



Submit this form online in minutes

You can now notify CASA of General English Language Proficiency (GELP) or an Aviation English Language Proficiency (AELP) assessment online in myCASA.

Go to [myCASA](#) >



Printing or emailing this form?

Please download this form and complete with Adobe Acrobat to ensure your information is saved correctly. If you're using a browser to complete this form you may not be able to save the information you have entered.

Purpose of this form

Use this form to notify CASA of an assessment or validation of a General English Language Proficiency (GELP) or an Aviation English Language Proficiency (AELP) assessment.

Who is this form for?

This form is for an approved assessor to notify CASA of an English Language Assessment or validation.

Depending on the type of assessment approved people include:

- CASA Delegate
- Flight Examiner or Flight Engineer Examiner
- Person approved by CASA to conduct English Language Proficiency (ELP) assessments
- CASR 61.270 Assessor
- Head of Operations of a Part 141 or Part 142 operator
- Grade 1 Instructor authorised by a Head of Operations
- Chief Remote Pilot (CRP)
- Remote Pilot Licence (RePL) training instructor

For specific requirements refer to [Licencing Language Standards](#).

Information needed to complete this form

The details of the assessment and applicant will be needed to complete this form.

Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➡ **Go to**' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✘
- if you see '➡ **Go to**' go to the question number shown, you do not need to answer the questions in between

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

Contact details

CASA will use the currently held contact and address details based on your ARN.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the Civil Aviation (Fees) Regulations 1995 and may constitute a criminal offence.

Privacy

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 civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Statement](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

Applicant

1 What are the **applicant's** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Full name

ARN

Contact number

Email address

2 What permissions does the applicant hold at the time of assessment (select all that apply)?

Flight Crew Licence (FCL)

Air Traffic Controller (ATC)

Aeronautical Radio Operator Certificate (AROC)

None

Assessor

3 Who conducted the assessment?

Assessor's name

ARN

Contact number

Email address

4 When and where was the assessment conducted?

Assessment date (DD/MM/YYYY)

/ /

Place of assessment

State

5 What are the qualifications of the person making this assessment?

CASA Delegate

Flight Examiner or Flight Engineer Examiner

Person approved by CASA to conduct ELP assessments

CASR 61.270 Assessor

Head of Operations of a Part 141 or Part 142 operator

Grade 1 Instructor authorised by a Head of Operations

CRP to conduct GELP assessment

RePL instructor authorised by the CRP to conduct GELP assessment

Other

Assessment details

6 What type of English language assessment are you notifying?

AELP level 6

➔ [Go to 7](#)

General ELP notice

➔ [Go to 8](#)

General ELP assessment

➔ [Go to 9](#)

7 What **AELP assessment** results has the applicant demonstrated (select all that apply)?

Refer to ICAO Language Proficiency Scale for AELP CASR 61.255

Pronunciation, ease of understanding

Grammatical structure and sentence patterns

Appropriate vocabulary and phraseologies

Fluency, natural flow of speech, varied style for emphasis, appropriate marker usage

Comprehension accuracy and including comprehension of linguistic and cultural subtleties

Ease of interaction and appropriate response to verbal and non-verbal cues

➔ [Go to 10](#)

8 What document(s) have you sighted as evidence to meet the **GELP** standard (select all that apply)?

Refer to ICAO Language Proficiency Scale for GELP CASR 61.265

Has completed or is still attending a course of secondary education in Australia or New Zealand or an equivalent course in another country where the principle medium of instruction was English (e.g. letter of confirmation from school or certificate of graduation)

Has worked in Australia, New Zealand, United Kingdom, Republic of Ireland, USA or Canada for at least three of the last five years (e.g. letter of confirmation from employer, group certificates, etc.)

Satisfied the general English proficiency test criteria specified in CASR Part 61 MOS, Schedule 2, Section 1, clause 5.1.2 (f) (IELTS, TOEIC-SP, TOEFL, etc.)

Sighted evidence they have completed a CASA approved General English Language training course

A statutory declaration stating the applicant is unable to provide acceptable documentary evidence and includes details on how the applicant meets the education or work requirements

➔ **Go to 10**

9 What **GELP assessment** results has the applicant demonstrated (select all that apply)?

Pronounce words clearly, using an accent that does not cause difficulties in understanding

Convey information in clearly structured sentences without confusion or ambiguity

Use an extensive vocabulary to accurately communicate on general and technical topics, without excessive use of jargon, slang or colloquial language

Speak fluently without long pauses, repetition or excessive false starts

Respond to communications with actions that demonstrate that the information has been received and understood

Exchange information clearly in a variety of situations with both expert and non-expert English speakers while giving and receiving timely and appropriate responses

Use appropriate techniques such as questioning, non-verbal communication and paraphrasing to validate communications

10 Does the applicant meet the required standard for the assessment type?

No ➔ **Go to 11**

Yes ➔ **Go to 12**

11 The applicant **does not meet** the required standard and I make the following post-assessment comments:



Attach additional pages if required

Notification checklist

12 What documents are you attaching with this notice?

Declaration

13 I declare that:

- I am the assessor identified in question 3
- I have conducted an English language assessment for the applicant named in question 1, for the type of assessment identified in question 6.
- All statements in this notice are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this notice.
- I understand CASA will use the currently held details to process this notice and it is my responsibility to ensure my details are correct prior to lodgment.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I accept that if this notice is withdrawn or refused by CASA, or if CASA are unable to assess the notice because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I acknowledge that to knowingly make a false or misleading statement in this notice is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Date (DD/MM/YYYY)

/ /

Returning your form



By email – attach this form and all supporting documents. Send them to applications@casa.gov.au



By post – return this form and all supporting documents to:
CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601