

PERSONNEL LICENSING DEPARTMENT

CHECKLIST FOR LANGUAGE PROFICIENCY TESTING CENTER APPLICATION DOCUMENT ASSESSMENT

Name of Organisation:

Date:

Applicant Use Only

This compliance check form has been prepared by:

Signature

Name – Last Name

Date performed: DD MMM YYYY

Official Use Only

Verification Result: ☐ Accept ☐ Reject

This compliance check form has been verified by:

Signature

Name – Last Name

Date performed: DD MMM YYYY

Instructions

- 1) Applicant is to conduct a self-assessment as part of its compliance check by providing manual references into the 'Compliance checked by applicant'.
- 2) Each check list item shall be assessed and given a result either '**Satisfactory-(S)**' or '**Unsatisfactory-(U)**' by marking "X"
 (a) '**Satisfactory**' shall be given if the applicant is able to provide valid contents and details that comply with the requirements.
 (b) '**Unsatisfactory**' shall be given if the applicant is comply with the requirement.

No	Requirement	Compliance checked by applicant		Remarks	CAAT Officials Use Only		
		Yes	No		S	U	Remark(s)
1	Certification or evidence of being juristic person that display						
	- Name						
	- Intention						
	- head office						
	- location						
	- name list for committee						
2	draft operation manual for language proficiency assessment centre						
3	Interlocutors Name and copy of citizen id (passport for overseas) and company id card						
4	Raters Name and copy of citizen id (passport for overseas) and company ID card						
5	Layout of location that being Language assessment centre						

No	Requirement	Compliance checked by applicant		Remarks	CAAT Officials Use Only		
		Yes	No		S	U	Remark(s)
6	Pictures of section or area						
7	Document or other evidence that CAAT defined (If applicable)						
	7.1						
	7.2						
	7.3						