

Compliance matrix Language Assessment Bodies – Regulation (EU) 2015/340

Requirements	Action required: 1 – Not relevant or no action required for this. To be notified 2 – Specify in attached document 3 – Reference(s) to SMS 4 – Explanation	Applicant 1 2 – Attachment no. 3 – References 4 – Explanation FC – Fully compliant PC – Partly compliant NC – Not compliant
<p>Annex II PART ATCO.AR Requirements for competent authorities SUBPART A — General requirements ATCO.AR.A.010 Tasks of the competent authorities (a) The tasks of the competent authorities shall include: (9) the approval of the assessment method for the demonstration of language proficiency and the establishment of requirements applicable to language assessment bodies according to ATCO.B.040; (10) the approval of the need for the extended level (level five) language proficiency in accordance with ATCO.B.030(d);</p>	<p>1 Application form NF-1100 on www.luftfartstilsynet.no</p>	
<p>Annex I PART ATCO Requirements for the licensing of air traffic controllers SUBPART B — Licences, ratings and endorsements ATCO.B.030 Language proficiency endorsement (a) Air traffic controllers and student air traffic controllers shall not exercise the privileges of their licences unless they have a valid language proficiency endorsement in English and, if applicable, in the language(s) imposed by the Member State for reasons of safety at the ATC unit as published in the Aeronautical Information Publications. The language proficiency endorsement shall indicate the language(s), the level(s) of proficiency and the expiry date(s). (b) The language proficiency level shall be determined in accordance with the rating scale set out in Appendix 1 of Annex I. (c) The applicant for any language proficiency endorsement shall demonstrate, in accordance with the rating scale referred to in point (b), at least an operational level (level four) of language proficiency. To do so, the applicant shall: (1) communicate effectively in voice only (telephone/radiotelephone) and in face-to-face situations; (2) communicate on common, concrete and work-related topics with accuracy and clarity; (3) use appropriate communicative strategies to exchange messages and to recognise and resolve</p>	<p>(a): 1 (b)(c): 2-3-4</p>	

<p>misunderstandings in a general or work-related context; (4) handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occur within the context of a routine work situation or communicative task with which they are otherwise familiar; and (5) use a dialect or accent which is intelligible to the aeronautical community. (d) Notwithstanding point (c), extended level (level five) of the language proficiency rating scale set out in Appendix 1 of Annex I may be required by the air navigation service provider, where the operational circumstances of the particular rating or endorsement warrant a higher level of language proficiency for imperative reasons of safety. Such a requirement shall be nondiscriminatory, proportionate, transparent, and objectively justified by the air navigation service provider wishing to apply the higher level of proficiency and shall be approved by the competent authority. (e) Language proficiency shall be demonstrated by a certificate attesting the result of the assessment.</p>		
<p>ATCO.B.035 Validity of language proficiency endorsement (a) The validity of the language proficiency endorsement, depending on the level determined in accordance with Appendix 1 of Annex I, shall be: (1) for operational level (level four), three years from the date of assessment; or (2) for extended level (level five), six years from the date of assessment; (3) for expert level (level six): (i) nine years from the date of assessment, for the English language; (ii) unlimited, for any other language(s) referred to in ATCO.B.030(a). (b) The validity period of the language proficiency endorsements for initial issue and renewal shall start not later than 30 days from the date on which the language proficiency assessment has been successfully completed. (c) Language proficiency endorsements shall be revalidated following successful completion of the language proficiency assessment taking place within three months immediately preceding their expiry date. In such cases the new validity period shall be counted from that expiry date. (d) If the language proficiency endorsement is revalidated before the period provided for in point (c), its validity period shall start not later than 30 days from the date on which the language proficiency assessment has been successfully completed. (e) When the validity of a language proficiency endorsement expires, the licence holder shall successfully complete a language proficiency assessment in order to have his/her endorsement renewed.</p>	1	
<p>ATCO.B.040 Assessment of language proficiency (a) The demonstration of language proficiency shall be done through a method of assessment approved by the competent authority, which shall contain: (1) the process by which an assessment is done; (2) the qualification of the assessors; (3) the appeals procedure. (b) Language assessment bodies shall comply with the requirements established by the competent authorities according to ATCO.AR.A.010.</p>	2-3-4 Details required	

<p>AMC1 ATCO.B.040 Assessment of language proficiency General</p> <p>(a) The language proficiency assessment should be designed to reflect the tasks undertaken by air traffic controllers, but with specific focus on language rather than operational procedures and knowledge. (b) The assessment should determine the applicant's ability to communicate effectively using visual and non-visual communication in both routine and non-routine situations.</p>	2-3-4 Detail required	
<p>AMC2 ATCO.B.040 Assessment of language proficiency Assessment</p> <p>(a) The assessment should comprise the following three elements: (1) listening — assessment of comprehension; (2) speaking — assessment of pronunciation, fluency, structure and vocabulary; (3) interaction. (b) The switch between phraseology and plain language should be assessed for listening and speaking proficiency. (c) When the assessment is not conducted in a face-to-face situation, it should use appropriate technologies for the assessment of the applicant's abilities in listening and speaking, and for enabling interactions. (d) In case of revalidation of the language proficiency endorsement, the assessment may be conducted during training activities or on operational position, with prior notification to the air traffic controller to be assessed. (e) Irrespective of the way the assessment is organised, the requirements listed in (a) and (b) as well as the relevant provisions for language proficiency assessors should be met.</p>	2-3-4 Details required	
<p>AMC3 ATCO.B.040 Assessment of language proficiency Language proficiency assessors</p> <p>(a) Persons responsible for language proficiency assessment should be suitably trained and qualified. (b) Language proficiency assessors should undergo regular refresher training on language assessment skills. (c) Language proficiency assessors should not conduct language proficiency assessments whenever their objectivity may be affected.</p>	2-3-4 Details required	
<p>AMC4 ATCO.B.040 Assessment of language proficiency Criteria for the acceptability of language assessment bodies</p> <p>(a) A language assessment body should provide clear information about its organisation and its relationships with other organisations. (b) If a language assessment body is also an air traffic controller training organisation, there should be a clear and documented separation between the two activities. (c) The language assessment body should employ a sufficient number of qualified interlocutors and language proficiency assessors to administer the required tests. (d) The assessment documentation should include at least the following: (1) assessment objectives; (2) assessment layout, timescale, technologies used, assessment samples, voice samples; (3) assessment criteria and standards (at least for the operational, extended and expert levels of the rating scale in</p>	2-3-4 Details required	

<p>Appendix 1 to Annex I to Regulation (EU) 2015/340); (4) documentation demonstrating the assessment validity, relevance and reliability for the operational and extended levels; (5) documentation demonstrating the assessment validity, relevance and reliability for the expert level; (6) procedures to ensure that language assessments are standardised within the language assessment body and in the ATC community; (7) assessment procedures and responsibilities, such as: — preparation of individual assessment; — administration: location(s), identity check and invigilation, assessment discipline, confidentiality/security; — reporting and documentation provided to the competent authority and/or to the applicant, including sample certificate; and — retention of documents and records. (8) The assessment documentation and records should be kept for a period of time determined by the competent authority and made available to the competent authority upon request.</p>		
<p>GM1 ATCO.B.040 Assessment of language proficiency Language proficiency assessors (a) Persons responsible for language proficiency assessment should be either aviation specialists (e.g. current or former air traffic controllers) or language specialists with additional aviation-related training. The preferred approach for an assessment would be to form a team consisting of an operational expert and a language expert. (b) Language proficiency assessors should be trained in the requirements specific to the language proficiency assessment, and assessment and interlocution techniques.</p>	1	
<p>GM2 ATCO.B.040 Assessment of language proficiency Further information can be found in the 'Manual on the Implementation of ICAO Language Proficiency Requirements' (ICAO Doc 9835) and the Language Testing Criteria for Global Harmonization (ICAO Cir 318 AN/180).</p>	1	
<p>ATCO.B.045 Language training (a) Air navigation service providers shall make available language training to maintain the required level of language proficiency of air traffic controllers to: (1) holders of language proficiency endorsement at operational level (level four); (2) licence holders without the opportunity to apply their skills on a regular basis in order to maintain their language skills. (b) Language training may also be made available in the form of continuous training.</p>	<p>See GM 2 ATCO.B.045</p> <p>1 (if described in unit training programs) or 2-3-4 (if delegated to a language training organisation)</p>	
<p>AMC1 ATCO.B.045 Language training (a) Language training should contain communication in a job-related context particularly to handle abnormal and emergency situations and conduct non-routine coordination with colleagues, crews and technical staff. (b) Emphasis should be placed on listening comprehension, speaking interaction and vocabulary building.</p>	See above	

<p>GM1 ATCO.B.045 Language training</p> <p>While it is true that many licence holders regularly have prolonged and extensive opportunities to practise — and so to maintain — their language proficiency, it is also true that a purely routine use of the language through phraseology, standard procedures and limited social contact only maintains a restricted core usage of the language which might be quite inadequate for managing unexpected and abnormal situations.</p> <p>Research shows that language proficiency erosion (language attrition) occurs rapidly over time; the lower the initial level, the faster the rate of erosion unless systematic strategies and a high degree of motivation counter this trend. It is very well documented that one's language and communicative proficiency, even in one's native language, deteriorates sharply under stress, therefore, it is recommended that licence holders participate in available language training.</p>	1	
<p>GM2 ATCO.B.045 Language training</p> <p>Training for language proficiency skills may be delegated to language training organisations with knowledge in the field of aviation.</p>	1	