



English Language Assessor Courses & Refresher Workshops 2019

Basic English Language Assessor Courses

Any organisations holding a Swiss AOC requiring internal group training for a Basic Language Assessor course are requested to contact FOCA by e-mail: theory-examination@bazl.admin.ch. A minimum of 4 participants and a maximum of 8 are required. Interested individuals may request FOCA to be put on a waiting list.

Course purpose:

Standardisation of Flight personnel for English Language Proficiency assessments at Level 4 for pilots according to the recommendations of ICAO regarding the qualification of examination staff.

Course content:

- ICAO language proficiency requirements (ICAO DOC 9835), national and international minimum requirements
- Introduction to test concept and structure
- How to conduct the assessment
- Human factors affecting assessment
- Interlocution and question techniques
- Intensive training on the language aspects: Understanding terminology, recognition of grammar, awareness of ICAO Level bands (Levels 3 and 4)
- Intensive training on how to interpret and use the Holistic Descriptors with reference to the individual items describing the ICAO levels 3 and 4 (use of audio recordings for language analysis)
- Intensive practical training regarding the face-to-face interaction (role plays), demonstration of the voice-only interaction (required for assessments in exam centres)

Course duration and location:

3 days, at FOCA

Course fee:

CHF 300.- (incl. course material)

Conditions for enrolment and admission to a Basic Language Assessor course:

- Hold a Swiss pilot licence with valid Language proficiency endorsement at minimum Level 5
- Hold a valid rating as instructor/examiner (recommended, but not mandatory for airline pilots involved in Multi pilot OPS)
- Very good understanding of English language structure. Experience in language teaching and/or testing is advantageous, but not mandatory.

Advanced English Language Assessor Courses

for FOCA English Language Assessors holding English Language proficiency level 6

Course purpose:

Standardisation of Flight personnel for English Language Proficiency assessments at Levels 5 and 6 for pilots according to the recommendations of ICAO regarding the qualification of examination-staff.

Course content:

- Introduction to high level test concept and structure
- How to conduct the high level assessment
- Refresher of interlocution and question techniques
- Intensive training on the language aspects: Understanding terminology, recognition of grammar, awareness of ICAO Level bands (Levels 4, 5 and 6)
- Intensive training on how to interpret and use the Holistic Descriptors with reference to the individual items describing the ICAO levels 4, 5 and 6 (use of audio recordings for language analysis)
- Intensive practical training regarding the voice-only and the face-to-face interaction (role plays)

Course duration and location:

2 days at FOCA, plus 1 practical training day in a FOCA Language Proficiency exam centre (Level 4/5/6 exam session)

Course fee:

CHF 200.- (incl. course material)

Participants:

FOCA Language Assessors holding English language proficiency level 6 who want to assess candidates at levels 5 and 6 in a FOCA exam centre.

Miscellaneous:

During the course, participants will be assessed with regard to their aptitude as a Language Assessor (competence in the conduct of an oral examination and the language analysis in accordance with the ICAO Holistic Descriptors and rating scale) for English language proficiency levels 5 and 6, in view of assessing higher levels at specific FOCA exam centres. A positive result in this assessment is mandatory for the extension of the Language Assessor authorisation to English language proficiency Checks at Levels 5 and 6. A participation in an Advanced course is valid for the revalidation/renewal of the current Language Assessor authorisation.

Conditions for enrolment and admission to the course:

- Holder of a Language Assessor authorisation issued by FOCA
- Holder of a valid English Language proficiency endorsement Level 6
- Very good understanding of English language structure.
- Experience as a Language Assessor in FOCA exam centres.

Refresher Workshops for English Language Assessors

Workshop purpose:

Language Assessors should be monitored, both individually and comparatively, on an ongoing basis. According to the recommendations of ICAO regarding the qualification of Language Assessors, senior assessors should formally evaluate the Language Assessor staff periodically. Periodic cross-rating by members of different assessor teams is also highly recommended as a means to prevent gradual divergence in the interpretation of the rating scale by different teams.

Workshop content:

During the Refresher Workshop, the English Language Assessors:

- will receive training based on the latest findings/recommendations for best practice in language testing.
- shall prove that they still fulfil the requirements for an activity as an assessor by assessing/grading correctly prepared language samples during practical exercises.

The participation in a Refresher Workshop is compulsory for the revalidation/renewal of the Language Assessor authorisation. The Refresher Workshop must be completed within the last 12 months before expiry of the current authorisation.

Workshop duration and location:

1 day /location: see last page

Course fee:

CHF 100.- (incl. course material)

Participants:

Holders of a valid or expired FOCA Language Assessor authorisation and a valid English Language proficiency endorsement at Level 5 or 6. Where there are more enrolments than available places, assessors whose authorisation expires in 2019 will be given priority.

IMPORTANT NOTE: Language Assessors for Level 4 must hold a valid Language proficiency endorsement at Level 5 (or higher). In order to revalidate Level 5, they shall pass the FOCA Language Proficiency exam for Levels 4/5/6 at minimum level 5. Qualified/certified FOCA Language Assessors are exempted from the exam fee.

Conditions for enrolment and admission to the Refresher Workshop:

- Holder of a valid or expired Language Assessor authorisation issued by FOCA.
- Holder of a valid English Language Proficiency endorsement Level 5 or 6.

Registration form: Language Assessor Courses and Refresher Workshops 2019

I) Personal data (please use electronic version)

Name	<input type="text"/>	First name	<input type="text"/>
Date of birth	<input type="text"/>	E-mail	<input type="text"/>
Tel: Mobile	<input type="text"/>	Tel: home	<input type="text"/>
Tel: Office	<input type="text"/>	Fax	<input type="text"/>
Street/no	<input type="text"/>	NPA/Town	<input type="text"/>

II)

a.) Registration for Basic English Language Assessor course:

	Course dates	Venue	Registration deadline	Status
<input type="checkbox"/>	21.-23.10.2019	FOCA, Ittigen b. Bern	01.10.2019	Places available

Please include a copy of your Swiss licence with valid English Language proficiency endorsement Level 5 or 6 (or a copy of the exam result confirmation) to this form.

b.) Registration for Advanced English Language Assessors course:

	Course dates	Venue	Registration deadline	Status
<input type="checkbox"/>	On request	TBA	Please put me on the waiting list.	

Please include a copy of your Language Assessor authorisation and a copy of your Swiss licence with English Language proficiency endorsement Level 6 (or a copy of the exam result confirmation) to this form.

c.) Refresher Workshop Level 4 assessors:

IMPORTANT: Mark all possible dates for the respective Workshop with a cross: Depending on the number of enrolments, some applicants may be moved to a different date than their preferred one.

	Workshop dates	Venue	Registration deadline	Status
<input type="checkbox"/>	04.06.2019	LAT, Kloten	13.05.2019	Places available
<input type="checkbox"/>	02.07.2019	FOCA, Ittigen b. Bern	10.06.2019	Places available
<input type="checkbox"/>	03.09.2019	LAT, Kloten	12.08.2019	Places available
<input type="checkbox"/>	04.10.2019	FOCA, Ittigen b. Bern	09.09.2019	Places available
<input type="checkbox"/>	07.11.2018	FOCA, Ittigen b. Bern	14.10.2019	Places available

Please include a copy of your current Language Assessor authorisation and a copy of your Swiss licence with a valid English Language proficiency endorsement Level 5 or 6 (or a copy of the exam result confirmation) with this form.

d.) Refresher Workshop Level 5/6 assessors:

	Workshop dates	Venue	Registration deadline	Status
	08.11.2019	FOCA, Ittigen b. Bern	14.10.2019	Places available

III) Licences, qualifications

CH-Licence no:

Qualifications (mark as appropriate):

Examiner:	A	H
FE		
CRE		-
TRE		
IRE		
SFE		

Instructor:	A	H
FI		
CRI		-
TRI		
IRI		
SFI		

Invoice to be sent to: Applicant Company _____

Date: Applicant's signature:

Please send the completed registration to: theory-examination@bazl.admin.ch