

Application for a Language Proficiency Test

issued under Commission Regulation (EU) No 1178/2011 of 3 November 2011 as amended and Commission Regulation (EU) No 2015/340 of 20 February 2015

Civil Aviation Directorate



Transport Malta

Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel: +356 2555 5665 Fax: +356 2555 5634 cadpel.tm@transport.gov.mt www.transport.gov.mt

WARNING TO ALL APPLICANTS – Any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may be grounds for criminal prosecution.

Data Protection Notice - All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be exchanged with other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.

For submission instructions see section 11

You are advised to see Transport Malta current PEL Notices on language proficiency which can be downloaded from Transport Malta website.

1. Personal Information

I apply to be assessed on my language proficiency in accordance with ICAO requirements

Surname			
First Name			
Date of Birth Day Month Year		Place and Country of Birth	
Nationality			
Malta I.D. Card No.	Passport No.	Country Issuing Passport	Date of Issue of Passport
Permanent Address			
Number	Name	Street	Town Postal Code
Mailing Address (if different from Above)			
Number	Name	Street	Town Postal Code
Home Telephone No.	Fax No: (Optional)		E-mail Address (Optional)
Alternative Telephone No.			

2. Language/s Assessment/s applied for:

English (Phraseology and Plain Language) Maltese (Plain language for ATC Controllers only)

3. For applicants/holders of an Instrument Rating only - tick box/es if completed

- I passed an IR, MPL or ATPL skill test or proficiency check during which the two-way radiotelephony communication was performed in English.
- I graduated from an IR, MPL or ATP course given English, or, I passed the theoretical IR or ATPL examination in English.
- I graduated from an MCC course given in English and I have a certificate of satisfactory completion of that course or, I have passed a multi-pilot skill test/proficiency check during which the two-way radiotelephony communication and the communication with other crew members were performed in English.

4. Part-FCL Licence held or will be applied for		
<input type="checkbox"/> Private Pilot Licence	<input type="checkbox"/> Commercial Pilot Licence	<input type="checkbox"/> Airline Transport Pilot Licence
<input type="checkbox"/> Flight Radiotelephony Operator's Licence	<input type="checkbox"/> Certificate of Validation	<input type="checkbox"/> Multi Pilot Licence
<input type="checkbox"/> Air Traffic Controller Licence	<input type="checkbox"/> Student Air Traffic Controller Certificate	
Licence No. (if held).....		

5. Native Language
My native Language is:
<input type="checkbox"/> English <input type="checkbox"/> Maltese Other Specify _____

6. Knowledge of ICAO Standard Phraseology
<input type="checkbox"/> I passed a skill test /proficiency check conducted in English for the issue/revalidation/renewal of a Malta pilot licence or an aircraft type/class rating in a Malta pilot licence. Specify type/class _____ on (date) _____
<input type="checkbox"/> I passed a radiotelephony practical test conducted in English for the issue of a Malta Flight Radiotelephony Operator's licence or to include RT privileges in English in a Malta pilot licence on (date) _____ (attach copy of certificate to prove pass) Signature of Examiner _____ RT Examiner Authorisation Number _____
<input type="checkbox"/> I passed a competency check conducted in English for the issue/revalidation/renewal of a Malta air traffic control/apron control licence/rating on (date) _____.

7. Consent to send result to Training Organisation/Operator
I do not want to give consent <input type="checkbox"/> This means that the result will not be forwarded. _____
Tick the following box and write name of organisation/operator if you want to give consent <input type="checkbox"/> I give my consent to Transport Malta Civil Aviation Directorate to send the result of my assessment to _____ (ATO/Reg. Facility name)

8. Declaration – By Applicant			
I declare that the information provided above (Sections 1 to 7) is correct.	Date Day Month Year 	Signature of Applicant	

9. Submission instructions

Complete this form sections 1 to 8 and send it to:

**TRANSPORT MALTA
CIVIL AVIATION DIRECTORATE
MALTA TRANSPORT CENTRE
PANTAR ROAD
LIJA, LJA 2021
MALTA**

Together with:

- 1) Copy of Malta ID card front and back page or Passport.
- 2) For Part-FCL licence holders – Copy of licence
- 3) For ab-initio pilots - Proof that the Radiotelephony practical test was satisfactorily completed
- 4) A fee of € 60.00 must be paid in advance

Bank Name: Bank of Valletta
Bank Branch: Naxxar
Bank Address: 38, Triq tal-Labour, Naxxar NXR 9020.
Bank's BIC Code: VALLMTMT
Sort Code: 22013
Account Holder: Transport Malta – Civil Aviation Directorate
Account No: 12000580013
IBAN No: MT13VALL 22013 0000 000 12000 5800 13
Remarks: Your Full Name and Surname and Licence Number
Information on Fees and Legislation is available on the Transport Malta website – www.transport.gov.mt

**Failure to submit all documents may lead to a delay in processing your application.
Failure to come for the test once the date is confirmed will forfeit the application fee.**

Note: Pages 5 – 8 are for office use

Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP. 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

1. The information we collect and how we use it

- 1.1. From this application form Transport Malta collects different types of information which information is that required by Law and is used explicitly for your particular application. It is to be noted that if the required information is not provided the said application cannot be processed.
- 1.2. The primary purpose for collecting information is mainly to process the application for the service being applied for, however, your personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence/certificate after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below:
 - Any third party offering assistance in providing the required service;
 - Any law enforcement body who may have any reasonable requirement to access your personal information;
 - Third party entities responsible for the data processing contracted by Transport Malta.

3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
 - a. the right for information;
 - b. the right to access;
 - c. the right to rectification;
 - d. the right to erasure;
 - e. the right to restrict processing;
 - f. the right to object to processing;
 - g. the right to data portability;
 - h. the right to complain to a supervisory authority; and
 - i. the right to withdraw consent.
- 3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to dataprotection.tm@transport.gov.mt. We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.
- 3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.
- 3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

4. Retention period

- 4.1. Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.
- 4.2. Once the service related to your application is provided, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.

5. Security

- 5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the purpose indicated herein.
- 5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

6. Governing Law

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (GDPR) and Chapter 586 of the Laws of Malta (Data Protection Act).

7. Data Protection Officer

- 7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: dataprotection.tm@transport.gov.mt

8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to civil.aviation@transport.gov.mt

10. Assessment

10.1: Personal Information

Applicant's Name: _____

ID/Passport No: _____ Country Issuing ID/Passport _____

Date of Birth: _____ Test Date: _____

10.2: Linguistic strengths and weaknesses of applicant for each of the six skills tested in the English Language Proficiency Test

Pronunciation:

Structure:

Vocabulary:

Fluency:

Comprehension:

Interactions:

10.3: Final Agreed Assessment

ELP RECORDING NUMBERS

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ASSESSED AT LEVEL	MY SCORE	SECOND ASSESSOR / OBSERVER (if applicable)	FINAL SCORE (if applicable)
Pronunciation			
Structure			
Vocabulary			
Fluency			
Comprehension			
Interactions			
ICAO Level (overall lowest rating)			

Complete the above after the assessment of all skills

Note 1: The score for each skill shall be the lowest of both scores – Complete Section above.

Note 2: When the assessor is unable to determine if the applicant has achieved a minimum Level 4 – Operational Level, a second Assessor will be appointed by the Head of Personnel Licensing in order to decide on the final overall rating – Complete Section above.

Date of Test: _____

Name of second Assessor / Observer (if applicable): _____

Authorisation Number: _____

Signature: _____

I, the Assessor declare that I have checked the applicants' identity.

My Name: _____

My Authorisation Number: _____

Signature: _____

10.4: Assessor comments (if applicable)

To be completed only if the assessor determines that the applicant has achieved a minimum Level 4 – Operational Level.

My Name: _____

My Authorisation Number: _____

Signature: _____

Note 1: After having heard the recording, the observer shall write the final level of ratings in Sections 2
*Note 2: **Send this Form** to the Head of Personnel Licensing*

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11. FOR OFFICE USE	
Full Name _____	
Licence Type/ applied for: _____ Licence No. _____ State _____	
Malta ID Card No..... Passport No.Country of issue.....	
ENGLISH ICAO Language Proficiency Level _____ To be Retested by _____ [Level 6 (Validity: no retest for pilots and 9yrs for ATCOs) / Level 5 (Validity: 6yrs) / Level 4 (Validity: 4yrs for pilots and 3yrs for ATCOs)]	
MALTESE ICAO Language Proficiency Level _____ To be Retested by _____ Required for ATCOs ADI [Level 6 (Validity: no retest) / Level 5 (Validity: 6 yrs)] /Level 4 (Validity: 3yrs)]	
<input type="checkbox"/> Language Proficiency Assessor Checked	<input type="checkbox"/> Observer Checked (if applicable)
<input type="checkbox"/> Radiotelephony passed for ab-initio pilots	<input type="checkbox"/> PEL Database Updated
PEL Licensing Officer Signature ELP Certificate Date issued:.....	