

PERSONNEL LICENSING DEPARTMENT

CHECKLIST FOR COURSE APPROVAL OF LANGUAGE PROFICIENCY EXAMINER TRAINING

Name of Organisation:

Organisation Representative:

Course title:

CAAT Officials USE ONLY

Relevant legislation and standards:

- Announcement of Department of Civil Aviation regarding the requirement for the Operation Manual of Civil Aviation Personnel Language Proficiency Testing, B.E. 2556
- the Regulation of Civil Aviation Authority of Thailand on Language Proficiency Assessment Personnel Designation B.E. 25562 and ICAO Language Proficiency Requirements
- Regulation of Civil Aviation Authority of Thailand regarding the Approved Language Proficiency Testing Centre, B.E. 25561
- ICAO DOC 9835 and ICAO Guidelines for Aviation English Training Programmes

Evaluation Result: ☐ **Satisfactory** ☐ **Unsatisfactory**

Remark (S):

This checklist has been completed by:

Date performed:

Signature:

Name:

Instructions

1. Each check list item shall be assessed and given a result either 'Yes' or 'No'
 - i. **Yes** refers to satisfactory level. It shall be given if the ATO is able to provide valid documents, reliable records of implementation and demonstrate a sound knowledge if interview of relevant personnel are performed. Also, all sub-items must be satisfied.
 - ii. **No** shall be given if any actions found not to be compliance with CAAT rules and regulations or not to be conformed to any ATO's documentations as well as any actions being done without evidence of records.
2. Evaluation result shall be given either 'SATISFACTORY' or 'UNSATISFACTORY' as a final result.
 - i. If the evaluation result indicates 'SATISFACTORY', the course is to further proceed an approval process.
 - ii. If the evaluation result indicates "UNSATISFACTORY", the course approval process is to be rejected.
3. **N/A** shall be given to indicate when information in a certain table cell is not provided, either because it does not apply to a particular case in question or because the answer is not available

Checklist Items	CAAT OFFICIALS USE ONLY	
	Result	Remark(s)
1. Is the organisation approved as English language proficiency testing centre by other CAA authorities ?		
2. Does the organisation have its own test for training?		
3. Does the organisation employ appropriate aviation operational or language testing expertise, or both to deliver the course?		
4. Does the content cover the holistic descriptors (Appendix 1 to Annex 1) and the ICAO Rating Scale (Attachment A to Annex 1) and Manual on the Implementation of ICAO Language Proficiency Requirements (Doc 9835)?		
5. Does the curriculum clearly present and explain the training objectives and expected outcomes?		
6. Does the training provide sufficient amount of practical sessions for applying the holistic ICAO Rating Scale on speech samples of pilots and/or air traffic controllers?		
7. Does the training include evaluating and comparing different test types (e.g. for ab-initio trainees or trained professionals)?		
8. Does the training identify the criteria for assessing ICAO levels in Listening and Speaking?		
9. Does the training include giving individual feedback on rater reliability and severity and areas for development in failed test takers' performance?		
10. Has the organisation developed an instructor manual including initial training and re-current training, and materials being used for instructors?		
11. Training materials and facilities are suitable for the course designed?		
12. Does the training have enrollment and pre-entry application process?		
13. Does the course clearly describe methods of evaluation/testing/ and grading?		
14. Does the organisation establish a quality assurance system to ensure training objectives met and are in line with the standards?		
15. Does the organisation have detailed lesson plans that are consistent with the training duration?		
Comments:		
<u>Evaluation Result</u> ☐ SATISFACTORY ☐ UNSATISFACTORY		