



Section/division:
Telephone number:
Physical address:
Postal address:

Personnel Licensing
0860 267 435
Ikhaya Lokundiza, 16 Treur Close, Waterfall Park, Bekker Street, Midrand, Gauteng
Private Bag X73, Halfway House 1685

Fax Number: 011-545-1456

Website: www.caa.co.za Email: ClientCare@caa.co.za

DETAILS OF BANK ACCOUNT FOR PAYMENT OF PRESCRIBED FEE			
Bank: Standard Bank of SA Ltd	Branch: Brooklyn, Pretoria	Branch Code: 011245	Account Number: 013007971
COMPULSORY CLIENT PAYMENT CODE (to be completed on deposit slip)			
Service/transaction	Over the counter payments		EFT, Internet, Wire, Electronic payments
DFE Oversight report			

LANGUAGE PROFICIENCY TEST OVERSIGHT REPORT

Date of oversight		Location of venue	
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Details of ATO	
ATO name	
ATO number	
ATO representative	

Details of AO conducting oversight			
Name of AO			
AO domain	TSO	ATO inspector	Other (state details)
Name of second AO			
			N/A

Details of LPR test reviewed or observed							
Nature of oversight	Audio recording		Live test		Mock test		
Name of candidate							
Candidate licence number						If not applicable, mark N/A	
Nationality of candidate							
Capacity of candidate	Pilot		ATC		RPL		Other
If a pilot, state licence type	SPL or none		PPL		CPL		ATPL
If other, state capacity							
Type of ELP test	Initial		Normal interval test		Retest after failure		
If this is an interval test or a retest, insert proficiency level previously attained by candidate in this block							

Details of linguistic expert		
Name of linguistic expert		
Qualification held		
Details of SME		
Name of SME		
Nature of expertise		Licence number

SIGNATURE OF ATO REPRESENTATIVE	NAME IN BLOCK LETTERS	DATE

SIGNATURE OF AO	NAME IN BLOCK LETTERS	DATE

Notes to the AO and ATO representative

- 1) Abbreviations and acronyms used in this document refer to the following terms:

AO	Authorised officer
ATC	Air Traffic Controller
ATO	Aviation Training Organization
ATPL	Airline Transport Pilot Licence
CPL	Commercial Pilot Licence
ELP	English Language Proficiency
ICAO	International Civil Aviation Organisation
LPR	Language proficiency requirement
N/A	Not applicable
OPI	Oral Proficiency Interview
POI	Principal Operations Inspector
PPL	Private Pilot Licence
RPL	Remote Pilot Licence
SME	Subject matter expert
SPL	Student Pilot Licence
TPM	Training and Procedures Manual

- 2) All fields must be completed or crossed out. Where the content of a field is not compulsory and not applicable, mark the N/A block and explain the reason in the block or the allocated comment field.
- 3) The AO and ATO representative should be familiar with the Technical Guidance Material (TGM) for ICAO Language Proficiency testing. The TGM includes information about the oversight of LPR tests.
- 4) A copy of the completed test form (Form Number: CA 61-01.07) LANGUAGE PROFICIENCY TEST REPORT FOR RADIOTELEPHONY COMMUNICATION in respect of this oversight action shall be attached to this oversight report.
- 5) The AO should only review LPR tests conducted within the previous 6 years, because this allows thorough investigation of the standard of testing on the base of archived documentary evidence. The reason for this is the following legal requirement:
Document SA-CATS 61.01.7 LANGUAGE
(8) Compliance with language proficiency procedures:
“All OPIs shall be conducted using face-to-face interview procedures, and each OPI shall be recorded (preferably electronically) and stored for a minimum of 6 years in an archive system.”
- 6) The AO should scrutinize ATO records and require evidence that prescribed testing and administrative processes are followed.
- 7) This scrutiny should not be limited to supportive administration, but include reviewing whether the ATO complies with crucial training-related legislation, such as ensuring that:
- Candidates who do not meet the ICAO Level 4 requirement are required to undergo remedial language training, in order to address areas of difficulty identified in Part 3 of Form 61-01-7 (Feedback section),
 - Applicants assessed below Level 4 as well as applicants assessed at Level 4 and level 5 who wish to gain a Level 6 rating are required to wait for a period of 90 days after assessment before applying for re-assessment and
 - A moderation process is established by the Test Centre, should candidates wish to challenge their results.
- 8) If the AO identifies areas of non-compliance or a serious deficiency in the standard and consistency of testing, this must be recorded on this form. In such a case, this shall be discussed with the Manager: Examinations, who shall sign the last page of this form as an indication of having been informed of this deficiency.
- 9) If serious deficiencies are identified, copies of relevant evidence shall be made, including audio recordings.
- 10) The completed oversight form shall be stored.
- 11) All pages of this form must be initialled by both the AO and ATO representative.

REVIEW BY AO OF LANGUAGE PROFICIENCY TEST RATING AWARDED

ICAO LANGUAGE PROFICIENCY RATING SCALE

Feature 1	Descriptors of levels						Rating assigned by testers	Rating assigned by AO	
Feature of language use	Pre- elementary Level 1	Elementary Level 2	Pre- operational Level 3	Operational Level 4	Extended Level 5	Expert Level 6			
PRONUNCIATION <i>Assumes a dialect and/or accent intelligible to the aeronautical community</i>	Performs at a level below the Elementary level.	Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.			
Comments:									

Feature 2	Descriptors of levels						Rating assigned by testers	Rating assigned by AO	
Feature of language use	Pre- elementary Level 1	Elementary Level 2	Pre- operational Level 3	Operational Level 4	Extended Level 5	Expert Level 6			
STRUCTURE <i>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task</i>	Performs at a level below the Elementary level.	Shows only limited control of a few simple memorized grammatical structures and sentence patterns.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	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.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.			
Comments:									

Feature 3	Descriptors of levels						Rating assigned by testers	Rating assigned by AO	
Feature of language use	Pre- elementary Level 1	Elementary Level 2	Pre- operational Level 3	Operational Level 4	Extended Level 5	Expert Level 6			
VOCABULARY	Performs at a level below the Elementary level.	Limited vocabulary range consisting only of isolated words and memorized phrases.	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.	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.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	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.			
Comments:									

Feature 4	Descriptors of levels						Rating assigned by testers	Rating assigned by AO	
Feature of language use	Pre- elementary Level 1	Elementary Level 2	Pre- operational Level 3	Operational Level 4	Extended Level 5	Expert Level 6			
FLUENCY	Performs at a level below the Elementary level.	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.	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.	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.	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.	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.			
Comments:									

Feature 5	Descriptors of levels						Rating assigned by testers	Rating assigned by AO
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Feature of language use	Pre- elementary Level 1	Elementary Level 2	Pre- operational Level 3	Operational Level 4	Extended Level 5	Expert Level 6		
COMPREHENSION	Performs at a level below the Elementary level.	Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.	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.	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.	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.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.		
Comments:								

Feature 6	Descriptors of levels						Rating assigned by testers	Rating assigned by AO
Feature of language use	Pre- elementary Level 1	Elementary Level 2	Pre- operational Level 3	Operational Level 4	Extended Level 5	Expert Level 6		
INTERACTIONS	Performs at a level below the Elementary level.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.	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.	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.	Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.		
Comments:								

REVIEW BY AO OF OVERALL LPR TEST QUALITY			
Overall ELP rating awarded by ATO testing personnel			
Overall ELP rating awarded by AO			
Is the overall rating awarded by the ATO justifiable with reference to the ICAO LPR scale?			Yes No
If the ATO awarded an LPR of 4 or higher, is this rating justifiable?		N/A	Yes No
Does the test include the use of both phraseologies and plain language?			Yes No
Did the test adequately assess the candidate's proficiency in relation to the ICAO *holistic descriptors?			
*Proficient speakers shall communicate effectively in voice-only (telephone/radiotelephone) and in face-to-face situations.			Yes No
*Proficient speakers shall communicate on common, concrete and work-related topics with accuracy and clarity.			Yes No
*Proficient speakers 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)			Yes No
*Proficient speakers shall 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.			Yes No
*Proficient speakers shall use a dialect or accent which is intelligible to the aeronautical community.			Yes No
If any block marked No or N/A was checked, provide comments below			

REVIEW BY AO OF LPR TEST ADMINISTRATION			
Is the ATO able to produce a copy of the requested test report (Form CA61-01.7)?		N/A	Yes No
Is the ATO able to produce the requested audio OPI recording?		N/A	Yes No
Has the reviewed LPR test been properly recorded in a register?			Yes No
Is there evidence that both Interviewers/ Raters registered in the TPM?			Yes No
Does the Interviewer/Rater appear to demonstrate Expert level language proficiency?			Yes No
Is the required Code of Conduct concerning language-testing practices available?		N/A	Yes No
Does the Approved Test Centre hold **SAQA accreditation?			Yes No
Does the Linguistic expert hold **SAQA accreditation?		N/A	Yes No
If any block marked No or N/A was checked, provide comments below. (**This constraint not presently imposed)			
General observations and comments:			
Is remedial or enforcement action recommended? (Refer to notes on page 2)			Yes No

SIGNATURE OF AO	NAME IN BLOCK LETTERS	DATE

SIGNATURE OF MANAGER	NAME IN BLOCK LETTERS	DATE