Air Traffic Service Personnel Licences and Ratings - General

GENERAL

Civil Aviation Safety Authority Advisory Circulars (AC) contain information about standards, practices and procedures that the Director has found to be an Acceptable Means of Compliance (AMC) with the associated rule.

An AMC is not intended to be the only means of compliance with a rule, and consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices or procedures are found to be acceptable, they will be added to the appropriate Advisory Circular.

This Advisory Circular also includes Explanatory Material (EM) where it has been shown that further explanation is required. Explanatory Material must not be regarded as an acceptable means of compliance.

PURPOSE

This Advisory Circular provides methods, acceptable to the Director, for showing compliance with air traffic service personnel licences and rating requirements of Rule Part 65 and explanatory material to assist in showing compliance.

This material is intended for applicants for air traffic service personnel licences and ratings, holders of air traffic service personnel licences and ratings, air traffic service instructors, air traffic service examiners, training organisations, and air traffic service organisations.

RELATED CAR

This AC relates specifically to Civil Aviation Rule Parts 65 Subpart A - General.

CHANGE NOTICE

This AC replaces Initial Issue dated 30 November 2017.

APPROVAL

This AC has been approved for publication by the Director of Civil Aviation.

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Introduction

Civil Aviation Rules, Part 65 *Air Traffic Service Personnel Licences and Ratings* was issued on 1 January 2004. This Part prescribes rules governing the issue of air traffic service licences and ratings, the conditions under which those licences and ratings are necessary, and the privileges and limitations of those licences and ratings.

This advisory circular forms part of a series of advisory circulars that supports these rules – one for each required rating.

The following advisory circulars are associated with this advisory circular:

AC65–2	Reserved
AC65–3	Air Traffic Service Personnel Licences and Ratings—Air Traffic Controller Licences
AC65–4	Reserved
AC65–5	Air Traffic Service Personnel Licences and Ratings—Aeronautical Station Operator Licences
AC65–6	Reserved
AC65–7.1	Air Traffic Service Personnel Licences and Ratings—Air Traffic Controller Ratings – Aerodrome Control Rating
AC65–7.2	Air Traffic Service Personnel Licences and Ratings—Air Traffic Controller Ratings – Approach Control Procedural Rating
AC65–7.3	Air Traffic Service Personnel Licences and Ratings—Air Traffic Controller Ratings – Approach Control Surveillance Rating
AC65–7.4	Air Traffic Service Personnel Licences and Ratings—Air Traffic Controller Ratings – Area Control Procedural Rating
AC65–7.5	Air Traffic Service Personnel Licences and Ratings—Air Traffic Controller Ratings – Area Control Surveillance Rating
AC65–7.6	Air Traffic Service Personnel Licences and Ratings – Air Traffic Controller Ratings – Area Control Automatic Dependent Surveillance Rating
AC65–8.1	Air Traffic Service Personnel Licences and Ratings— Aeronautical Station Operator Ratings – Oceanic Air-Ground Rating
AC65–8.2	Air Traffic Service Personnel Licences and Ratings— Aeronautical Station Operator Ratings –Aerodrome Flight Information Rating
AC65-8.3	Air Traffic Service Personnel Licences and Ratings— Aeronautical Station Operator Ratings –Area Flight Information Rating
AC65–9	Air Traffic Service Personnel Licences and Ratings—Air Traffic Service Instructor Ratings

Advisory Circular Intent and Process

This advisory circular provides guidance on how to comply with Civil Aviation Rule Part 65 Subpart A "General". This AC in general provides guidelines governing the issue of ATS licences and ratings and the privileges and limitation of those licences and ratings. It also provides guidelines on English proficiency assessments and ratings.

The Civil Aviation Safety Authority (CASA) is actively managing the development of syllabuses into specific objective format. This format specifies exactly what has to be covered, and to what standard, so that no matter who studies, who instructs, and who assesses, all are working to exactly the same standards.

Subpart A – General

Rule 65.1   Purpose

Subpart A prescribes the general rules governing the issue of air traffic service licences and ratings; the conditions under which they are necessary; and the privileges and limitations of those licences and ratings.

Rule 65.3   Definitions

Rule 65.3 requires definitions and abbreviations that are used in more than one Part are transferred into Part 1 *Definitions and Abbreviations*. Any technical term or ordinary word not explained in this rule or in Part 1 has the meaning given to it in the appropriate ICAO Annex or Document. If any ordinary word is not defined in the above documents, the ordinary meaning of the word applies. The ordinary meaning carries the meaning ascribed by the Concise Oxford Dictionary.

The following definition is applicable to Part 65 advisory circulars—

Syllabus – A syllabus describes the contents of the course and the minimum standards to be achieved.

Rule 65.9   Specification for Licences

The rule is self-explanatory.

Rule 65.11   Application for licences and ratings

Rule 65.11 requires an applicant for the grant of an air traffic service licence, and endorsement of an initial air traffic service ratings on that licence, to complete form CA 65/01. A copy of this form is available from the CASA web: https://www.casapng.gov.pg

Applicants for an additional ATS rating should complete form CA 65/02. A copy of this form is available from the CASA website: https://www.casapng.gov.pg

Where the advisory circular specifies a syllabus, compliance with that syllabus will satisfy the applicable requirements of the appropriate rule Subpart. However the Director may also accept compliance with an alternative syllabus, or may accept alternative credits, provided the Director is satisfied that those alternatives are of a standard that is at least equivalent to the advisory circular syllabus and therefore meets the rule requirements.

Rule 65.13   Issue of licences and ratings

Language proficiency for air traffic controllers and flight service operators

ICAO Annex 1 amendment 164 requires an English language proficiency standard for all air traffic controllers and

aeronautical station operators from March 2008 to improve language proficiency. CASA had endorsed NiuSky Pacific Limited to carry out the test requirements for the ATS officers.

Rule 65.13(b) requires an applicant for an air traffic service licence to have sufficient ability in reading, writing, speaking, and understanding the English language to enable the applicant to carry out their responsibilities as the holder of that licence.

Effective radiotelephony communication requires that air traffic service personnel strictly adhere to standard ICAO phraseologies in the first instance. Unexpected emergency or urgency situations, or non-routine but not necessarily unusual circumstances, may need to be resolved through the use of plain English, which, in the past, has not been formally evaluated.

From the implementation date, the acceptable means of compliance with rule 65.13(b) by an applicant for the issue of an air traffic controller licence or an aeronautical station operator licence is by demonstrating proficiency at least at Level 4 (Operational) of the ICAO language proficiency rating scale and the following holistic descriptors—

(a)   communicate effectively in voice-only (radiotelephone) communications; and

(b)   communicate on common, concrete and work-related topics with accuracy and clarity; and

(c)   use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings in a general or work-related context; and

(d)   handle successfully, and with relative ease, the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and

(e)   use a dialect or accent which is intelligible to the aeronautical community.

As a result of their participation in the PNG civil aviation system, air traffic service personnel who have been issued with an air traffic controller licence or an aeronautical station operator licence before the implementation date are considered to have demonstrated sufficient English language ability to adequately exercise the privileges of that licence. These persons do not need to be assessed unless they wish to have a language proficiency level endorsed on their licence.

If the Director believes on reasonable grounds that an air traffic service licence holder's English language proficiency is inadequate to safely exercise the privileges of that licence, then the Director in rule 65.25(a) may require the holder to undertake a language proficiency assessment within such period as the Director determines.

Applicants for an air traffic controller licence or an aeronautical station operator licence issued from the implementation date should have demonstrated English language proficiency to at least Level 4 (Operational) in all language categories specified in the ICAO language proficiency rating scale. Satisfactory evidence of such demonstration is an assessment credit issued by a delegated service provider.

Applicants for an air traffic controller or an aeronautical station operator licence issued from the implementation date will have their language proficiency level endorsed on the new licence at no added charge. Holders of air traffic service licences issued before the implementation date who have demonstrated language proficiency may, upon application to the Director and payment of the applicable licence amendment fee, have their language proficiency level endorsed on their licence.

A current language proficiency endorsement held by a person applies to all air traffic service or pilot licences held by that person. A person who holds a current language proficiency endorsement and who applies for a different type of licence will have that language proficiency endorsed on the new licence for the remaining currency period.

Licences are to be endorsed as language proficiency Levels 4, 5 or 6 in accordance with the respective assessment credit. Language proficiency demonstration currency periods are as follows:

(a)   Level 6 (Expert) demonstrations are current for the lifetime of the holder of the air traffic service licence:

(b)   Level 5 (Extended) demonstrations are current for six years from the date of assessment:

(c)   Level 4 (Operational) demonstrations are current for three years from the date of assessment.
Endorsement of English Language Proficiency on the licences shall be one of the following phrases in accordance with the result on Form F22.p2.V5:

(a)   For level 6: **"Meets language proficiency requirement in accordance with para 1.2.9.6 of ICAO Annex 1 for English."**

(b)   For levels 4 and 5: **"Meets language proficiency requirement in accordance with para 1.2.9.6 of ICAO Annex 1 for English, valid till [DATE]."**

Language proficiency assessments are to evaluate the plain English language used in effective aviation radiotelephony and so are to be broader than ICAO phraseologies. The assessments are set in a broad aviation-related context and the language is to cover that needed for common, concrete and aviation-related situations or tasks, including complications or unexpected turn of events that occur from time-to-time.

The aviation context for the language proficiency assessments is to be appropriate for all trained air traffic service personnel. The language proficiency assessments are not tests of theoretical knowledge but candidates are to have demonstrated the ability to competently transmit and receive spoken messages and so should have a basic aviation awareness broadly covering the subject matter contained in the air traffic controller licence theory syllabuses specified in Appendix A to AC65-3 and aeronautical station operator licence theory syllabuses specified in Appendix A to AC65-5. That is—

(a)   air traffic service general knowledge; and

(b)   operational procedures; and

(c)   air law; and

(d)   human factors; and

(e)   telecommunications equipment.

Thus, as a prerequisite to undertake a language proficiency assessment under Part 65, a person is to:

(a)   have passed examinations required by rule 65.103 (a)(4):

(b)   have passed examinations required by rule 65.303 (a)(4):

(c)   hold a current foreign air traffic service licence.

A simplified diagrammatic guide for the assessment and endorsement processes is contained at Appendix 2 to this advisory circular. The language proficiency assessments are set, administered and conducted by the Director or a delegated service provider.

Language proficiency assessments may be voluntarily undertaken before the implementation date and successful candidates may apply to have a demonstrated language proficiency level endorsed on their licence.

Licence applicants who are native or very proficient non-native English language speakers with a dialect or accent intelligible to the international aeronautical community may be issued with a language proficiency endorsement by clearly demonstrating language proficiency at Level 6 (Expert). A Level 6 proficiency demonstration should confirm that the speaker can communicate at Level 6 for at least pronunciation, structure, vocabulary, and fluency. The acceptable means of compliance with rule 65.13(2) for an applicant who does not meet "Level 6" criteria on the first attempt is to complete a Formal Language Evaluation.

A Formal Language Evaluation is to fully comply with all ICAO recommendations and evaluate the applicant's proficiency in pronunciation, structure, vocabulary, fluency, comprehension and interactions. The evaluation is to record the overall level achieved plus the levels achieved in each language category. A Formal Language

Evaluation may be taken by any applicant, who will be eligible for a language proficiency endorsement by demonstrating language proficiency at Levels 4, 5 or 6.

The language proficiency rating scale at Appendix 1 to this advisory circular is extracted from Annex 1 to the Convention on International Civil Aviation. A person's proficiency in each language category is determined by the degree to which the person's demonstrated performance complies with the descriptor for the appropriate proficiency level. The overall proficiency rating is determined by the lowest rating level assigned in any particular category.

The Level 4 (Operational) descriptors are the safest minimum proficiency skill level determined necessary for aeronautical radiotelephony communications and represent the minimum required for a language proficiency level to be endorsed on a licence.

Rule 65.19   Examinations

Rule 65.19 (a)(1) requires applicants to produce written proof of their identity for all examinations and for practical examinations. The form of identification includes National Identity Card (NID), Passport, Driver's licence, Employment Card or Airport Access Card (NAC). The identity must show valid date.

Rule 65.19(a)(2) requires an applicant to gain at least 75% of the possible marks in order to achieve an examination pass credit.

A pass in any theoretical examination is valid for life.

Rule 65.23   Medical requirements

There are a number of medical conditions that will cause either a temporary or a permanent change in a person's health or fitness that renders them unfit to exercise the privileges of an ATS licence. These conditions are described in detail in Part 67, but for specific advice on whether a medical problem will result in a period of unfitness or not, a licence holder should consult an Aviation Medical Assessor before using the licence.

Appendix I – ICAO Language Proficiency Rating Scale

LEVEL	PRONUNCIATION *Assumes dialect/accent intelligible to the aeronautical community*	STRUCTURE *Relevant grammatical structures/sentence patterns determined by language functions appropriate to the task.*	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Expert 6	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	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 5	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 of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker/ listener relationship effectively.
Operational 4	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.
Pre-operational 3	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 2	Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows 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 1	Performs at a level below Elementary.	Performs at a level below Elementary.	Performs at a level below Elementary.	Performs at a level below Elementary.	Performs at a level below Elementary.	Performs at a level below Elementary.

Appendix II – Language Assessment Guide

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                        ┌─────────┐
                        │  START  │
                        └────┬────┘
                             │
                             ▼
         ┌──────────────────────────┐        Yes   ┌──────────────────────────┐       No
         │  ATC or ASO licence       ├────────────▶ │  Licence Endorsement      ├──────────┐
         │  Issued before the        │              │  Required                 │          │
         │  Implementation date      │              └────────────┬─────────────┘          │
         └──────────┬───────────────┘                            │ Yes                    │
              No    │                        ◀─────────────────────                        │
                    ▼                                                                      │
         ┌──────────────────────────┐        No    ┌──────────────────┐                   │
         │  Do you have prerequisites├────────────▶ │  Obtain           │                  │
         │  To sit an LPA?           │              │  Prerequisite     │                  │
         └──────────┬───────────────┘              └──────────────────┘                   │
              Yes   │                                                                      │
                    ▼                                                                      │
         ┌──────────────────────────┐        No                                           │
         │  English 1st or very      ├──────────────┐                                      │
         │  proficiency 2nd language?│              │                                      │
         └──────────┬───────────────┘              │     ┌──────────────────┐             │
              Yes   │                               │     │ Consider remedial │            │
                    ▼                               │     │ Language training │            │
         ┌──────────────────┐  Fail ┌──────────────▼──┐  └────────▲─────────┘             │
         │ Sit Level 6       ├─────▶│ Sit formal       │  Fail     │                       │
         │ Proficiency       │      │ language         ├───────────┘          ┌────────────▼──┐
         │ Demonstration     │      │ Evaluation       │                      │ No further     │
         └──────────┬───────┘      └──────────┬───────┘                      │ action         │
              Pass  │                    Pass  │                              └────────┬──────┘
                    ▼◀──────────────────────────                                       │
         ┌──────────────────┐       ┌──────────────────────────┐                       │
         │ Apply to CASA     ├──────▶│ Endorsement issued,       │                      │
         │ With proof and fee│       │ Currency period:          │                      │
         │ (if required)     │       │ Level 6 – lifetime        │                      │
         └──────────────────┘       │ Level 5 – six years       │                      │
                                     │ Level 4 – three years     │                      │
                                     └────────────┬─────────────┘◀─────────────────────┘
                                                  ▼
                                          ┌───────────────┐
                                          │   PROCESS     │
                                          │   COMPLETE    │
                                          └───────────────┘
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