



# Manual of Aviation English Language Proficiency Test (AELPT)



Civil Aviation Authority, Bangladesh



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## 1. GENERAL

- 1.1 Amendment 164 to ICAO Annex 1 on language proficiency became applicable on 27 November 2003. This is stipulated that as of 5 March 2008, holders of Aeroplane, Helicopter, Aeronautical Stations Operators or Air Traffic Controller's (ATCO) licenses issued before 5 March 2004 shall demonstrate the ability to speak and understand the language used for radiotelephony communications in accordance with the ICAO holistic descriptors and language proficiency rating scale (at Level 4 or above).
- 1.2 To this effect CAAB has promulgated rule 21A sub rule 31, 32, 33, 34, 35, 36 of CAR 84.

## 2. PURPOSE

The purpose of issuing this manual is to inform the Testers, Aeroplane, Airship, Helicopter, Powered lift Pilots, Flight Navigators, ATCOs, Flight Engineers, Aeronautical Stations Operators, Gliders and free Balloon Pilots about the requirements and procedures to implement the language proficiency test.

## 3. REFERENCE

This manual has reference to the following documents:

- ICAO Annex 1 (Personnel Licensing)
- ICAO Doc 9835 (Manual for the implementation of ICAO Language Proficiency Requirements)
- CAR 84 (Civil Aviation Rules 1984)

## 4. APPLICABILITY

This manual shall be applicable to CAAB issued/validated Aeroplane, Airship, Helicopter, Powered lift Pilots, Flight Navigators, ATCOs, Flight Engineers, Aeronautical Stations Operators, Glider and free Balloon Pilots' licences in Bangladesh, whenever holder(s) of those categories of licences are available.

## 5. MINIMUM OPERATIONAL PROFICIENCY LEVELS

- 5.1 As required by 36<sup>th</sup> ICAO Assembly, all Pilots and ATCOs licenses issued by CAAB for the purpose of conducting international operations must, with effect from 10-05-2009, demonstrate at least Operational Level (Level 4) in English language proficiency in the use of both standard ICAO phraseologies and plain English language for radiotelephony communications,.



- 5.2 Recurrent testing shall be required for relevant Licence Holders/Applicants who demonstrate language proficiency below the Expert Level (Level 6). Such personnel shall be formally evaluated (or tested) at the following intervals:
- a) Level 5 proficiency -at least once in every six(06) years.
  - b) Level 4 proficiency -at least once in every three (03) years.
- 5.3 With ELP level below 4 endorsed on his/her Licence a Licensee shall not be permitted to exercise his/her privileges granted under his/her respective licence in International operations.
- 5.4 With ELP level 3 endorsed on his/her Licence a Licensee shall be restricted to only Domestic operations.
- 5.5 With ELP level below 3 no licence shall be issued.
- 5.6 The licence holder, in addition to ensuring the validity of his/her medical certificate, license ratings and Certificate of Test or Certificate of Experience, must also ensure he/she has been retested in English language proficiency within the stipulated intervals prior to exercising the privileges of his/her license.

## 6. PERSONS AUTHORIZED TO CARRY OUT AELPT

- 6.1 There shall be a Working Committee (WCLPT) in the FSR Division, authorized by Chairman CAAB, who will conduct the Language Proficiency Test (LPT)
- 6.2 The Director of Flight Safety and Regulation Division, CAAB shall be the President of the WCLPT.
- 6.3 A Language Tester (Interviewer)/Rater to be authorized by Chairman, CAAB shall be required to fulfill the following criteria:

### 6.3.1 For a Linguistic Tester

- a) Hold at least a Bachelor's degree.
- b) Have completed English Language Proficiency Course authorized by CAAB or Bangladesh Government.

### 6.3.2 For a Subject Matter Expert Tester

- a) Flight Operations Inspector of CAAB. OR
- b) Rated/Previously rated Air Traffic Controller with at least Ten (10) years experience in ATC units serving international operations;



- 6.4 The Chairman, CAAB reserves the right to withdraw the authorization of an Authorized Language Tester at any point of time, if there are reasonable grounds to believe that the particular person has failed to discharge his/her duties in a professional manner.

## 7. CONDUCT OF AELPT

- 7.1 The Language Proficiency Test (LPT) shall be conducted as an approximately 20-minute interview to determine the specific English language proficiency level of the candidate. The test shall be conducted by at least two authorized raters one of whom shall be a linguistic tester. Interviewers. Personnel who are required to take the LPT are to contact the President of WCLPT, CAAB to make arrangement for the test. The test comprises of the following four segments:

### 7.1.1 Part 1: Introduction (Approximately 5 minutes)

In this segment, the Interviewers will ask the candidate a few questions about his/her personal life and work. The aim is to establish rapport with the candidate and serves as a warm-up for the next two segments.

### 7.1.2 Part 2: Role Play – Standard Phraseology (Approximately 5 minutes)

In this segment, the candidate will be asked to play the role of a Pilot or an ATCO while an Interviewer will play the role of an ATCO or a Pilot for a given flight situation. The Interviewer will interact with the candidate using standard phraseology based on the scenario. The aim is to test the candidate's ability to use standard phraseology in a typical flight situation.

### 7.1.3 Part 3: Situational Talk – Natural Language (Approximately 5 minutes)

In this segment, the candidate will be asked to explain in natural language how he/she would react in a particular situation, such as a medical emergency during flight, engine fire prior to descent etc. The Interviewers will engage the candidate by posing the selected situation and may prompt the candidate, if necessary, during the discussion. The aim is to test the candidate's use of natural language rather than to seek a correct response to the given situation.

### 7.1.4 Part 4: Closing (Approximately 5 minutes)

In the final segment, the Interviewers will engage the candidate on an aviation-related topic before bringing the interview to an end. The focus of this segment is on the use of natural language.



- 7.2 During the test, candidates will be assessed in the following six language categories as per ICAO language proficiency rating scale:
- a) **Pronunciation:** Includes an accent that is internationally intelligible.
  - b) **Structure:** Relevant grammatical structures and sentence patterns. This will also include use of standard RTF phraseologies.
  - c) **Vocabulary:** A wide range of vocabulary which is appropriate to the situation. This may also be applicable when a situation cannot be expressed by the use of standard RTF phraseologies.
  - d) **Fluency:** Includes spontaneity and appropriate speed of delivery.
  - e) **Comprehension:** Includes ability to listen and understand others, and
  - f) **Interactions:** Includes ability to manage the speaker-listener relationship effectively.

- 7.3 When a candidate fails to attain equal levels in all the categories of the test, the lowest proficiency level attained in any one of the categories shall be awarded as the overall level. For instance, a candidate who is rated Level 4 for the category of Pronunciation but is rated Level 5 for all other categories, will be given an overall proficiency rating of Level 4. Hence, in order to achieve a Level 5, an individual must demonstrate proficiency at least at Level 5 in all categories, and so on for other levels.

The conduct of the LPT will be carried out using the relevant forms, which are produced by the WCLPT. The conversations of the interview shall be recorded by the Interviewers and stored in the Directorate of FSR for a period of at least 06 (six) months from the date of interview.

## 8. ENDORSEMENT OF LANGUAGE PROFICIENCY LEVEL

A Pilot or ATCO who has achieved at least Level 4 proficiency may apply to the President of WCLPT, CAAB to have his/her proficiency level endorsed on his/her licence. The achieved language proficiency level with date of assessment and date of re-test (if applicable) will be annotated in the respective licence.



## **9. RENEWAL OF LICENCES WITH ENDORSEMENT BELOW LEVEL 6**

- 9.1 Holder of a CAAB issued licence with endorsement below Level 6 must ensure that he/she is retested in accordance with the intervals stipulated in paragraph 5.2.
- 9.2 He/she must make arrangement on his/her own or through his/her company/organization to take the Aviation English Language Proficiency Test (AELPT) in order to be assessed for language proficiency, and to submit BIO-DATA (as in Appendix A) to the President of WCLPT, CAAB at least 7 (seven) working days prior to the intended test.

## **10. REAPPEARING FOR TEST**

Any licensee who fails to achieve level 4 may reappear for improvement after minimum 30 (thirty) days of the Test.

### **10.1 IMPROVEMENT/UPGRADATION**

Any licensee desiring to improve his/her attained ELPT level may do so by reappearing at a fresh test on completion of applicable formalities of ELPT.

#### **10.1.1 TEST RESULT**

In case a Licensee appears at a test for improvement/upgradation, the level attained in that test shall be the final.

## **11. TEST FEES**

Applicants for LPT, other than CAAB and BAF ATCOs, are required to pay the required Test Fee for each test. The fee is to be paid in favor of Chairman, CAAB and the Bank Deposit slip is to be attached with the application.

## **12. TEST RESULT AND RECOMMENDATION**

The result and recommendation will be sent to the individual or to his/her organization, as appropriate.

## **13. SPECIMEN FORMS**

The specimens of C.A. Forms for Aviation English Language Proficiency Test are appended in section 15.



#### 14. RECOGNITION

The Chairman, CAAB will recognize only the result of the English Language Proficiency assessment test produced by the WCLPT, CAAB.

#### 15. APPENDICES

Appendix A: BIO-DATA

Appendix B: Rating Guidance

Appendix C: Assessment

This Manual Issue-3, supersedes AELPT Manual Issue-2, Dated October 2014 and shall come into effect upon signature of Director Flight Safety & Regulations.



**Chy M Ziaul Kabir**  
Wing Commander  
Director  
Flight Safety & Regulations Division  
Civil Aviation Authority, Bangladesh



Appendix-A

**CIVIL AVIATION AUTHORITY BANGLADESH**  
KURMITOLA, DHAKA

BIO-DATA

Candidate's Name : \_\_\_\_\_  
(in BLOCK letters)

Nationality : \_\_\_\_\_

Gender :  Male  Female

Native language : \_\_\_\_\_

National ID No. : \_\_\_\_\_

Organization : \_\_\_\_\_

Candidate Category :  Flight crew  ATCO  Other

Date of appearing the last ELPT, if any: \_\_\_\_\_

Licence Number : \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Company ID No : \_\_\_\_\_

Present Address : \_\_\_\_\_  
\_\_\_\_\_

Telephone Number : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

EDUCATIONAL BACKGROUND

SSC or Equivalent  HSC or Equivalent  Graduate  Post Graduate

PROFESSIONAL TRAINING BACKGROUND (During the last 6 years)

Course Name	Place	Duration



PROFESSIONAL JOB BACKGROUND

Period of Service	Employer	Position

ANY OTHER RELEVANT INFORMATION

Test fees paid by:                     Self                      
 Company/Organization

Receipt of results:                     Self collection                     Send to  
 Company/Organization\*

\*Attention: \_\_\_\_\_

INTERVIEW SCHEDULE ACKNOWLEDGEMENT

Interview Date	Interview Time	Interview Location

\_\_\_\_\_  
 Candidate's Signature  
 Date: ...../...../.....

\_\_\_\_\_  
 CAAB Official's Signature  
 Date: ...../...../.....



## APPENDIX – B

## Rating Guidance

LEVEL	PRONUNCIATION	STRUCTURE	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
EXPERT	Assumes a dialect and/or accent intelligible to the aeronautical community. Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Relevant grammatical structures and determined by language functions appropriate to the task. Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	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.	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.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.
EXTENDED	Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	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.	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 or speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker/ listener relationship effectively.
OPERATIONAL	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	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.	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.	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.	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.	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.
PROFICIENT	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	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.	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.	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.	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.
ELEMENTARY	Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Show only limited control of a few simple memorized grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorized phrases.	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.	Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.



PRE- ELEMENTARY	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.
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Appendix-C



**CIVIL AVIATION AUTHORITY, BANGLADESH**  
**KURMITOLA, DHAKA**

ASSESSMENT FORM

Date:

Identification of Interviewee	
Name:	
Organization:	
Interviewee Id:	
Native Language:	
Category:	

Rating Section							
Area Item	Pronunciation	Structure	Vocabulary	Fluency	Comprehension	Interactions	Level Attained
Level							

Raters and Interviewers	
Name & Designation	Signature