

Delivering RELTA

Last updated 31/07/18

Delivering RELTA

RELTA is web based and can be accessed through most web browsers. It is hosted on the RMIT University secure learning management system – Canvas.

Civil Aviation Authority

To support your application to achieve Civil Aviation Authority (CAA) endorsement as a RELTA Test Centre, we will provide:

- access to the RELTA Practice Tests
- RELTA Practice Test User Guide
- ICAO Checklist illustrating how the construct of RELTA meets ICAO English Language Proficiency requirements
- RELTA Policies and Procedures manuals with administration and quality assurance processes

Your Civil Aviation Authority may request additional requirements in the administration, delivery or rating of RELTA.

We will support you to achieve your CAA's specific requirements, on condition that the construct of RELTA remains the same and that you comply with all our following quality assurance measures.

RELTA Practice Tests

The 'RELTA Practice Test' can give candidates the opportunity to become familiar with the format of RELTA before they undertake the test. Candidates can access the RELTA Practice Test by creating an RMIT University identification (RMIT ID) and password on this website: <https://www.rmit.edu.au/search?q=RELTA>

RELTA candidates must provide the RMIT ID to register for the official RELTA test at an authorized RELTA test centre.

Your RELTA administration processes

RMIT Training will provide training to all RELTA test centre personnel, to ensure RELTA policies and procedures are followed appropriately.

All your candidates' RELTA results and evidence will be stored in your RELTA provider account so you can take full responsibility of the management of your internal and Civil Aviation Authority administration requirements.

Delivering RELTA

RELTA delivery process

Only accredited RELTA providers, examiners and raters have the authority to access the RELTA system. (Canvas)

RELTA candidates will schedule RELTA tests with the authorized RELTA test centre and provide identification requirements and their RMIT ID.

RELTA test centre managers or administrators will carry out all the record keeping procedures on the RELTA system (Canvas)

RELTA examiners will use the candidates RMIT ID to open the RELTA listening test for each individual candidate.

RELTA speaking tests are set up and delivered by the RELTA Examiner using their own RMIT ID and password. The RELTA speaking test is recorded and uploaded to Canvas.

RELTA raters will record their rating of the candidate's performance and store results on Canvas.

RELTA certificates are generated using the template in Canvas and stored in the system for quality assurance purposes.

Delivering RELTA

RELTA quality assurance measures

1. Civil Aviation Authority

- Access to RELTA is subject to evidence of Civil Aviation Authority endorsement of your RELTA Test Centre.

2. Test delivery procedure

- Access to RELTA is only granted to RMIT Training accredited providers, examiners and raters. The provider must ensure that unauthorised personnel do not access RELTA or any of the test data content in any form.
- An accurate record of the candidate's name and license number is saved on the RELTA system.
- RELTA is delivered by an accredited RELTA examiner.
- The Radiotelephony speaking section is a voice only task.
- The plain English speaking section is conducted face to face.
- The speaking test is recorded with clear identification of the candidate and examiner at the beginning of the test.
- The audio recording of the RELTA Speaking Test is uploaded to the RELTA system.

3. Rating procedure

- Speaking tests are assessed by two RMIT Training accredited RELTA raters.
- RELTA examiners who are also accredited as RELTA raters can conduct one of the ratings of tests they deliver.
- The second rating is conducted by another accredited RELTA rater.
- The second rating can be conducted by an observing rater during the delivery of the test or after the test by listening to the audio recording of the speaking test.
- The two ratings can be completed by two raters independent of the examiner who delivered the test.
- The two ratings are completed independently.
- Speaking test ratings are completed using the ICAO rating scale.
- The three parts of the RELTA Speaking Test are evaluated together and awarded one score for each of the ICAO rating scale criteria.
- The final ICAO English language proficiency level is determined by the lowest score of the ICAO rating scale criteria.
- If the two ratings result in different final ICAO English Language Proficiency levels for the candidate, a third rater will listen to the audio recording independently to arrive at a score equal to one of the original final rating results.
- Tests can be assessed and results issued on the day of delivery, unless a third rating is required and the process takes longer.
- Section 2 of the Pilot's listening test is evaluated by a RELTA rater.

Delivering RELTA

4. Data entry or uploads on the RELTA

After the rating of the RELTA candidate's performance, the following data is entered or uploaded on the RELTA system:

- The RELTA Pilot Listening Test will require the RELTA rater to evaluate Section 2 of the listening test. The score will then update and store automatically on the system.
Note: This does not apply to the RELTA ATC tests.
- Evidence of the speaking test ratings
- Speaking test scores for each of the ICAO rating scale criteria.
- The candidate's final ICAO level which is determined by the lowest score from the ICAO rating scale is automatically calculated.
- The candidate's certificate with the ICAO English Language Proficiency level.
- The audio recording of the RELTA Speaking Test.

5. RELTA examiner and rater accreditation

- RELTA examiners and raters must satisfy the following requirements.
 - RELTA examiners and raters with English as a first language:
 - ✓ English language instructor OR Aviation industry expert
 - ✓ familiarity with aeronautical radiotelephony communications and aviation language
 - ✓ successful completion of RELTA examiner and rater initial and recurrent training
 - RELTA examiners and raters with English as a second language:
 - ✓ familiarity with aeronautical radiotelephony communications and aviation language
 - ✓ successful completion of RELTA examiner and rater initial and recurrent training
 - ✓ English language instructor OR Aviation industry expert with the following language proficiency evidence:

RELTA examiners or raters providing assessment up to ICAO standard Level 6

- ICAO language proficiency level 6 (SME), OR
- IELTS 7.5; minimum 8.0 for speaking and listening, OR
- Cambridge English: C1 Advanced (grade B); minimum 200 for speaking and listening, OR
- proven language proficiency test equivalent

RELTA examiners or raters providing assessment up to ICAO standard Level 5

- ICAO language proficiency level 5 (SME), OR
- IELTS Overall 6.5; minimum 7.0 for speaking and listening, OR
- Cambridge English: B2 First (grade B); minimum 185 for speaking and listening, OR
- proven language proficiency test equivalent

- RELTA Examiner training is a 2 day face-to-face training program and 1 day online.
- RELTA Rater training is a 3 day face-to-face training program and 2 days online.
- Refresher training of RELTA Examiners and Raters is completed online annually.

Delivering RELTA

6. Quality assurance monitoring

- RMIT Training will sample use of the RELTA test to monitor compliance with RELTA. This will either be taken from the first test cohort or at the end of a 6-12 month period.
- We will monitor random test recordings to evaluate examiner performance.
- Random rating results will be reviewed to determine the validity of the score.
- Certificates will be cross checked to ensure that results are entered accurately.
- The RELTA provider will provide proof of Civil Aviation Authority re-endorsement of the RELTA Test Centre every 12 months.