



English Language Proficiency

Assessment or Validation

Section 2.03, Part 101 MOS, CASR Division 61 B.5

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** >

OR



Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to applications@casa.gov.au.

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) Level 6 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 with English Language Assessment approval
- 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 [AELP](#) or [GELP](#).

Information needed to complete this form

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

Aviation Reference Number (ARN)

An ARN is required to complete this form.

If you are the applicant and you do not have an ARN, [apply now](#).

Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

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. 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's Privacy Statement](#).

For more information

Go to the [CASA website](#) or [contact us](#).

Applicant

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

Your contact details must be current. Update your contact details via [changing your details](#).

Full name

ARN

Phone number

Email address

2 What permissions will the applicant be applying for at the time of the assessment (select all that apply)?

Flight Crew Licence (FCL)

Air Traffic Controller (ATC)

Aeronautical Radio Operator Certificate (AROC)

Remote Pilot Licence (RePL)

None

Assessor

3 Who conducted the assessment?

Assessor's name

ARN

Phone 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?

AELP Level 6 and GELP assessments

CASA Delegate

Flight Examiner or Flight Engineer Examiner with English Language Assessment approval

Person approved by CASA to conduct ELP assessments

CASR 61.270 Assessor

GELP assessments only

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

Person approved by CASA to conduct GELP assessments

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](#)

AELP Assessment

7 The applicant has demonstrated each of the following points to the required standard.

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](#)

GELP Notification

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**

GELP Assessment

9 The applicant has demonstrated each of the following points to the required standard.

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 Attachments

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 and 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's 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*.

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