



CASA Stamp:

IMPORTANT INFORMATION

- 1: This form is used for:
 - General English Language Proficiency (GELP) Assessment
 - Aviation English Language Proficiency (AELP) Level 6 Expert Speaker Assessment
- 2: The following approved persons may use this form for the purpose of English Language Assessment
 - A CASA delegate authorised to conduct AELP/GELP assessments
 - A Flight Examiner who holds an ELP testing endorsement
 - CASR 61.270 assessors
 - A person approved by CASA to conduct English language proficiency assessments
- 3: For further details regarding AELP and GELP Assessments, see the relevant CASA Information Sheet on the [CASA website](#).
- 4: Please ensure the assessment notice is completed correctly and that all required supporting documentation is provided. Incomplete notices will not be accepted and may be returned to you for amendment. **Fields and sections marked with an * are mandatory.**
- 5: If the applicant does not have an ARN, you must submit [Form 1162](#) (Aviation Reference Number (ARN) Application) including appropriate identification with THIS application. This will fulfil the mandatory requirement for the ARN.

Applicant Details as per Birth Certificate / Passport:

Title:* _____

Family Name:* _____

Given Names:* _____

Date of Birth:* _____

Applicant ARN:*

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CONTACT DETAILS

Note: You are required to notify CASA of any changes to your name or address (refer to CASR 11.070). Permissions issued as a result of this application, will be sent by post to the current postal address according to CASA's records. 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>

Privacy Statement: Any personal information you provide to CASA is protected by the *Privacy Act 1988* (Cth). CASA can only collect, use and disclose that information in accordance with that Act. CASA will use the information collected in this form for purposes associated with performing its functions under the *Civil Aviation Act 1988*, the *Airspace Act 2007*, the *Aviation Transport Security Act 2004* or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Policy](#).

Section A: Candidate Details *

Permission held or applied for at the time of assessment:

1. Flight crew licence

RPL
 RPL radio endorsement
 PPL
 CPL
 ATPL
 Air Traffic Controller (ATC)
 Flight Engineer

2. Authorisations for non-licensed personnel

AROC

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Section B: Assessment Details* to be completed by the Assessor only

1. Type of Assessment

General English Language Assessment AELP Level 6 Expert Speaker Assessment

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|---|----------------------|--------|
| Assessment Date: ____ / ____ / ____ | Place of Assessment: | State: |
| Candidate's identity confirmed (enter document type): Note: This must be face to face confirmation. Video (eg Skype) or other means are not acceptable. | | |

2. Approved Language Assessors Qualification

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| <input type="checkbox"/> CASA delegate | <input type="checkbox"/> Authorised Flight Examiner |
| <input type="checkbox"/> Person approved | <input type="checkbox"/> CASA 61.270 Assessor |

Assessment Checklist* Refer to ICAO Language Proficiency Scale: for Expert speaker– Level 6 specifications (CASR 61.255); for general English Proficiency (CASR 61.265).

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| 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 (Required for GELP Assessment only) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3b | Appropriate vocabulary and phraseologies (Required for AELP 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 |

Check **ONLY** if not Level 6 (ICAO assessment) or general English speaker (for GELP issue) – Refer candidate to any approved Language test centre (for ICAO assessment) or CASR 61.265 for other general English standards (for GELP issue).

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

All statements in this Assessment must be correct. Making a false or misleading statement to CASA is an offence.

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|-----------------------|----------------------------|--------------|---|--|--|--|--|--|--|--|--|
| Signature of Assessor | Date ____ / ____ / ____ | Printed Name | Assessor's ARN <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> | | | | | | | | |
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Guidance

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| Incomplete applications | All incomplete applications will be returned to the applicant for completion and re-submission. |
| Where to send your application to | <p>Application can be completed online using CASA Self Service. You can access CASA Self Service on the following link: https://customer.casa.gov.au/webclient/</p> <p>Alternatively Applications can be posted to: CASA Client Services Centre GPO Box 2005 Canberra ACT 2601</p> <p>Or emailed to: applications@casa.gov.au</p> |
| Recreational Pilots – General English Language Proficiency | <p>An applicant for a recreational pilot licence (RPL) is required to be proficient in general English. Applicants must show evidence of an acceptable background in English and be interviewed by Head of Operations (HOO) or persons approved by CASA to conduct ELP assessments to qualify for an RPL. RPL applicants are not expected to know about aviation terminology, or to be familiar with the aviation environment. Therefore, the Level 6 Expert Speaker Assessment might not be appropriate.</p> <p>Applicants who are fluent in English yet do not meet the schooling or employment criteria for the GELP 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.</p> <p>Note: If the applicant holds a current Aviation or General English Language Assessment, this will satisfy the requirement.</p> |
| Pilots (other than Recreational Pilots) – Aviation English Language Assessment | <p>To be issued with a flight crew licence other than a recreational licence, the applicant must meet the Aviation English Language Assessment standard.</p> <p>The following persons may conduct the Aviation English Language Assessment standard.</p> <ul style="list-style-type: none"> • A CASA Delegate authorised to conduct ELP assessment • A Flight Examiner who holds an ELP testing endorsement • A person approved by CASA to conduct ELP assessments • CASA 61.270 Assessor <p>An applicant who does not meet Level 6 must be referred to a person approved by CASA under CASR 61.270 as a language proficiency assessor.</p> |
| Aeronautical Radio Operator Certificate – English language Assessment | <p>There are three options for meeting the English Language requirement acceptable for issue:</p> <ol style="list-style-type: none"> 1. General English Language Proficiency 2. General English Language Assessment 3. Aviation English Language Assessment <p>The following persons may conduct the Aviation English Language Assessment standard.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A CASA Delegate authorised to conduct ELP assessment <input type="checkbox"/> A Flight Examiner who holds an ELP testing endorsement <input type="checkbox"/> A person approved by CASA to conduct ELP assessments |
| 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 Section A (Candidate Details) 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 | <p>Use 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.</p> |

English Language Assessment Notice

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| <p>STEP 4 Extension stage</p> | <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. <p>Enter the results of this element at Item (3b) in Section B on the form. (Note: Do NOT complete Item (3b) if the assessment is for a GELP.)</p> |
| <p>STEP 5 Wind-down stage</p> | <p>Use questions that require complex answers to test the extent of the candidate's language skills.</p> |
| <p>STEP 6 Close the interview and finalise form</p> | <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 GELP standard should be referred to one of the general English tests such as TOEFL, TOEIC or IELTS.</p> |
| <p>STEP 7 Complete administration</p> | <p>For the general English assessment, if the applicant satisfies the requirements in the part, the Flight Examiner should complete Form 61-9GELP and instruct the applicant to submit the general English assessment result with the licence 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>Application can be completed online using CASA Self Service. You can access CASA Self Service on the following link: https://customer.casa.gov.au/webclient/</p> <p>Alternatively, applications can be posted to: CASA Client Services Centre GPO Box 2005 Canberra ACT 2601</p> <p>Or emailed to: applications@casa.gov.au</p> |