



**Flight Operations Standards Department**  
**Flight Crew Licensing & Training Section - English Language Proficiency Assessment Centers**  
**Head of Centre Approval Application Form**

**A. FOR APPLICANT USE ONLY.**

<b>1</b>	<b>Centre Name</b>	
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<b>2</b>	<b>Nominated Head of Centre Name</b>	
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<b>3</b>	<b>*Qualifications Relevant to the Post</b>

<b>4</b>	<b>*Work Experience Relevant to the Post</b>

<b>5</b>	<b>Nominated Post Holder.</b> I hereby declare that the information given in this form is true, correct and completed.		
	<b>Name</b>	<b>Signature</b>	<b>Date</b>

<b>6</b>	<b>Accountable Manager.</b> I hereby declare that the applicant is nominated for Head of centre		
	<b>Name</b>	<b>Signature</b>	<b>Date</b>

**B. FOR CARC USE ONLY.**

<b>1</b>	<b>Head of Centre Requirements</b>	<b>YES</b>	<b>NO</b>
a	<input type="checkbox"/> Hold valid English language proficiency assessment assessor authorization, or <input type="checkbox"/> English Language specialists		
b	Possess a sound managerial capability		
c	Comprehensive knowledge of: • JCARs relevant to the English language proficiency assessment • Operations manual and quality system		

<b>2</b>	<b>Nominated Head of Centre</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
	• <b>Remarks</b> (if rejected only).		
	<b>Approving Inspector Name</b>	<b>Signature</b>	<b>Date</b>

\*Attach copy of relevant certificate