of the JAA Member States shall, if applicable:

(i) Include a Language Proficiency endorsement in accordance with JAR-FCL 1.010(a)(4) in all new and re-issued licences. A pilot may have an endorsement for more than one language (see the Note in FCL 1.010(a)(4));

(ii) Prior to 5 March 2008, introduce a procedure so that existing licences have a Language Proficiency endorsement included in accordance with JAR-FCL 1.075(a)(2)(XIII).

B. Holders of licences prior to 5 March 2008:

Based on existing assessment methods, the Authority may make a language proficiency endorsement at level 4 (operational level) for licence holders with a radiotelephony operator certificate in English and other language, as appropriate.]

[Appendix 1 to JAR–FCL 1.010 Requirements for proficiency in languages used for radiotelephony communications

(See JAR–FCL 1.010(a)(4))
(See AMC No. 1 to JAR-FCL 1.010)
(See AMC No. 2 to JAR-FCL 1.010)
(See IEM FCL 1.010)

1. The language proficiency requirements are applicable to the use of both phraseologies and plain language.
2. To meet the language proficiency requirements contained in JAR-FCL 1.010(a)(4), an applicant for a licence or a licence holder shall demonstrate, in a manner acceptable to the Authority, the ability to:
 - a) communicate effectively in voice-only (telephone/radiotelephone) and in face-to-face situations;
 - b) communicate on common, and work-related topics with accuracy and clarity;
 - c) use appropriate communicative strategies, to exchange messages and to recognize and resolve misunderstandings (e.g. to check, confirm, or clarify information) in a general or work related context;
 - d) handle successfully the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
 - e) use a dialect or accent, which is intelligible to the aeronautical community.
3. The Language Proficiency shall be formally re-evaluated at intervals determined by the Authority (see AMC No. 2 to JAR-FCL 1.010 paragraphs 4 and 5).
4. The method of assessment and re-evaluation shall be determined by the Authority (see AMC No. 2 to JAR-FCL 1.010).
5. A language assessment body offering service on behalf of an Authority of a JAA Member State shall be acceptable to that Authority (see AMC No. 2 to JAR-FCL 1.010).
6. Where the language assessment referred to above meets the requirements stated in Appendix 1 to JAR-FCL 1.200, it may be used for the purpose of extending the radiotelephony privileges in English in accordance with JAR-FCL 1.200 paragraph (b).]

Section 3 – Language Proficiency Implementation and Assessment

4. General

ICAO Annex 1 paragraph 1.2.9.4 states:

"As of 5 March 2008, aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix 1"

It should be noted that this ICAO Recommendation does not specify that licence holders must be proficient in English language, but in the "... language used for radiotelephony communications ...". For international flights the accepted language used for radiotelephony is English, and for this reason ICAO Language Proficiency in English will be considered to be critical. However, for flights within the airspace of a State where English is not the native language, ICAO Language Proficiency in the language used by that State would be considered sufficient.

Conversely, holders of UK issued pilot licences will not require ICAO Language Proficiency in the languages spoken in non-English speaking States, as any such flights are considered to be international flights, for which ICAO Language Proficiency in English is sufficient.

Holders of national licences that are not ICAO compliant, such as the UK NPPL, will not be required to have their licences endorsed with the ICAO Language Proficiency endorsement. However, the CAA may offer this service for those who require it.

Holders of UK issued pilot licences that do not include a Flight Radio Telephony Operators Licence (FRTOL) have no privileges to use radiotelephony for airborne communication, and thus their licences cannot be endorsed with the ICAO Language Proficiency endorsement.

ICAO Language Proficiency Levels

ICAO specifies 6 levels of Language Proficiency:

Level:	Description:	Acceptability:	Re-evaluation Period:
6	Expert		Re-evaluation not required.
5	Extended		6 Years.
4	Operational		3 Years.
3	Pre-operational	No	Further Training Required.
2	Elementary		
1	Pre-elementary		

ICAO publishes expanded Language Proficiency Ratings in Attachment A to ICAO Annex 1. These ratings set out the standards required for each level, and are reproduced in Appendix 1 of this paper.

4.1 Minimum Language Proficiency Levels

The ICAO SARPS for Language Proficiency state that the minimum level of Language Proficiency will be level 4 – Operational.

4.2 Licences Requiring Language Proficiency Endorsement

ICAO Annex 1 paragraph 1.2.9.4 states:

“As of 5 March 2008, aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix 1.”

Pilots holding ICAO compliant licences will require licences endorsed with “Language Proficiency: English”. This will apply to holders of UK issued PPL, CPL and ATPL. Holders of UK issued NPPL, PPL(M) and PPL(G) will not require ICAO Language Proficiency endorsement, but may choose to have their licence so endorsed.

4.3 Means of Assessment of Language Proficiency

ICAO Annex 1 Appendix 1 states, “... an applicant for a licence or a licence holder shall demonstrate, in a manner acceptable to the licensing authority, compliance ...”. This requirement precludes the use of self-assessment or self-certification of ICAO Language Proficiency by licence holders.

ICAO Annex 1 paragraph 1.2.9.7 sets out the requirements for evaluation of Language Proficiency. For language speakers proficient at level 6, no formal evaluation is required, but, as stated above, some form of evaluation is still required.

For language speakers who are proficient at levels **below** 6, formal evaluation of Language Proficiency will be required. This can only be conducted by persons trained in language testing.

These ICAO requirements mean that 2 forms of evaluation will be required:

- a) Informal Evaluation for Language Proficiency at Level 6.
- b) Formal Evaluation for Language Proficiency at Level 5 or below.

The practical test for the UK FRTOL examines applicants in proficiency in operational radiotelephony in English. The CAA considers that this test meets the requirements for Formal Evaluation of English Language Proficiency at a minimum of Level 4, and therefore intends to endorse all UK issued ICAO compliant pilot licences with the required ICAO Language Proficiency endorsement at level 4, provided the holder also holds a UK issued FRTOL.

It is anticipated that a large majority of holders of UK issued pilot licences will be proficient to Level 6, and that they will wish to be informally re-evaluated at this level to obviate the requirement for periodic re-evaluation.

Licence holders who are not evaluated at Language Proficiency Level 6 will require Formal Evaluation, which will be undertaken by language schools accredited to the British Council, unless the licence holder is satisfied with retaining Language Proficiency Level 4.

4.4 Persons Accepted for the Conduct of Evaluations

Formal Evaluation of Language Proficiency must be conducted by persons trained in language assessment. For the purposes of evaluation of UK licence holders, Formal Evaluation will be undertaken by English Language Schools accredited to the British Council.

Informal Evaluation of language proficiency does not require assessment by persons formally trained to do so, but may be conducted by another person who is proficient to Level 6 in the language to be evaluated. It is the CAA's intention to accept the following for the conduct of Informal Evaluation of English Language Proficiency at Level 6:

- a. Language Schools accredited to the British Council.
- b. UK CAA authorised TRE, FE and CRE.
- c. UK CAA FRTOL Examiners.
- d. Other persons holding English Language Proficiency at Level 6 acceptable to the UK CAA.
- e. Persons accepted by the Civil Aviation Authorities of States whose primary language is English (USA, Australia, New Zealand, Canada, South Africa, Eire [Others as appropriate]).

Note: PLD will initiate an informal evaluation process where persons categorised in bullets b, c and d above will become Level 6.

Section 4 – Licence Endorsement Process

5. General

The aim of the process implemented by PLD is to reduce the administrative burden on licence holders, operators and the authority. The process is intended to make use of existing resources wherever possible, and to improve efficiency by processing licences in batches. This approach also permits operator's flexibility to implement their own internal processes for distribution of endorsed licence pages to the licence holder.

The most pressing requirement is to ensure that pilots holding licences issued by the UK CAA engaged in international commercial air transport operations have their licences endorsed by 05 March 2008, the date the ICAO standard comes into force. UK air transport operators employ a large majority of such pilots, and it is intended that the endorsement of these pilots' licences will be done in batches dedicated to each operator.

5.1 Existing Arrangements

Pilots who have had pilots licences issued or renewed since 11 June 2007 have, provided that they also possess or are issued a Flight Radio Telephony Operators' Licence (FRTOL), had their licence endorsed with "Language Proficiency: English". These pilots will be aware of their language proficiency level, and will be required to ensure that their assessments do not lapse.

5.2 Charges

The CAA does not intend to levy a charge on individual licence holders or organisations for the process of Language Proficiency licence endorsement.

English Language Schools accredited to the British Council who conduct formal assessments of language proficiency at levels other than level 6 may levy a charge for such formal assessments.

5.3 Endorsement of Licences at Initial Issue and Renewal

Applicants for all UK initial issue pilot licences or for renewal or upgrade of existing licences, that include a FRTOL, will be issued a licence endorsed with the necessary ICAO Language Proficiency endorsement at Level 4. Language proficiency in English is tested as part of the FRTOL practical test, and it is therefore appropriate to issue licenses endorsed on this basis.

Language proficiency has been endorsed on UK issued pilot licences since 11 June 2007. The initial endorsements are at level 4, and are issued on the basis of the FRTOL practical test. The CAA intends that language proficiency assessment during the FRTOL practical test should be conducted where possible to level 6, and will be implementing measures to permit FRTOL examiners to do so.

APPENDIX 1 – ICAO LANGUAGE PROFICIENCY RATINGS

LEVEL	PRONUNCIATION <i>Assumes a dialect and/or accent intelligible to the aeronautical community.</i>	STRUCTURE <i>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.</i>	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Expert 6	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker/ listener relationship effectively.
Operational 4	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.

LEVEL	PRONUNCIATION <i>Assumes a dialect and/or accent Intelligible to the aeronautical community.</i>	STRUCTURE <i>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.</i>	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Preoperational 3	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics, but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.	Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.
Elementary 2	Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorized grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorized phrases.	Can produce very short, isolated, memorized utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.
Preliminary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.

APPENDIX 2 – ADVICE TO INFORMAL EVALUATORS

Extract from LASORS 2008.

ICAO LANGUAGE PROFICIENCY FOR FLIGHT CREW

Introduction

The UK Civil Aviation Authority has an international obligation to meet new requirements for Language Proficiency mandated by the International Civil Aviation Organisation (ICAO) and the Joint Aviation Authorities (JAA).

As background in March 2003, ICAO amended Annex 1 to add a requirement for all aeroplane and helicopter pilots, flight navigators, flight engineers and air traffic controllers to be assessed in their command of the language used for radio communication. A scale of 1 to 6 has been devised where native speakers would be assessed at Expert Level 6. For those where the language is not the mother tongue ICAO set a minimum of Operational Level 4 for licence issue. The new standard requires re-assessment at regular intervals but only gives recommendations on the periods that should be used. ICAO does not specify the language, but only “that used for radio communication”.

The new requirements come into effect on 5 March 2008 at which time all those intending to operate or control international flights must have the licence endorsement. This includes private pilots operating outside controlled airspace, but excludes NPPL holders.

The Levels

Level 6 is classified as expert level, not retested, valid for life.

Levels 4 and 5 will require a re-test:

- Level 4 - at least every three years.
- Level 5 - at least every six years.

Notes: Levels 4 and 5 can later attain level 6 and therefore not require further testing. If a lower level (1 to 3) is attained the licence cannot be issued.

The Licence

Language Proficiency is an endorsement in all affected licences; the endorsement does not show the level of proficiency or any expiry date; Language Proficiency is to be added as a remark in Section XIII of the licence. **Please note:** Language Proficiency only applies where a Radio Licence is held.

Licences containing the language Proficiency Endorsement

Licence	FRTOL also Held
UK CPL(AS)	NO
UK CPL(B)	NO
UK PPL(G)	Yes
UK PPL(S)	Yes
UK PPL(M)	Yes
UK PPL(BA)	NO
UK FE	Yes*
JAR ATPL(A)	Yes
JAR ATPL(H)	Yes
JAR CPL(A)	Yes
JAR CPL(H)	Yes
JAR PPL(A)	Yes
JAR PPL(H)	Yes
UK ATPL(A)	Yes
UK ATPL(HG)	Yes
UK CPL(A)	Yes
UK CPL(HG)	Yes
UK BCPL(A)	Yes
UK PPL(A)	Yes
UK PPL(H)	Yes
UK NPPL(A)	NO

* ICAO does not require that Flight Engineers have the Language Proficiency endorsement, however they do give a recommendation that an FE has this endorsement.

Methods of Testing

At the RT Test

During the practical test for the UK FRTOL the Examiner assesses applicants in proficiency in operational radiotelephony in English. The CAA considers that this test meets the requirements for Formal Evaluation of English Language Proficiency. As FRTOL Examiners are not trained in formal Language Proficiency assessment, they may carry out evaluations but only for proficiency at level 6. Any person assessed by a FRTOL Examiner, as not proficient at this level might be referred to one of the English language schools providing a formal assessment service.

At a Flight Test

The CAA intends that Type Rating Examiners (TREs), Flight Examiners (FEs) and Class Rating Examiners (CREs), who have themselves been assessed as proficient at level 6, will undertake informal language proficiency assessments for existing licence holders, as part of the standard licence proficiency check. As TREs, FEs and CREs are not trained in formal language proficiency assessment, the assessments they carry out can only be for proficiency at level 6. Any person assessed by a TRE, FE or CRE as not proficient might be referred to one of the English language schools providing a formal assessment service.

Through a Language School

The UK CAA does not have the facility to approve language training schools. Under European Joint Aviation Requirements for Flight Crew Licensing (JAR-FCL), such schools merely need to be “acceptable” to us, and we will be publishing details of language schools wishing to offer training and testing services that are accredited by the British Council or other similar bodies to meet this need.

At a Training Organisation

Many CAA approved flight training organisations and type rating training organisations offer language training modules as part of an individuals overall training package. Language proficiency may also be assessed by this means and is acceptable to the CAA.

Other Acceptable Means

Language proficiency may also be assessed by other means acceptable to the CAA. Such means of assessment may be determined by an operator or organisation to make efficient use of their own resources, but in any case must be acceptable to the CAA before being put into effect. Some suggested means of informal assessment are:

- Informal assessment as part of an employment selection procedure.
- Informal assessment by CRMI during operator’s training.
- Informal assessment during line flights.
- Informal assessment at FI seminars and CAA safety presentations.

Licensing Procedures for current Licence Holders for the Language Proficiency Endorsement

The JAA has transposed the ICAO requirements for pilots into JAR-FCL, which contains the following provision to allow “grandfather rights” at Level 4 for all licence holders with a radiotelephony operator’s certificate. We propose to re-issue all those licences where the holders possess a FRTOL by 5 March 2008.

Clearly the majority of holders of UK issued pilot licences will be proficient at level 6. For reasons of administrative efficiency, and for the convenience of licence holders, subsequent assessment at language proficiency level 6 will remove the requirement to be re-assessed periodically. The CAA intends to utilise the subsequent flight test, such as a Licence Proficiency Check (LPC) as the means for licence holders to be assessed at language proficiency level 6, within the period of validity (3 Years) of their initial language proficiency level 4 endorsement – 5 March 2008. At the next licence transaction, such as a renewal or the addition of a type rating the licence holder should submit evidence e.g. a copy of the LPC form, of the level 6 evaluation to enable us to update our records. As the level of proficiency is not endorsed on the licence, there will be no need for licence re-issue at this stage.

Licensing Procedures for New Licence Holders for the Language Proficiency Endorsement

All new licence applicants with at least level 4 Language Proficiency assessment will have the endorsement added to their licence.

What happens if you are not level 6

Any individual who is not assessed to Level 6 can remain at Level 4 or 5 and be retested every 3 or 6 years or they can attend a Language School for training/testing to achieve level 6 and avoid the need for any further assessment.

Note: If a lower level (1 to 3) is attained the licence cannot be issued.

More information can be found at:

www.jaa.nl/

www.icao.int/

APPENDIX 3 – METHOD OF RECORDING

Apart from the 'stand-alone' language proficiency form – SRG 1199, the proficiency level can be recorded on the following forms:

SRG1101	Professional UK National Flight Engineer's Licence/UK Flight Radio Telephony Operator's Licence - Application
SRG1105	JAR-FCL Private Pilot Licence (Aeroplanes)/UK Flight Radiotelephony Operator's Licence - Application
SRG1106	Flight Radio Telephony Operator's Licence - Grant or Renewal Application (FCL508)
SRG1119	Type/Instrument/Class Ratings (Aeroplane), Licensing/ATPL Skill Test and Proficiency Check - Application
SRG1127	JAR-FCL Private Pilot Licence (Helicopter)/UK Flight Radiotelephony Operator's Licence - Application
SRG1131	Instructor Form 1: JAR-FCL (Aeroplanes), JAR-FCL 2 (Helicopters) (FCL675)
SRG1161	Inclusion of an Instrument Rating Aeroplane/Helicopter in a UK/JAR-FCL Pilot's Licence - Application
SRG1173	Type/Instrument Rating Skill Test for Single and Multi Pilot Helicopter JAR-FCL and UK Licences Initial Issue – Application
SRG1174	Type/Instrument Proficiency Check for Single and Multi Pilot Helicopter JAR-FCL and UK Licences Revalidation/Renewal - Application
SRG1183	JAR-FCL Professional Licence/Instrument Rating/Radiotelephony - Application
SRG1189	Application for the Grant of a JAR ATPL (Restricted) and Flight Radiotelephony Operator's Licence - Post ECAC Assessment

STANDALONE LANGUAGE PROFICIENCY FORM.**UK Civil Aviation Authority****RECORD OF ENGLISH LANGUAGE PROFICIENCY ASSESSMENT**

Please complete the form in BLOCK CAPITALS using black or dark blue ink.

1. PERSONAL DETAILS (*delete as appropriate)	
CAA Personal reference number (if known)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname:	Forename(s):
Title:	Date of birth (dd/mm/yyyy):
Nationality:	Town: and Country: of birth
Permanent address (is this a change of address Yes*/No*):	
.....	Postcode:
Telephone Number:	Alternative Telephone Number:
E-mail address:	Fax Number:
Name and address of Employer:	
.....	Postcode:
Telephone Number:	

2. CERTIFICATE OF ENGLISH LANGUAGE PROFICIENCY ASSESSMENT	
The pilot named above has been assessed for English language proficiency in accordance with the ICAO language proficiency rating scale to Level 6 – Expert.	
Tick as appropriate	YES <input type="checkbox"/> NO <input type="checkbox"/>
CAA Reference:	Date:
Examiner's name:	Signature:

3. APPLICANT DECLARATION (*delete as appropriate)	
I declare that the information provided on this form is correct.	
I agree to receive Flight Crew Safety material from the CAA only*/Safety material from authorised sources*. I do not wish to receive Safety material*.	
Signature:	Date:
It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum (currently £5000, or in Northern Ireland £2000) and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both.	

4. SUBMISSION INSTRUCTIONS	
This form should only be used when the assessment of ICAO Language Proficiency is being undertaken during a flight test with a CAA Flight Examiner or a CAA Authorised Flight Examiner.	
Please submit a copy of this form with your next application to: Civil Aviation Authority, Personnel Licensing Department, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR, United Kingdom.	


RECORD OF ENGLISH LANGUAGE PROFICIENCY ASSESSMENT
GUIDANCE
General Guidance

ICAO has published a Standard that requires flight crew of aircraft using radiotelephony to be proficient in the language used for communication. For domestic flights the language may be that of the State concerned, but for international flights the language must be English. This Standard becomes obligatory from 05 March 2008.

Holders of ICAO-compliant UK-issued pilot licences which include Flight Radio Telephony Operator's Licences will have their licences endorsed with 'Language Proficiency: English' in Section XIII - Remarks. This initial endorsement is at Level 4, and is valid for three years.

This form is for the informal evaluation of ICAO Language Proficiency in English at Level 6 - Expert. Language proficiency at Level 6 does not require periodic re-evaluation so it is considered desirable for UK licence holders, the majority of whom will be native English language speakers, to be informally evaluated at Level 6. This form is intended for use by those organisations/persons accepted by the CAA as being qualified to conduct informal evaluations of language proficiency in English. The CAA has determined that the following organisations/persons are acceptable:

- a) Language Schools accredited to the British Council.
- b) UK CAA authorised TRE, FE and CRE.
- c) UK CAA FRTOL Examiners.
- d) Other persons holding English Language Proficiency at Level 6 acceptable to the UK CAA.
- e) Persons accepted by the Civil Aviation Authorities of States whose primary language is English (USA, Australia, New Zealand, Canada, South Africa, Eire [Others as appropriate]).

Further guidance may be found on the CAA website at:

<http://www.caa.co.uk/default.aspx?catid=1574>

Guidance for Applicants

You will undertake an informal evaluation of your English language proficiency with one of the organisations/persons listed above that have been deemed acceptable to the CAA. The test is not intended to be lengthy or demanding, as it should be readily apparent to the evaluator whether your language proficiency is sufficient to be considered Level 6 - Expert.

The evaluator will assess your language proficiency in English at one of the following opportunities:

- a) during the FRTOL Practical Test;
- b) during a Licence Skill Test, or Licence or Operator Proficiency Check;
- c) at a Language School accredited to the British Council;
- d) at a Training Organisation as part of a recognised course of Flight Training;
- e) during an employment selection procedure or interview;
- f) during Operator (Line) Training;
- g) during line flights; or
- h) during FI seminars and CAA safety presentations.

The evaluator will assess your language proficiency in English against the Evaluation Criteria on page ii. If you pass the assessment you should ensure that you complete Section 1, and that the evaluator completes and signs Section 2. Once this is done, please sign and date Section 3 and then send the form to:

Personnel Licensing Department
 Civil Aviation Authority
 Aviation House
 Gatwick Airport South
 West Sussex
 RH6 0YR

Alternatively, you can apply in person by handing in the form at the Personnel Licensing Department Public Counter at the above address.

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If your language proficiency in English is not informally evaluated at Level 6, you may continue to hold a lower level of proficiency with the requirement for periodic re-evaluation, or you may undertake a formal evaluation at a Language School accredited to the British Council

Please note that the level of language proficiency is not recorded in your licence. It is your responsibility to know your Language Proficiency Level, and to ensure that your evaluation remains current.

Guidance for Informal Evaluators

ICAO recognises that it should be readily apparent to one native language speaker whether another is also a native speaker of the same language, and this forms the basis of the CAA policy that determination of Language Proficiency at Level 6 does not require formal evaluation by a trained language expert. The CAA has determined that certain persons, themselves holding ICAO Language Proficiency in English at Level 6 - Expert, are acceptable for the conduct of Informal Evaluation of ICAO Language Proficiency in English at Level 6.

You should use your experience and skill as an English language speaker in conjunction with the Evaluation Criteria to assess whether the applicant is proficient in English language to an expert (native) level. If you so evaluate the applicant, please complete and sign Section 2 of this form. If you have any concerns that the applicant is not so proficient, you must not complete or sign Section 2. You should advise them that you do not consider them proficient to Level 6, and that they should seek a formal evaluation at a language school accredited to the British Council.

The evaluation itself is not intended to be lengthy or demanding, and may be conducted in a number of situations which place reliance on the applicant's proficiency in English in a work-related environment.

Evaluation Criteria

LEVEL 6 - EXPERT

Language proficiency skills and descriptors, based on ICAO guidance material

PRONUNCIATION

Pronunciation, though possibly influenced by the first language or regional variation, almost never interferes with ease of understanding.

STRUCTURE

Basic and complex grammatical structures and sentence patterns are consistently well controlled.

VOCABULARY

Range and accuracy of vocabulary is sufficient to communicate effectively on a wide range of familiar and unfamiliar topics.

FLUENCY

Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect.

COMPREHENSION

Comprehension is consistently accurate in nearly all contexts.

INTERACTIONS

Interacts with ease in nearly all circumstances and is sensitive to verbal and non-verbal cues.

HOLISTIC DESCRIPTORS

- Is consistently able to communicate effectively in face-to-face situations.
- Is consistently able to communicate on common, defined and work-related topics with accuracy and clarity.
- Is consistently able to use appropriate communicative strategies to exchange messages and to recognise and resolve misunderstandings (e.g. to check, confirm or clarify information) in a general or work-related context.
- Is consistently able to handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events, that occurs within the context of a routine work situation or communicative task with which the applicant is otherwise familiar.
- Has a dialect or accent that is clearly intelligible to the aeronautical community.