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IMPORTANT INFORMATION FOR APPLICANTS

1: This form is used for:

- General English Language Assessment
- Level 6 Expert Speaker Assessment

2: If you do not have an ARN, you must submit **Form 1162** (Aviation Reference Number (ARN) Application) including appropriate identification with **this** application.

3: Please ensure your application and the checklist are completed correctly and that all required supporting documentation is provided. Incomplete applications will not be accepted and may be returned to you for amendment. **Fields marked with an * are mandatory.**

Family Name:* _____ Given Names:* _____ Date of Birth:* _____	ARN: <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table>						

CONTACT DETAILS

Note: It is a regulatory requirement that you notify CASA of any changes to your personal contact information.

Correspondence including permissions issued as a result of this application will be sent by post to the current postal address according to CASA's records.

Have you updated your personal and contact details with CASA?

You should notify CASA of any changes using one of the following methods:

- Log onto the CASA Self Service Portal <https://portal.casa.gov.au/selfservice/>
- Submit Online Change of Details form <https://portal.casa.gov.au/casaforms/addrchange.htm>

Section A: Guidance

Incomplete applications	All incomplete applications will be returned to the applicant for completion and re-submission.
Where to send your application to	Applications can be posted to: CLARC - CASA GPO Box 2005 Canberra ACT 2601
Background	<p>Regulation 5.09(1)(a) of the Civil Aviation Regulations 1988 (CAR) specifies the requirement for English language proficiency for the grant of a flight crew licence. The details are listed in section 40.0 of the Civil Aviation Orders (CAOs).</p> <p>The requirements in the CAO are split between those for student pilot licences (SPL) and other (operational) licences.</p> <p>Student pilots are required to have a general English language proficiency whereas private, commercial and air transport pilots are required to have aviation English language proficiency as specified by ICAO.</p> <p>The standards for English language proficiency are in part 40.0 of the Civil Aviation Orders.</p>
This Form	Form 642 is to be used by CASA approved assessors for the ICAO aviation Level 6 English language assessment and for the SPL general English language assessment described below.
Student Pilots – General English Language Proficiency	<p>An applicant for a student pilot licence (SPL) needs to be proficient in general English. Applicants have to show evidence of an acceptable background in English and be interviewed by their Chief Flying Instructor (CFI) to qualify for an SPL. SPL applicants are not expected to know about aviation terminology, or to be familiar with the aviation environment. Therefore, the level 6 expert speaker assessment is not appropriate.</p> <p>Applicants who are fluent in English yet do not meet the schooling or employment criteria for the SPL English standard can be assessed by a CASA-approved assessor, instead of sitting one of the accepted general English language tests such as TOEFL, TOEIC or IELTS. This form is used for this purpose.</p>
Conducting the English Language Assessment	<p>General English assessment – only certain ATOs may conduct this assessment and it only applies to those applicants who are fluent in English, but who cannot produce documentation that satisfies the education or employment criteria (or a statutory declaration to that effect) contained in subsection 8 of CAO 40.0.</p> <p>Level 6 assessment – only certain ATOs and authorised persons may conduct this assessment and it only applies to those applicants who have an aviation background and are proficient using ICAO radiotelephony phraseology. The test is not for SPL applicants. This assessment includes using standard phraseology and being able to understand a level 4 speaker.</p>
STEP 1 Prepare for the interview	<p>Prepare questions for the interview.</p> <p>For the level 6 assessment, also choose the audio clips you plan to use for the interview in step 4.</p>
STEP 2 Pre-interview	<p>Complete the “Candidate’s Details” section of the form</p> <p>Check the candidate’s identity with a suitable proof of identity document that has a photograph such as an ASIC, photo licence.</p>
STEP 3 Warm-up stage	Uses closed and open questions and prompts to test the candidate’s language proficiency. The questions in this stage should require little thought. The questions should not test the candidate’s technical aviation knowledge.

STEP 4 Extension stage	<p>Use questions that require complex answers to test the extent of the candidate's language skills.</p> <p>For the general English assessment, refer to a magazine or newspaper article or a current topical issue as a reference for your questions.</p> <p>For the level 6 assessment:</p> <ul style="list-style-type: none"> • Incorporate aeronautical concepts and ICAO radiotelephony phraseology • Choose two short clips from the "AUDIO CLIPS" CD to test the candidate's ability to understand different accents. The candidate should be asked questions about the conversation of the clip. • Enter the results of this element in item (3b) on the form. (Note: Do not complete item (3b) if the assessment is for an SPL.
STEP 5 Wind-down stage	<p>Use questions that require complex answers to test the extent of the candidate's language skills.</p>
STEP 6 Close the interview and finalise form	<p>Enter YES or NO to each of the items in the Assessment Checklist.</p> <p>Ensure item (3b) in the form is completed if the assessment is for an ICAO Level 6.</p> <p>If a candidate is assessed and does not meet one or more of the items in the assessment checklist, the overall grade must be "NO" – that is, the candidate is assessed as not meeting the standard.</p> <p>Candidates who are assessed as not meeting the level 6 proficiency standard should be referred to an approved aviation English test centre for further assessment. The assessment form should still be sent to CASA.</p> <p>Candidates who are assessed as not meeting the SPL standard should be referred to one of the general English tests such as TOEFL, TOEIC or IELTS.</p>
STEP 7 Complete administration	<p>For the general English assessment, if the applicant satisfies the standards in Appendix 5 of CAO 40.0, the ATO should complete Form 642 and instruct the applicant to submit the general English assessment result with the SPL application.</p> <p>For the ICAO Level 6 assessment, at the end of the assessment, please send the assessment form to CASA for processing.</p> <p style="text-align: right;">CLARC - CASA GPO Box 2005 Canberra ACT 2601</p>

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Section B: Candidate Details *

1. Personal Details (as per Birth Certificate)

Title	Surname	Given Names	Date of Birth ____ / ____ / ____
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2. Flight Crew Licence and Aviation Organisation Details

Flight Crew Licence held at the time of assessment:

SPL Applicant
 SPL
 PPL
 CPL
 ATPL
 FE

Current Aviation Organisation/Employer or Private Operator
: _____

Section C: Assessment Details to be completed by the Assessor only

Type of Assessment:

SPL
 Level 6

Assessment Date:	____ / ____ / ____	Place of Assessment:		State:	
Candidate's identity confirmed (enter document type):					

Assessment Checklist Refer to ICAO Language Proficiency Scale; for Expert speaker– Level 6 specifications (Appendix 4 CAO 40.0), for general English Proficiency (Appendix 5 CAO 40.0)

1	Pronunciation intelligible, ease of understanding.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Grammatical structure and sentence patterns consistently well controlled.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3a	Vocabulary range and accuracy sufficient to communicate effectively (SPL applicant assessment only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3b	Appropriate vocabulary and phraseologies (Level 6 – Expert Speaker Assessment only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Fluent, natural flow of speech, varies style for emphasis, uses appropriate markers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Comprehension consistently accurate and includes comprehension of linguistic and cultural subtleties.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Interacts with ease and responds appropriately to verbal and non-verbal cues.	<input type="checkbox"/> Yes <input type="checkbox"/> No

OVERALL ASSESSMENT – MEETS THE STANDARD	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Check **ONLY** if not Level 6 (ICAO assessment) or general English speaker (for SPL issue) – Refer candidate to any approved Language test centre (for ICAO assessment) or CAO 40.0 subsection 8 for other general English standards (for SPL issue).

POST ASSESSMENT COMMENTS (mandatory if the applicant does not meet standard)

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Signature of Assessor	Date ____ / ____ / ____	Printed Name	ARN <table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>						