

# IFATCA SEP



# English

May not be the most spoken language in the world, but it is the official language of 53 countries and spoken by around 400 million people across the globe.

ICAO established the English language requirements for all international aviators according to their job responsibilities.



**Speak ENGLISH program**



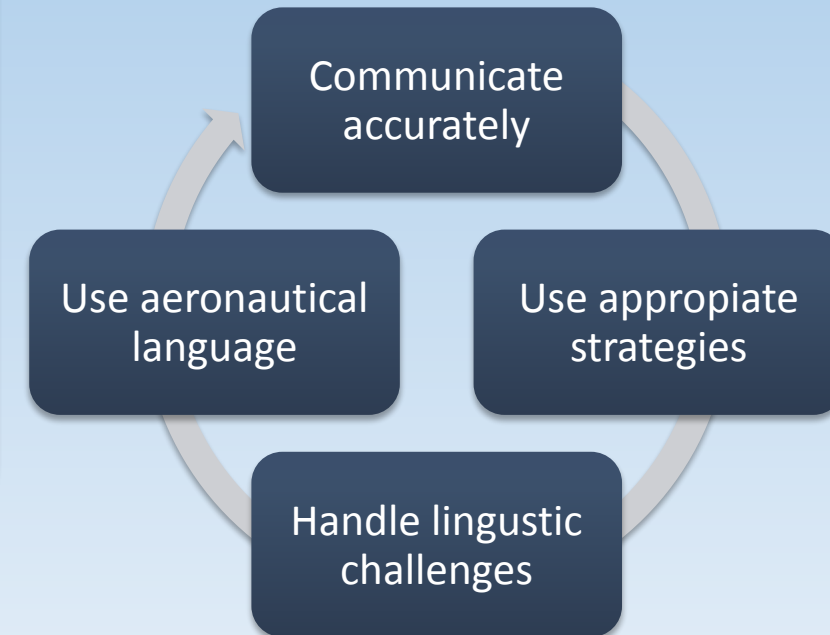
In terms of effective aviation communication, proficient speakers shall be able to:



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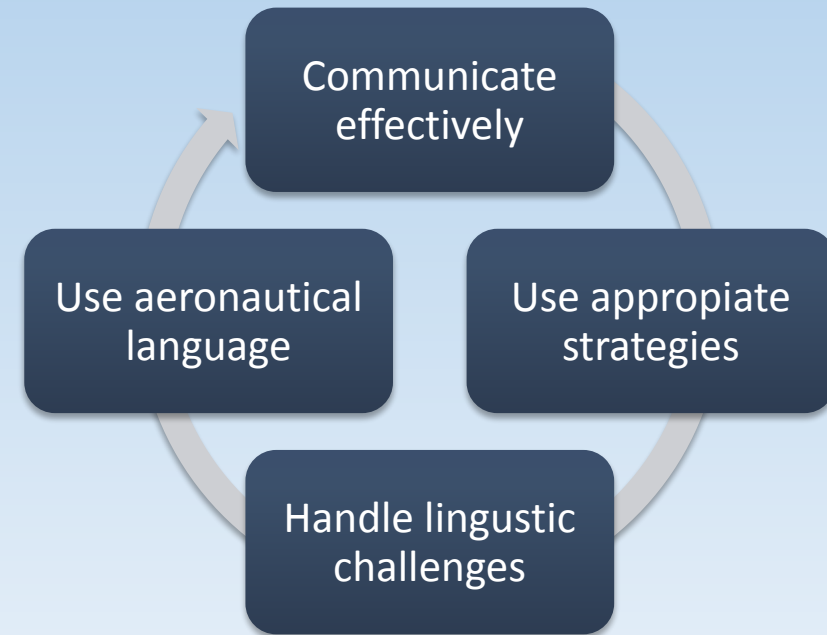
**Communicate effectively** in voice-only and face-to-face situations.



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**Communicate** on common, concrete and work-related topics with **accuracy** and **clarity**.



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**Use appropriate communicative strategies** to exchange messages and to recognize and resolve misunderstandings in a general or work-related context



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**Handle** successfully and with relative ease the **linguistic challenges** presented by unexpected turn of events that occurs within the routine work situation.



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Use a dialect or accent which is intelligible to the **aeronautical** community **Language** proficiency is not merely knowledge of a set of grammar rules, vocabulary, and ways of pronouncing sounds.



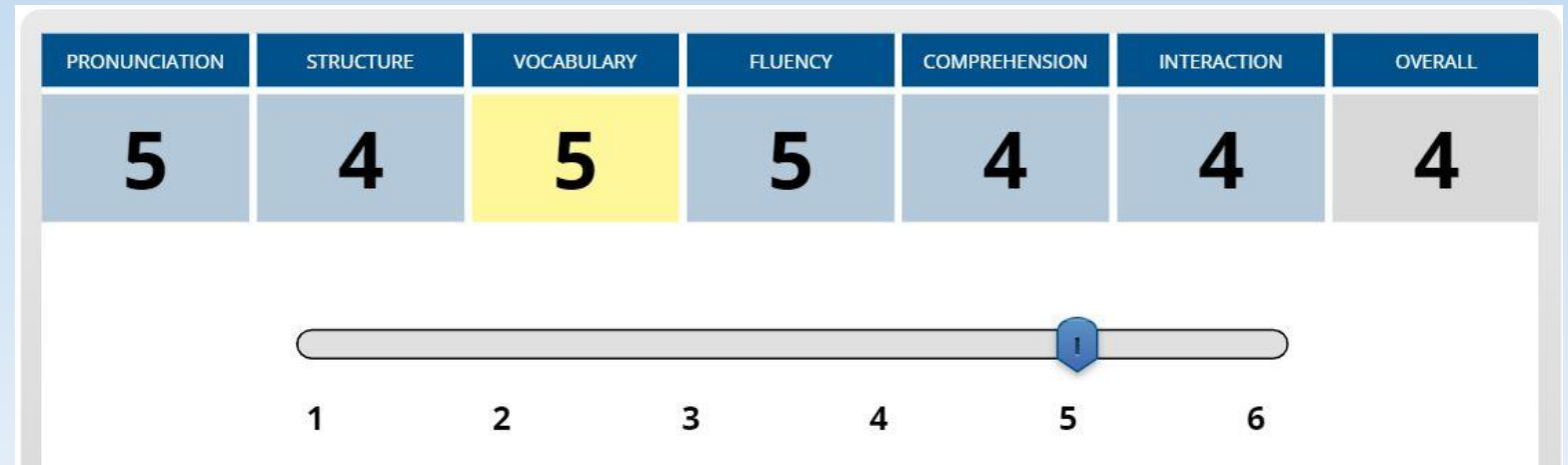
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# In 2004 ICAO

Published a set of Language Proficiency Requirements and a Proficiency Rating Scale, and by March 2008, air traffic controllers and pilots were required by ICAO to have a certificate attesting to their proficiency in the language used for international aeronautical communication.



## Speak ENGLISH program



# IFATCA's Asia Pacific Region

Envisioned a program to enhance the English-speaking capabilities of ATC in their region and around the world.

The main purpose of the SEP (SPEAK ENGLISH PROGRAM) is to create a welcoming and friendly English-speaking environment without any judgement or pressure.



## Speak ENGLISH program



# Objectives of the program

- a) To enable the participants to **think** in English and **speak** in English.
- b) To create opportunities for the participants to **practice** speaking more English and build up **self-confidence** before taking an ELPT.
- c) To increase the number of ATCs with **ICAO ELP level 5 or 6**.
- d) To help improve **listening, speaking** and **interaction** skills.



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# HOW DOES IT WORK?



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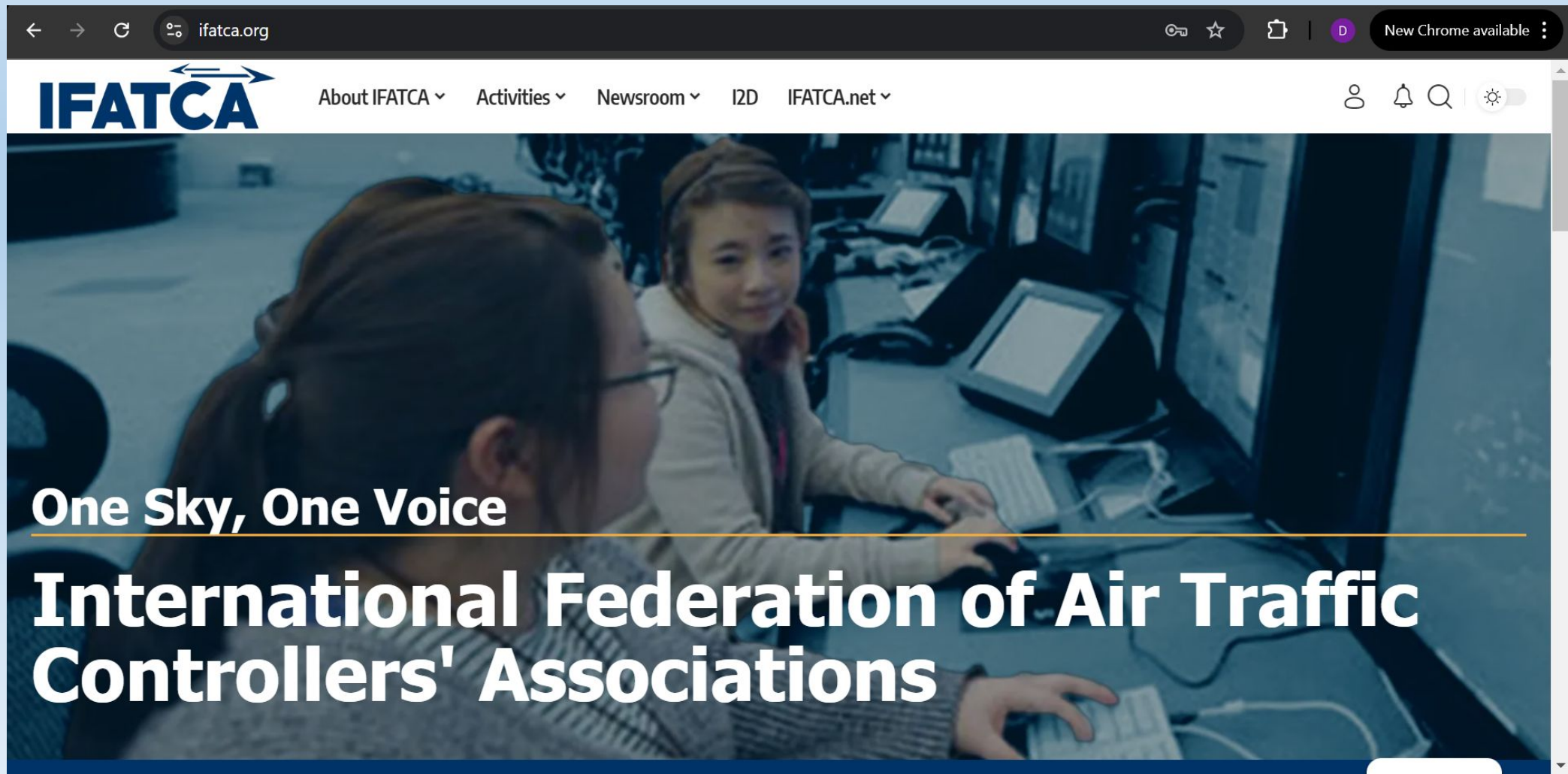


# HOW DO I SIGN UP?



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Speak ENGLISH program



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## WELCOME BACK!

Sign in to your account

...

Username or Email Address

Password

👁

☒ Remember me [Lost your password?](#)

**Log In**



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**One Sky, One Voice**

# International Federation of Air Traffic Controllers' Associations

<https://ifatca.org/sep/>



# Speak ENGLISH program







# HOW DOES IT WORK?

The program will identify individuals who will be able to facilitate the training program.

Following this, it looks to assist participants by providing practical time for them to work on improving their English through online teleconferences.

Assessing English proficiency following specifically focused courses or programs poses unique challenges as all tests are developed for a purpose. For technical expertise, it is necessary to recruit individuals with strong relevant and diversified skill sets to deliver the training course. Therefore, SEP is not assessed by an assessor, it is run by a facilitator to assist participants in practicing English before any assessments.

# SUPPORTING DOCUMENTS

-  Program Manual
-  Participation Booking Form
-  Facilitator Nomination Form
-  Booking Quick Reference



## Speak ENGLISH program

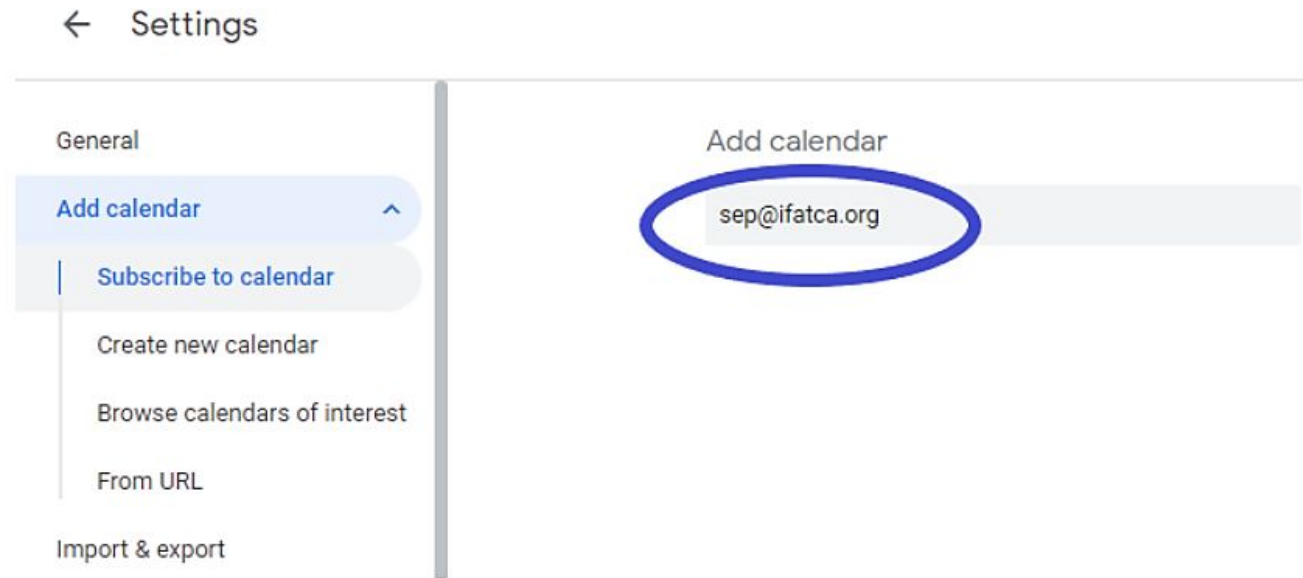


## IFATCA Speak English Program

### For **Directors, Facilitators and Participants** - How to subscribe to the SEP Google Calendar

#### Step 1

- On your computer, open **Google Calendar**.
- On the left, next to “Other calendars,” click Add + > then **Subscribe to calendar**.
- In the “Add calendar” box, enter [sep@ifatca.org](mailto:sep@ifatca.org)
- Press **Enter**.



# Speak ENGLISH program





## Step 2

- After subscribing to the SEP calendar, you will be able to see events as busy.
- If the event indicates “**busy**”, it is **available for booking** (first come first serve, by 5th of the month 2359UTC)
- When the **slot is full**, the **event will be removed** from the SEP calendar and only visible to successfully matched facilitators and participants.

MON 26	TUE 27	WED 28	THU 29
	<ul style="list-style-type: none"><li>8am busy</li><li>10am busy</li></ul>	<ul style="list-style-type: none"><li>12pm busy</li></ul>	<ul style="list-style-type: none"><li>1pm busy</li></ul>
3	4	5	6
		Participants to submit their	Secretariat to manage matching
10	11	12	13
<ul style="list-style-type: none"><li>2am busy</li><li>10am busy</li></ul> 3 more	<ul style="list-style-type: none"><li>2am busy</li><li>2pm busy</li></ul>	<ul style="list-style-type: none"><li>10am busy</li><li>11am busy</li><li>12pm busy</li></ul>	<ul style="list-style-type: none"><li>10am busy</li><li>2pm busy</li></ul>
17	18	19	20
<ul style="list-style-type: none"><li>3am busy</li><li>10am busy</li><li>12pm busy</li></ul>			<ul style="list-style-type: none"><li>1pm busy</li><li>2pm busy</li></ul>



# Speak ENGLISH program



# IFATCA Speak English Program

## For **Directors and Participants** - How to book a SEP

### Step 1

- Obtain the available SEP slots **from the SEP google calendar**
- Fill up the IFATCA SEP booking form and **submit to your MA director** listed in the IFATCA Contact List (A55) or the SEP point of contact (POC)

3	4	5	6
		Participants to submit their	Secretariat to manage matching
10	11	12	13
• 2am busy • 10am busy 3 more	• 2am busy • 2pm busy	• 10am busy • 11am busy • 12pm busy	• 10am busy • 2pm busy
17	18	19	20
• 3am busy • 10am busy • 12pm busy			• 1pm busy • 2pm busy



# Speak ENGLISH program



## Step 2

- Make sure the participants fill up the form in the **correct time zone**, IFATCA SEP uses UTC.
- **MA Director or SEP POC** to send the completed SEP [booking forms](#) to [sep@ifatca.org](mailto:sep@ifatca.org) before **2359UTC on the 5th of every month**.



INTERNATIONAL FEDERATION OF  
AIR TRAFFIC CONTROLLERS' ASSOCIATIONS

360 St. Jacques, Suite 2002, Montreal, Quebec H2Y 1P5 CANADA  
Tel.: +1.514.866.7040, Fax: +1.514.866.7612, Email: [office@ifatca.org](mailto:office@ifatca.org)

### IFATCA Speak English Program Participant Booking Form

#### Booking instructions:

1. You must be a **member of your Association**.
2. You can book **one session per week**.
3. Please fill up your **preferred, alternate slot** and the email that you will be using to join **Google Meet** during the session.
4. By the **8th of every month**; If the matchmaking is **successful**, you will receive a confirmation email from SEP secretariat. If the matchmaking is **unsuccessful**, you will receive nothing from the SEP secretariat.
5. If for any reason you need to cancel the confirmed session, please inform the SEP secretariat at [sep@ifatca.org](mailto:sep@ifatca.org) **no later than 24 hours before the session**.
6. After filling this booking form, please save and rename this file with the following format: (IFATCA ASP SEP Booking Form – "Your Name" "YYYYMMDD") and send it back to your MA director or the Point of Contact for this program in your association. **DO NOT SEND IT BACK DIRECTLY TO THE SEP SECRETARIAT.**



# Speak ENGLISH program



### Step 3

- **By the 8th of every month;**
- If the matchmaking is **successful**, you will receive a **confirmation email** from the SEP secretariat.
- If the matchmaking is **unsuccessful**, you will receive **nothing** from the SEP secretariat.



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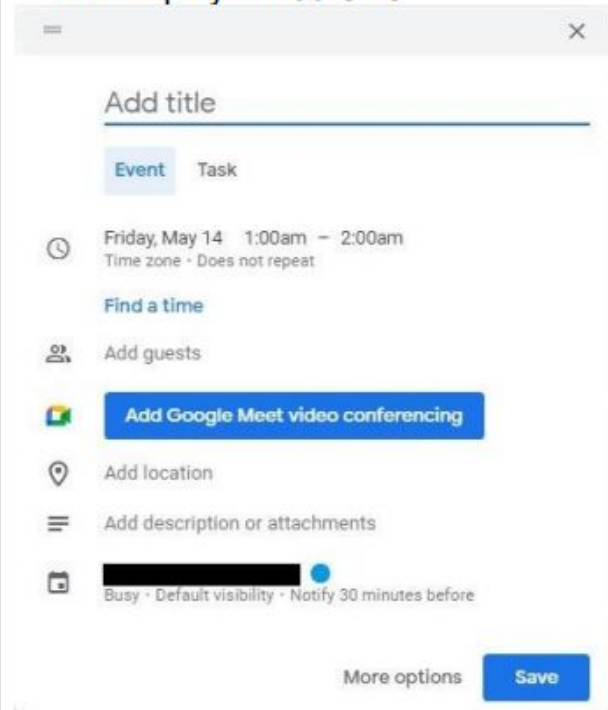


## IFATCA Speak English Program

### For **Facilitators** - How to indicate your availability using Google Calendar

#### Step 1

- Using your **personal Google Calendar**
- Create an event on the day and time (duration 1 hour) you are available to facilitate SEP sessions.
- You can create the event in local time on your personal Google Calendar
- The shared SEP Google Calendar will display in +00 UTC



Add title

Event Task

Friday, May 14 1:00am - 2:00am  
Time zone - Does not repeat

Find a time

Add guests

Add Google Meet video conferencing

Add location

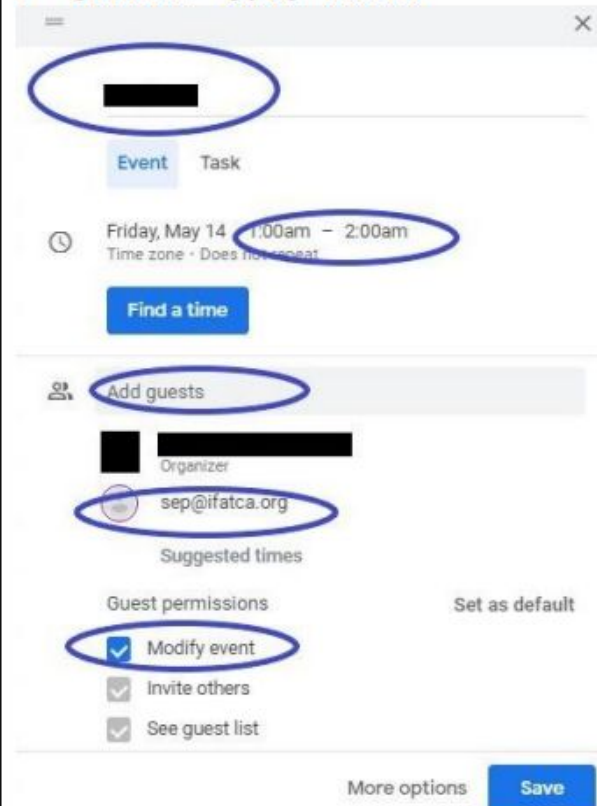
Add description or attachments

Busy - Default visibility - Notify 30 minutes before

More options Save

#### Step 2

- Click “Add title” and enter “SEP with your name”.  
*Example: SEP with Anton*
- Click “Add guest” and add [sep@ifatca.org](mailto:sep@ifatca.org)
- Select the “**Modify event**” option.
- Click the “**Save**” button



Event Task

Friday, May 14 1:00am - 2:00am  
Time zone - Does not repeat

Find a time

Add guests

Organizer

[sep@ifatca.org](mailto:sep@ifatca.org)

Suggested times

Guest permissions Set as default

☒ Modify event

☐ Invite others

☐ See guest list

More options Save





## Matching Cycle

To provide regular schedule in the matching process and to minimize the secretariat's workload, this MATCHING CYCLE shall be observed:

Deadline	Actions
Before the last day of every month	<ul style="list-style-type: none"><li><b>Facilitators</b> to input availability from 10<sup>th</sup> to the last day of the month in SEP Google Calendar</li></ul>
Before 6 <sup>th</sup> of every month	<ul style="list-style-type: none"><li><b>Participants</b> to submit their preferred and alternate slot through their MA Director to sep@ifatca.org</li></ul>
6 <sup>th</sup> to 7 <sup>th</sup> of every month	<ul style="list-style-type: none"><li><b>Secretariat</b> to manage matching and send matched info to Facilitators / Participants</li></ul>
8 <sup>th</sup> to 9 <sup>th</sup> of every month	<ul style="list-style-type: none"><li><b>Facilitators</b> to contact participants if they wish to change the meeting platform</li></ul>



# Speak ENGLISH program



# Coments or Quesions



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