**Pratham Software**

**Language Proficiency Policy – 2015.**

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**Introduction**

TELPP (Test of English Language Proficiency@Pratham) is the language proficiency test which has been designed on the pattern of the highly recognized and most acceptable IELTS tests.

Taking TELPP – can help an individual benchmark his language proficiency and thus help live, study and work around the world. Organizations worldwide lay a strong stress on the language proficiency to cater to their customers, employees and stakeholders.

**How TELPP benefits?**

The TELPP is a test that measures the language proficiency of people in environments where English is used as a language of communication. TELPP which has be patterned on IELTS provides a valid and accurate assessment of the four language skills: **Listening, Reading, Writing and Speaking**. An easy to use 9-band scale clearly identifies proficiency level, from non-user (band score 1) through to expert (band score 9). TELPP test is designed with the utmost fairness and consideration by actively avoiding any bias and by accepting all standard varieties of native-speaker English.

**Why Prathamite should take the test?**

Pratham is a technical service provider with the outsourcing business model. The work involves, an extensive and continuous dialogue with foreign customers where the common language is English. Thus for business understanding and delivery a minimum competency level in English is essential. All Prathamites thus need to benchmark their language skills for English as a foreign language.

The TELPP Test is a four skills test modelled after what is sometimes called, the world’s most popular and extensively used test for English - IELTS. The test will certify the English language skills of a Prathamite on a scale of 0 to 9. This will help a person assess himself and thus work for the desired proficiency level. Not only that, it will also build the confidence in the person about his all around language skills - in listening, reading, writing and speaking.

At the same time, the test will also help Pratham plan and provide the necessary help needed by the Prathamite in upgrading the language skills.

The test is flexible and suitable for all levels. Study at the level you want to achieve the score you need. It focuses on communication in real-life through reading, writing, listening and speaking, thus helping to use English in real life situations confidently. The test provides a very structured and a fair assessment of the language skills. There is no passing or failing in the test it is a benchmarking test that is as assessment of your current language skills.

The test provides a score on a band which is as follows:

**The TELPP 9-band scale**

**Each band corresponds to a level of English competence. All parts of the test and the Overall Band Score can be reported in whole and half bands, eg 6.5, 7.0, 7.5, 8.0.**

**Band 9: Expert user: has fully operational command of the language: appropriate, accurate and fluent with complete understanding.**

**Band 8: Very good user: has fully operational command of the language with only occasional unsystematic inaccuracies and inappropriacies. Misunderstandings may occur in unfamiliar situations. Handles complex detailed argumentation well.**

**Band 7: Good user: has operational command of the language, though with occasional inaccuracies, inappropriacies and misunderstandings in some situations. Generally handles complex language well and understands detailed reasoning.**

**Band 6: Competent user: has generally effective command of the language despite some inaccuracies, inappropriacies and misunderstandings. Can use and understand fairly complex language, particularly in familiar situations.**

**Band 5: Modest user: has partial command of the language, coping with overall meaning in most situations, though is likely to make many mistakes. Should be able to handle basic communication in own field.**

**Band 4: Limited user: basic competence is limited to familiar situations. Has frequent problems in understanding and expression. Is not able to use complex language.**

**Band 3: Extremely limited user: conveys and understands only general meaning in very familiar situations. Frequent breakdowns in communication occur.**

**Band 2: Intermittent user: no real communication is possible except for the most basic information using isolated words or short formulae in familiar situations and to meet immediate needs. Has great difficulty understanding spoken and written English.**

**Band 1: Non-user: essentially has no ability to use the language beyond possibly a few isolated words.**

**Band 0: Did not attempt the test: No assessable information provided.**

**How TELPP is structured?**

TELPP measure English Language proficiency in a practical everyday context. The tasks and the texts reflect both workplace and social situations.



**Pratham Language Proficiency Policy - 2015**

1. All Prathamites need to achieve a minimum level of proficiency in English Language except for the \*\*Exempt category personnel.
2. \*\*Exempt Category comprises of personnel for whom the TELPP Test is not necessary. These are Prathamites specifically from non-tech. areas such as office boys/peons, drivers, guards, house-keeping personnel. This list will be maintained by the HR Department.
3. An employee can submit IELTS, TOEFL scores towards fulfilling this minimum requirements.
4. The following table defines the minimum requirements:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.no.** | **Positions** | **IELTS/TELPP Desired Score** | **IELTS/TELPP Min. Score  for the 1st Yr.** | **TOEFEL Desired** | **TOEFEL Min. Score for the 1st Yr.** |
| 1 | Top management  Consultants  SSAs & SAs | Band – 7 | Band – 6 | 94/120 | 65/120 |
| 2 | SSEs, SEs, ASEs | Band – 6 | Band – 5 | 65/120 | 45/120 |
| 3 | Non-Technical Managers, Asst. Managers, Sr. Executives | Band – 6 | Band – 5 | 65/120 | 45/120 |
| 4. | Non-Technical below Asst. Managers | Band – 5 | Band – 4 | 45/120 |  |
| 5. | Exempt Category\*\* | Band – 0 | Band – 0 | NA | NA |

1. To standardize the level, Pratham has formulated an internal assessment test called **TELPP** (Test of English Language Proficiency @ Pratham)based on IELTS. This test will give scores in the same range as IELTS and the requirements are same.
2. To qualify for an appraisal, the employee has to achieve the **Desired** level of proficiency. However keeping in view the recent introduction of TELPP for the first year, the level requirement is relaxed to the **Minimum** level.
3. As a policy every new employee needs to clear TELPP within one year of his joining. However, employees joining up to September will need to clear TELPP before the April appraisal cycle, if they want to be eligible for April cycle.
4. For those who have achieved minimum level they need to achieve the desired level before the next appraisal.
5. In case of employees not able to achieve the minimum level as per the case the appraisal will be withheld, till such period when the employee achieves the minimum level.
6. To enable all employees to qualify at the earliest and at their convenience, the TELPP examination will be conducted multiple times as per the following calendar. The test will be conducted by the Training department.

|  |  |  |  |
| --- | --- | --- | --- |
| **S.no.** | **Day & Date** | **Time** |  |
| 1 | Friday, 29th May 2015 | 11:00 am |  |
| 2 | Friday, 12th June 2015  Friday, 26th June 2015 | 11:00 am  02:00 pm |  |
| 3 | Friday, 10th July 2015  Friday, 24th July 2015 | 11:00 am  02:00 pm |  |
| 4 | Friday, 14th August 2015  Friday, 21st August 2015  Friday, 28th August 2015 | 11:00 am  11:00 am  02:00 pm |  |
| 5 | Friday, 11th Sept. 2015  Friday, 18th Sept. 2015  Friday, 25th Sept. 2015 | 11:00 am  11:00 am  02:00 pm |  |

1. A Prathamite can take any number of tests to meet the desired requirement.
2. For taking the TELPP assessment, the seat need to be booked 15 days in advance. For booking, an enrollment need to be done on IMPACT Platform (Moodle) under the TELPP Test. For further details, you can drop an email to [anil.sharma@thepsi.com](mailto:anil.sharma@thepsi.com) .
3. Only 25 candidates can give the TELPP at one time. A prior seat booking is mandatory.
4. The **Qualifying Certificate** along with the **Testimonial** will be provided, on achieving the “Desired” band as a proof of the clearance of TELPP, which can be submitted to HR Department to be preserved in the records.

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*\*\* Exempt Category – Office boys/peons, drivers, guards, house-keeping personnel.*

ANNEXURE – 1

***This annexure provides assistance on How to prepare for the TELPP test. The following points are guidance to an employee for improving the language proficiency and preparation of the test, through class mode or self-practice.***

Pratham realizes that for some of us, there might be a need to study and prepare for gaining the required competency. Thus, to help you and to facilitate the study and clearance of the test, the Training department is taking the following steps:

1. Special fast track instructor led classes will be held to cater to the candidates taking TELPP test. These will be 2 classes per week with the pre-defined syllabus where an employee can enroll via IMPACT Platform to practice for the TELPP test.
2. The classes will be held on Tuesdays and Thursdays at 11:30 to 12:30 am.
3. The total of 12 such classes, during a six weeks period will be held to assist in learning the language proficiency and practice for the test.
4. The practice TELPP test will be available on IMPACT Platform for individual employee for self-practice. The test would comprise of three sections - Listening, Reading & Writing. A Prathamite can practice for the test by downloading the test. Of course prior enrollment needs to be furnished for practice tests. The fourth section that is “Speaking” section that can be practiced with the help of the instructor.
5. An employee can also approach to undertake practice tests in the presence of instructor and receive subsequent feedback from the trainer/instructor.
6. Alternatively, for exhaustive sessions, a person can enroll in the LEAD Program which is a comprehensive program to build and improve your overall skills of language in general and business communication. LEAD is an activity based program nurturing the confidence in people to handle any sort of communication crisis. The time table for LEAD will be available on IMPACT Platform.

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