



KENYA CIVIL AVIATION AUTHORITY

Advisory Circular

CAA-AC-PEL005D

August 2019

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

1.0 PURPOSE

This Advisory Circular is issued to give guidance on the English language proficiency testing and endorsement on the licences.

2.0 REFERENCES AND FORMS

- 2.1 The second schedule of the Civil Aviation (Personnel Licensing) Regulations;
- 2.2 The prescribed Forms
- 2.3 ICAO Doc 9835 AN/453 Manual on the Implementation of ICAO Language Proficiency Requirements.

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

In general, Civil Aviation (Personnel Licensing) Regulations state that, to be eligible for a licence, an applicant must be able to read, speak, write, and understand the English language.

The booking and testing of the English Language Proficiency test may be done at the Authority's Personnel Licensing Office and the prescribed application forms for booking of the examination may be obtained online or from the Authority's PEL Office.

3.2 Licences that require English Language Proficiency endorsement

Holders or applicants of the following licences are eligible for the examination to demonstrate the ability to speak and understand English as required by the Regulations;

- a) Private Pilot Licence;
- b) Commercial Pilot Licence;
- c) Airline Transport Pilot Licence;
- d) Flight Engineer Licence;

- e) Air Traffic Controller Licence;
- f) Flight Operations Officer Licence;
- g) All persons who have a Flight Radiotelephone Operator license

3.3 Validation & Conversion

3.3.1 For the applicants who are converting or validating their licences, the English Language proficiency levels as endorsed on their foreign licences will be used on their converted license if they are valid.

3.3.2 In cases where the English Language Proficiency is expired, they will have to sit for the Kenyan exam and pass for the endorsement to be put on their converted licenses.

3.4 Booking and Payment of the English Language Proficiency Examination

3.4.1 All examinations are booked at the PEL office according the set examination timetable.

3.4.2 All examination fees shall be paid on booking and not later than the set booking date.

3.4.3 Applicants who cancel the examination booking by the booking date will be credited with the examination fees.

3.4.4 Applicants who do not turn up for the booked examination will lose the examination fees.

3.4.5 No cash refund for any fees paid.

3.5 Examination Venue and dates

3.5.1 Examinations are conducted at the KCAA headquarters Personnel Licensing office as per the approved examination timetable.

3.6 Testing Instrument

3.6.1 This test evaluates the speaking and/or listening skills directly, through direct interaction and through an audio-taped exchange, to ensure that the standard requirements of the ICAO language proficiency testing guidelines are met.

3.6.2 The test instrument used is known as

- i. the Aviation Language Proficiency Tests 1 (ALP 1) and
- ii. the Aviation Language Proficiency Tests 2 (ALP 2)

ALP 1 is a “written” paper consisting of a set of multiple-choice questions which, the test takers, having listened to an audio CD played to them, are required to select and mark their response on paper test takers are assessed on vocabulary and comprehension. The ALP 1 is used for the purpose of placement/benchmarking.

ALP 2 is an oral, where a conversation between the test-taker and the Examiner takes place. The conversation/interview is recorded and is used for assessing the five holistic descriptors in line with the provisions of the Aviation Language Proficiency rating scale.

3.6.3 The six elements of linguistic descriptors which are considered in the testing are Pronunciation, Structure (grammar), Vocabulary, Fluency, Comprehension and Interactions.

3.7 Time Allowed for Examination

3.7.1 The time allowed for the completion of the exam will be given by the examiner before the start of the test.

3.8 Testing and Scoring Procedures

3.8.1 Pilots, air traffic controllers, flight engineers and flight radio-telephone operators are tested in context similar to that in which they work. The test content should therefore be relevant to their roles in the work-place.

3.8.2 The test provides the test-takers with sufficient and varied opportunities to use plain language in aviation work related context in order to demonstrate their ability with respect to each holistic descriptor in the Language Proficiency Rating scale shown in First Schedule to the Civil Aviation (Personnel Licensing) Regulations.

3.8.3 The test involves recording using audio recorder/electronic voice recording device which should be on the table in view of the test taker. The test taker will be briefed on this fact and the assessment method to be used.

3.8.4 The scoring shall be done as soon as possible following the test. For EAC ALP 1 the paper marking shall be corrected in accordance with the marking scheme provided, after the completion of the test. The pass-mark is 70%.

3.8.5 For ALP 2 the examiners assess each speech sample for all the six elements (Pronunciation, Structure, Vocabulary, Fluency, Comprehension and Interaction) in accordance with the rating scale. The lower scale marked is the score level to be granted.

3.8.6 The Civil Aviation (Personnel Licensing) Regulations outlines 6 levels of language proficiency. For the purpose of administration of the language proficiency program. The following levels will be assigned:|

- 1) “Expert” - Level 6
- 2) “Extended” - Level 5
- 3) “Operational” - Levels 4); or
- 4) “Below Operational” - Levels 1-3

The following qualification and recurrent testing requirements apply to the results of language proficiency testing—

- 1) Those assessed at the “Below Operational” level do not qualify for a license.
- 2) Those assessed at the “Operational” level must be re-tested every 3 years;
- 3) Those assessed at the “Extended” level must be retested every 6 years.
- 4) Those assessed at the “Expert” level require no further testing;

3.9 Application Process

3.9.1 The applicant must bring the following documents on applying for the Endorsement of English Language Proficiency:

- 1) A properly completed prescribed Application Form;
- 2) The original appropriate licence for endorsement
- 3) The receipt of the applicable fees.

3.10 Requirements for Renewal

3.10.1 The applicant for renewal of the Endorsement of English Language Proficiency must meet the specific requirements of the First Schedule to The Civil Aviation (Personnel Licensing) Regulations;

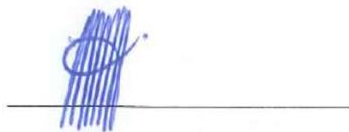
- 1) The speakers who demonstrate proficiency below the expert level (level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level as follows:
- 2) Those who demonstrate language proficiency at the operational level (level 4) shall be evaluated once every three years; and
- 3) Those who demonstrate language proficiency at the extended level (level 5) shall be evaluated once every six years.

3.10.2 Upon successful evaluation at above-mentioned intervals the applicant may apply for renewal.

3.10.3 Application Requirements for Renewal of the ELPR endorsement

The renewal documentation is:

- 1) A properly completed prescribed Application Form;
- 2) The original appropriate licence for endorsement
- 3) The receipt of the applicable fees.



Kenya Civil Aviation Authority