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**GCAA
ADVISORY CIRCULAR**

**PERSONNEL LICENCING
AC NO: GCAA AC/PEL-001 ISS 3**

SUBJECT:

**LANGUAGE PROFICIENCY
REQUIREMENTS**

DATE REVISED: 31-07-2026
REVISED BY: Director, Safety
and Security

1. PURPOSE

This Advisory Circular provides guidance on how to comply with the English language proficiency requirements in accordance with the Civil Aviation (Personnel Licensing) Requirements 2024, 2.2.7 and its Implementation Standards (IS). It explains who must be assessed, the minimum proficiency standard, how test results are submitted, how licence endorsements are issued, and how testing and training providers may apply for CAA approval.

This Advisory Circular No. GCAA AC/PEL-001 ISS 3, cancels and replaces all previous versions issued before July 31, 2026.

2. REFERENCED REGULATION/REQUIREMENTS

- Civil Aviation (Personnel Licensing) Regulations 2024
- Civil Aviation (Personnel Licensing) Requirements 2024
- ICAO Doc 9835

3. GENERAL

3.1 Statistics published by ICAO indicate that over the past years, insufficient English language proficiency on the part of the flight crew or air traffic controllers played a contributory role in the chain of events that led to aviation accidents worldwide and the loss lives. As a result, revised and improved Language Proficiency Requirements (LPR) were introduced by ICAO in Annex 1 – Personnel Licensing, through which pilots, remote pilots, flight engineers, flight navigators, air traffic controllers and aeronautical station operators are required to demonstrate the ability to speak and understand radiotelephony communications in the English language.

3.2 Language requirements are also included in ICAO's Annexes 6 – Operation of Aircraft, Annex 10 – Aeronautical Telecommunications, and Annex 11 – Air Traffic Services as follows:

- ➔ **Annex 6** places responsibility on the Operators to “ensure that flight crew members demonstrate the ability to speak and understand the language used for RT communications as specified in Annex 1”.
- ➔ **Annex 10** stipulates the use of ICAO standardized phraseology in all situations for which it has been specified. It also includes requirements for the availability of the English language at stations on the ground, and for the use of English language in air-ground RT communications.

- **Annex 11** stipulates that Air Traffic Services (ATS) providers must ensure that controllers speak and understand the language used for RT communications as specified in Annex 1, and that communications between air traffic control units be in the English language if there is no other mutually agreed language.

4. ACCEPTABLE MEANS OF COMPLIANCE

Completion of an aviation English language proficiency test approved or accepted by the GCAA as follows:

Formally

Through a GCAA approved Aviation English Language Testing Centre that assesses language proficiency as a formal assessment test; or

Informally

An informal assessment by a GCAA designated flight test examiner or an authorised examiner who uses radiotelephony communication and who themselves have been assessed at Level 6.

Informal Assessment:

An informal assessment may be conducted during a checking or training activities including rating issuance or renewal, line or ATC facility training, proficiency checks or through the conduct of a radio telephony test. Any English speaker who are unable to satisfactorily demonstrate Level 6 proficiency to a designated and/or authorised examiner; as being a first-language speaker with native or native-like proficiency as well as second- or foreign-language speaker with a high level of proficiency must be referred to a GCAA approved English Language Testing Centre, or an examiner who has completed specialist language assessor training.

Formal Testing

As an alternative to establishing its own Language Proficiency Testing Centre, the GCAA shall approve and/or accept an English Language Testing Centre approved by another Contracting State.

5. GUIDANCE FOR APPROVAL OF TESTING PROVIDERS

The GCAA may approve and/or accept following a review of a Testing Centre approved by another Contracting State. The Licensing Section will send a formal request to such Testing Centre to request the provision of its services to Guyana Licence Holders and/or applicants. The Licensing Section will also request information from Testing Centre to ensure the services will meet the Civil Aviation (Personnel Licensing) Regulation 2024 and its subsidiary Requirements. The information requested will include:

- 1) Approval issued by the originating Contracting State.
 - Documented processes, such as test purpose, target population, construct, rating scale, and test format aligned with the Civil Aviation Personnel Licensing Requirements 2024.
 - Evidence that test tasks reflect aviation radiotelephony communication, including routine, abnormal, and emergency situations.
 - Procedures for raters' selection, training, standardisation, monitoring, and recurrent training.
 - Use of at least two trained raters for final decisions, or an equivalent approved quality assurance process.
 - Controls for identity verification, test security, recording, result integrity, data protection, and conflict of interest.

- Procedures for candidate briefing, reasonable administrative arrangements, appeals, complaints, and retesting.

6. LANGUAGE PROFICIENCY TESTING PROCESS

Applicants for licences requiring language proficiency to exercise the privileges of licence in accordance with the Civil Aviation Personnel Licensing Regulations and Requirements shall make the necessary arrangements directly with the approved testing centre for their language tests in a timely manner to ensure the validity of the language proficiency endorsement.

7. ISSUE AND RENEWAL OF LANGUAGE PROFICIENCY

The GCAA accepts LPR issued by other ICAO contracting States provided the entity conducting the test is approved by the country's Civil Aviation Authority. Applicants holding assessments below level 6 and will require periodic renewal and may obtain such retesting from either a foreign testing entity approved by the GCAA or by the issuing Authority of their foreign licence.

8. LANGUAGE PROFICIENCY TEST RESULT

The Licensing Section shall require that the results of all language proficiency tests be sent directly to the Licensing Section.

9. LICENCE ENDORSEMENT

The Licence for Licence Holders and/or applicants who are required to comply with the Civil Aviation Requirements 2.2.7 and it's IS and who have been:

- 1) 1. Informally assessed by an Examiner at Level 6 shall receive an endorsement on their licence at Level 6.
- 2) Those who require formal testing, on receipt of the official results (Levels 4 to 6) from the authorised Testing Centre shall receive an endorsement based on the result of the test.

10. RESPONSIBILITY OF OPERATORS

Air operators and ATS providers shall be required to ensure that pilots, remote pilots, flight engineers, flight navigators, air traffic controllers and aeronautical station operators are able to demonstrate the ability to speak and understand radiotelephony communications in the English language.

Provision of remedial language training shall be the responsibility of air operators and the flight crew members who are assessed below the acceptable level of language proficiency.

Approved by:


 Lt. Col. (Ret'd) Egbert Field, A.A.
 Director General
 Guyana Civil Aviation Authority

Attachment to GCAA Advisory Circular No. 1

The Requirements for PEL: 2.2.7

(a) Language Proficiency

Pilots, remote pilots, flight engineers, flight navigators, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand radiotelephony communications in the English language.

(b) General

To meet the language proficiency requirements contained in 2.2.7, an applicant for a licence or a licence holder shall demonstrate, in a manner acceptable to the Guyana Civil Aviation Authority, compliance with the holistic descriptors in paragraph (b) below and with at least the Operational Level (Level 4) of the Language Proficiency Rating Scale as mentioned in paragraph (c) below.

(c) Holistic descriptors: Proficient speakers 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 recognize and resolve misunderstandings (e.g. to check, confirm, or clarify information) 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 communication task with which they are otherwise familiar; and
- (5) Use a dialect or accent which is intelligible to the aeronautical community.

(d) Rating scale:

(1) Operational Level (Level 4):

- i. **Pronunciation:** Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation but only sometimes interfere with understanding.
- ii. **Structure:** 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.
- iii. **Vocabulary:** 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.
- iv. **Fluency:** 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.

- v. **Comprehension:** 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.
- vi. **Interaction:** 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.

(2) Extended Level (Level 5)

- i. **Pronunciation:** Pronunciation, stress, rhythm and intonation though influenced by the first language or regional variation, rarely interfere with ease of understanding.
- ii. **Structure:** Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.
- iii. **Vocabulary:** Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.
- iv. **Fluency:** 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.
- v. **Comprehension:** Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with 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.
- vi. **Interaction:** Responses are immediate, appropriate and informative. Manages the speaker/listener relationship effectively.

(3) Extended Level (Level 6)

- i. **Pronunciation:** Pronunciation, stress, rhythm and intonation though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.
- ii. **Structure:** Both basic and complex grammatical structures and sentence patterns are consistently well controlled.
- iii. **Vocabulary:** 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.

- iv. **Fluency:** 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.
- v. **Comprehension:** Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.
- vi. **Interaction:** Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.