



**Sri Lanka Airport & Aviation Academy**

# **DIPLOMA IN AVIATION MANAGEMENT**

## **Application Pack**

[Version 2.3 – February 2025]

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# Diploma in Aviation Management – Application Pack

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Airport & Aviation Services (Sri Lanka) (Private) Limited, congratulates you on your decision to apply to enrol for the “Diploma in Aviation Management” programme at our Academy.

## **1. About this document**

This document contains all the information you would need to know about the Diploma programme, the institution offering it, the blank application form, guidelines to fill in the application properly, and a checklist to ensure that your application is properly filled and submitted.

We advise you to read it thoroughly, preferably several times before you start filing the application, so that you would be well informed about all the relevant details of this programme and will be able to provide us all the necessary information in the first instance to process your application effectively. Also use the checklist to verify that you filled the form accurately.

This application pack is issued free of charge and no payment needs to be made along with the submission of the application form. There is also no charge for processing the application.

## **2. About the Programme**

Our ‘Diploma in Aviation Management’ programme qualifies you to enrol directly in the 2<sup>nd</sup> year of the Degree in Bachelor of Aviation Management offered by the School of Aviation of Massey University, New Zealand at a discounted fee. In short, Massey University recognizes our Diploma as being equivalent to the 1<sup>st</sup> year of their degree.

Our Diploma Programme is of Ten (11) months duration.

The programme consists of two courses as follows.

- i. Industrial Awareness Course
- ii. Industrial Alignment Course

Above durations, include the time spent on examinations and the short study leave stints.

An industrial attachment (IA) of 10 working days is sandwiched between these two courses. The in-facility project work of 20 working days will commence immediately after the end of course examination of the 2<sup>nd</sup> course.

This is a full-time study programme, where the classes will be held on each working day from Tuesday through Friday from 09:00 AM to 04:00 PM. Occasionally, classes may be scheduled on Monday too, either for two sessions or one session.

We strongly discourage any full-time employment or other full-time commitment during the programme. The course work is strenuous, and you are advised in your own interest to be in a position to devote your time adequately towards the course in order to make good use of your investment.

By successfully completing this study programme, you will be able to achieve the following:

- i. 120 advanced credits towards the 360 credit Bachelor of Aviation Management degree offered by School of Aviation of Massey University, New Zealand at a discounted tuition fee (i.e., Massey University will offer you the opportunity to enroll directly to the 2<sup>nd</sup> year of their Bachelor of Aviation Management programme with a discount on tuition fees). You should, however, achieve an overall average of 60% or more in the programme to receive this eligibility.
- ii. A broad understanding of the aviation industry, both national and international, how it contributes towards the economy, and how it is regulated.
- iii. Ability to interface and interact with any person, group or organization connected with the aviation industry and its allied trades in a professional manner.

- iv. Ability to select appropriate analytical techniques and apply them effectively to solve unique problems in airport/airline management and related disciplines that are frequently encountered at junior managerial level.
- v. Ability to source decision support information, to present them in a manner that facilitates effective decision making and to convince.
- vi. Ability to maintain and promote good customer relations conducive for business in a highly customer-oriented industry through the display of professional conduct of the highest standards.
- vii. Ability to get and stay connected with the aviation industry by obtaining membership of relevant key national and international professional institutions.

While 'i' above would be an attractive option for you especially if you are interested in obtaining a degree in aviation, the remaining benefits will accrue to you in any case, on successful completion of our diploma.

### **3. About the Institution**

The Sri Lanka Airport & Aviation Academy (SLAAA) is operated by the Civil Aviation Training Division (CATD), a division of Airport & Aviation Services (Sri Lanka) (Private) Limited (AASL), a fully government owned company. We possess over 42 years of solid experience in providing specialized training in several major disciplines in aviation. We have also provided training to other countries in the region and are on our way to becoming a fully-fledged regional aviation Institution.

In 2007 we became a member of the *TRAINAIR* programme of the International Civil Aviation Organization (ICAO), in 2012 we became an associate member of the upgraded version of that programme, *TRAINAIR PLUS*, and in 2014 we became a *TRAINAIR PLUS full member*. *TRAINAIR PLUS* membership is the highest accreditation granted by the ICAO to a training institution

and it signifies the institution's ability to develop and deliver training programmes to the ICAO standards maintaining the highest quality. At present we are the only Institution in Sri Lanka which possesses the ICAO *TRAINAIR PLUS membership* which makes us the premier aviation training Institution in the island.

Our Academy is presently the only aviation training institution in Sri Lanka that is approved by the Civil Aviation Authority of Sri Lanka (CAASL) for the conduction of training for Air Traffic Controllers for licencing by the Director General of Civil Aviation (DGCA). We are also registered as a vocational training provider with the Tertiary and Vocational Education Commission (TVEC) of Sri Lanka.

Our faculty comprises qualified, highly trained, and experienced personnel drawn from the services of our Company and is supplemented by resource personnel from airlines, allied industries, national universities, and other eminent Institutions.

With the background described above and our proven track record, our students are assured of the highest quality of the education and training they receive, and the worldwide recognition of the qualification they gain.

#### **4. Articulation Agreement signed with Massey University, New Zealand**

AASL is delighted to have signed an articulation agreement with Massey University's School of Aviation whereby **graduates of our Diploma in Aviation Management programme are facilitated to staircase directly in to the second year of the Massey's Bachelor of Aviation Management degree**. The students who complete our diploma with an overall average of 60% or more and enrolled in this Massey programme, study offshore by distance learning via Massey University Learning Management System.



Massey University New Zealand is one of the few academic institutions worldwide which offer a dedicated integrated aviation degree programme by distance learning. It is the only state university in New Zealand to have specialised courses in aviation. The need for academically as well as technically qualified personnel



is recognised by the aviation industry. Distance learning provides a very effective solution for adult students needing to balance work and lifestyle commitments with a need to develop their professional career prospects.

The Bachelor of Aviation Management degree is one of the earliest academic qualifications to be established independently of traditional degrees in Science, Engineering, Management, or the Arts. It is designed to provide suitable academic qualifications for students seeking to build careers as air transport pilots, air traffic controllers, maintenance engineers, aviation professionals and military aviation personnel. The degree is also for technically qualified people in the aviation industry to upgrade their competencies and skills through a relevant academic qualification

## **5. Eligibility for Enrolment in the programme**

To enrol in this Programme, you should have,

**Passed the G.C.E A/L Examination,  
either in Local syllabus or London syllabus,  
(Or have an equivalent Secondary level educational qualification)**

**AND**

**Have at least a credit pass for English<sup>1</sup> at the G.C.E. O/L Examination**

**OR**

**Successfully Completed the 3-month Foundation in Aviation Management  
Programme Conducted by Sri Lanka Airport & Aviation Academy**

(AASL may at its own discretion, accept other qualifications indicative of sufficient proficiency in the English language that is required to follow a study programme in English. It also reserves the right to assess the English proficiency of applicants if necessary.)

For the purpose of enrolment in this programme, having passed the G.C.E. (A/L) means having passed in 3 subjects excluding the supplementary subjects General Knowledge and English. There is no restriction in the number of sittings.

AASL reserves the right to conduct suitable selection processes of its choice in the event of excess demand. In such an event all the selections will be strictly on merit and in our quest to select the best candidates to follow the programme, we will consider any form of canvassing as an immediate disqualification.

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<sup>1</sup> With the recognition of the Diploma as being equivalent to the 1<sup>st</sup> year of a degree programme of Massey University, good English proficiency is an essential prerequisite. The university stipulates high IELTS/TOEFL scores as eligibility criteria and has waived off this requirement for the SLAAA diploma holders. Therefore, SLAAA has an obligation to ensure that students have the required English proficiency.

## 6. Tuition Fee

The tuition fee for the programme is **LKR 500,000.00** which can be paid in a maximum of 4 instalments. A rebate of 10% will be offered for upfront full payment (i.e., pay **LKR 450,000.00** at once on commencement of the course).

Selected applicants whose participation is confirmed, will be called upon to make the payment and register for the course. At least the first instalment should be paid to register for the course.

## 7. Application procedure

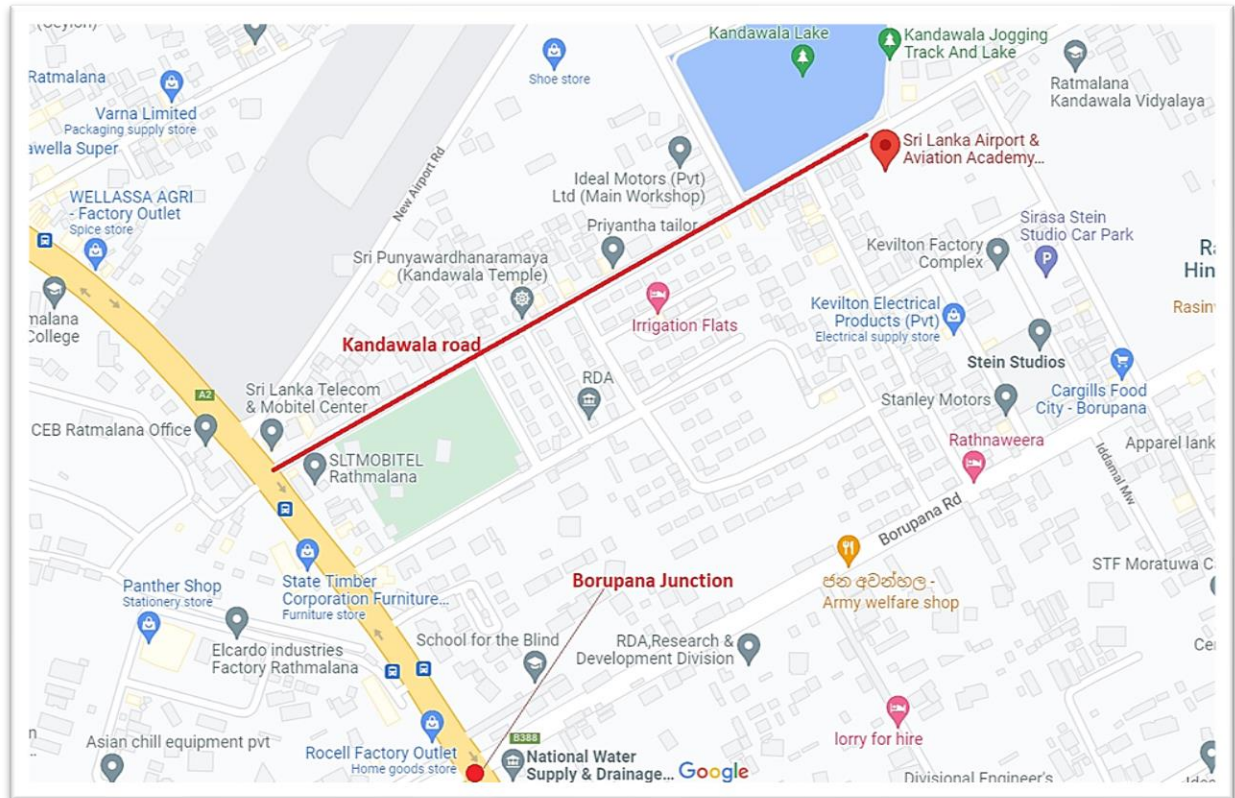
- i. Applications should be submitted in signed softcopy form.
- ii. Please complete in block letters and provide all the relevant information.
- iii. Please submit scanned copies of all certificates and testimonials along with the application. The originals should be ready for verification at the time of registration.
- iv. You may submit the duly perfected application in soft form along with the attachments to the following email address.

***slaaa@airport.lk*** with Cc to ***ciais.catc@airport.lk***

We will be acknowledging receipt of all submissions within 3 working days. If you do not receive our acknowledgment, please contact us through +94 76 824 2639 / +94 74 214 2170.

- v. The deadline for submission of applications is **15<sup>th</sup> May 2025**.
- vi. All applicants will be informed of either the acceptance or the rejection of their application.
- vii. Short listed applicants may be called for further evaluation by interview or by other suitable mode of assessment if necessary.
- viii. Selected applicants will be informed to enrol by making the payment of the stipulated tuition fee.

## 8. Location Map



**SLAAA GPS coordinates: 6.815722, 79.887166 (60 48' 56.599" North, 790 53' 13.797" East)**

**<https://goo.gl/maps/ksD18RebBnFHBTkL7>**

Google Plus Code: **RV8P+4P Dehiwala-Mount Lavinia**

The SLAAA may be reached from both Kandawala Road and Borupana Road.

Call +94 (0) 7421 421 70 for directions.

## **9. Frequently asked Questions**

Given below are some frequently posed questions regarding this programme. The answers provided will be useful to you.

**i. What stream of study should I have followed for my Advanced Level Examination to take up this diploma programme?**

This programme is not particularly tailored to favour or match any particular stream of study. Only entry qualification is that you should have passed the G C E Advanced Level Examination. That is, you should have passed three subjects at the G.C.E. (A/L) excluding the supplementary subjects English, General knowledge and I.T. Accordingly if you have passed the G C E Advanced Level Examination, you can enrol to follow this programme irrespective of whether you have followed the Science Stream, Technology Stream, Arts Stream, Commerce Stream, Fine Arts Stream, or any other stream. The courses have been designed such that there will be subjects that are familiar and coherent with almost all the streams mentioned above. Therefore, irrespective of the stream you have followed, whether you have followed Arts, Science or Commerce there will be subjects familiar to you. No particular stream would give an advantage or lead to a disadvantage in following this programme.

**ii. I do not have G C E Advanced Level. What other equivalent qualifications would suffice to enrol in this programme?**

The published qualification is G.C.E. Advanced Level conducted by the Department of Examinations of Sri Lanka or Successful Completion of the Foundation in Aviation Management Programme conducted by the Sri Lanka Airport & Aviation Academy. This has been laid down after careful study to ensure that the candidate will have the necessary IQ, minimum age, and maturity to follow this course. Other equivalent qualifications must essentially ensure these same attributes.

SLAAA will give preference to applicants possessing the published qualification, namely the G.C.E. Advanced Level or Foundation in Aviation Management of SLAAA. Depending on the availability of vacancies, other equivalent qualifications will be considered on a case-by-case basis. Advanced Level or other secondary level examinations of other countries would be the first option as equivalent qualifications. In addition, those who do not have Advanced Level but have successfully completed any other tertiary level study or training programme with adequate content may be considered. The Sri Lanka Airport & Aviation Academy may at its own discretion decide to conduct assessments and aptitude tests in respect of candidates having equivalent qualifications.

### **iii. Is English proficiency essential to follow this programme?**

You should possess a good working knowledge in English. As the Diploma programme is equivalent to the 1<sup>st</sup> year of the Bachelor of Aviation Management degree offered by the School of Aviation, Massey University, New Zealand, you need to have an English proficiency level commensurate with the eligibility criteria of the university. The university requires an IELTS score of 6.0 or more or TOEFL iBT score of 80 overall (min 19 in Writing). Students who would be enrolled through our diploma will not be required to submit further evidence of competency in English. Nevertheless, the requirement to be proficient in English remains and this needs to be ensured at the entrance to our programme. Therefore, a determined effort to acquire adequate communication skills in English is strongly recommended.

You should possess listening skills to understand a lecture or presentation delivered in English. You should also have the ability to read and comprehend the course handouts prepared in English. These materials are designed using simple English so that there will not be a significant language barrier in following the programme. You should possess sufficient writing skills in English to be able to communicate ideas with reasonable effectiveness. Some margin could be allowed for you to develop these skills during the courses. If you feel that your writing and speaking skills should improve, it would be worthwhile for you to take up a short course to brush up on

them. The aviation industry is predominantly English speaking and English is one of the official working languages of the International Civil Aviation Organization (ICAO).

**iv. Is this Diploma worth following if I am not planning to continue into a degree programme?**

This diploma is a standalone qualification. While the ability to obtain credit transfer to the 2<sup>nd</sup> year of Massey University's degree programme remains an attractive option and would be the choice of many students, any student who opts not to exploit that opportunity can still use the Diploma as a steppingstone to the aviation industry. So even if a degree is not on your cards, the Diploma is still a valid qualification to gain employment in the aviation industry.

**v. Is this Diploma worthwhile following for those having educational qualifications higher than G.C.E. A/L?**

**Certainly.** In fact, there have been several students like that.

This diploma is an attractive added qualification for graduates, higher diploma holders and those having similar educational/professional qualifications who are aspiring to join the aviation industry and its allied trades. Since the duration is short, those who have already invested their time in obtaining higher qualifications need to spend only a little more time to sharpen their knowledge in aviation and to align themselves towards it.

**vi. Can this programme be followed while working or while being engaged in another part time programme?**

This is **not recommended**.

The course programme is strenuous and comprehensive. Therefore, full time commitment of ten months is essential and is strongly recommended. Any other parallel commitment whether employment or studies, could seriously get in the way of your ability to engage effectively in this programme. Full or part time employment

and following any other programme on part time basis while following this course is strongly discouraged in your own interest.

**vii. Will I have the industry exposure during the programme?**

**Yes.**

Industrial attachments are included as part of the programme. You will get the opportunity to be attached to selected operational stations in the industry and witness the operations in progress. In addition, at the end of the course there will be an in-facility training (IFT) which will give you the opportunity to engage in a project of your choice, to gain hands on experience in a selected sector of the industry.

**viii. Is this Diploma recognized?**

This Diploma is conducted by the Sri Lanka Airport & Aviation Academy, the training academy under the training division of Airport and Aviation Services (Sri Lanka) (Pvt) Ltd., a fully government owned Company having a long track record in the industry. We are the premier aviation training institution in the island and presently the only institution holding membership in the ICAO TRAINAIR PLUS Programme. This programme is registered and recognised as an Aviation Diploma at the Tertiary and Vocational Education Commission of Sri Lanka. Some of the courses we conduct in certain trades are a prerequisite for licensing by the Civil Aviation Authority of Sri Lanka.

Our faculty comprises qualified, trained, and experienced resource personnel drawn from the industry. Our courses are now having regional demand. This programme has been designed and developed after a thorough and extensive study of the human resource needs of the aviation industry and its allied trades. There is absolutely no question regarding its recognition.



**ix. What employment opportunities will I have after obtaining this Diploma?**

One important attitude that you would develop by following this course would be the ability to recognize that your employability is limited only by your own creativity. The traditional approach of trying to fit into an existing job opportunity would be something far below the level of accomplishment that you would possess after successfully completing this programme. Many of our diploma holders are already in employment in leading organizations connected with aviation.

The local and international aviation industry is growing and is creating a lot of opportunities. Unfortunately, few people realize that out there in the industry there are more opportunities looking for people than people looking for opportunities and if you apply the self-marketing strategies that these courses will give you, sooner or later one of those opportunities will definitely find you.

**x. Will my employment opportunities be limited to the aviation industry?**

**Not at all.**

Aviation industry is dynamic, diverse, and demanding. The knowledge, skills and attitudes gained during this programme to be engaged in that industry are useful in many other trades and all such industries would welcome a diploma level qualification in aviation. These employers will know that a candidate possessing competence in a serious, round the clock operational, regulated and safety critical industry like aviation would have many traits that they are looking for to be effective in their trades and would be an asset to them. The allied industries would be most likely to open their doors for employment. You will be multi-skilled for employment in many trades.

**xi. What are the allied industries in aviation?**

Allied industries are independent trades external to aviation but having strong affiliations and connections to aviation. Good examples are cargo and tourism. Operations in such industries are closely linked to those in aviation industry and are associated with facilities connected to aviation. A sound understanding of the aviation industry would be extremely useful for employment in these allied trades as well.

**xii. Can I become a Pilot, Air Traffic Controller, or an Aeronautical Engineer by following this Programme?**

This is a very common question and is best answered using an example. Consider the health services. When you think of the health services, what immediately come to your mind are hospitals, doctors, and nurses. Hospitals are the main places of business in the health services. Doctors and nurses are the key players. To become a doctor, there is a well-defined academic path and there is no other alternative. So is the case for nurses. But the health service does not comprise only of doctors and nurses. There are so many other trades like Administrators, Pharmacists, Laboratory Technicians, Chemists, Sanitary Personnel, Drugs Storekeepers, Medical Suppliers, Medical Equipment Maintenance Personnel etc., who come together to form the health services. In fact, they comprise the majority in the health services without whom the trade cannot operate. Each of these trades requires specific educational and training paths quite different from that of doctors and nurses.

The aviation industry is similar. Airports are the main action stations, while Pilots, Air Traffic Controllers etc. are the visible key players seen by the public. But there are many other associated trades that make up the industry and hold it together. Training to be a pilot, Air Traffic Controller or an Aeronautical Engineer requires specific training paths, and this programme is not one of those. This Diploma Programme mainly focuses on Aviation Management and caters to the Supervisory and Junior Executive Grades in Airport Management, Airline Management, and other allied trades.

**xiii. What are the advantages of using the completion of this diploma to gain lateral admission into the Bachelor of Aviation Degree programme of Massey University, New Zealand?**

By following our diploma programme in lieu of, the 1<sup>st</sup> year of the Bachelor's programme of Massey University, you will be making a saving in the total expenses that you would incur. This is due to two reasons. Firstly, our tuition fee for the diploma will be less than the tuition fee for direct enrolment at the university for the 1<sup>st</sup> year of the bachelor's programme with the added advantage of being able to make this payment in local currency. Secondly, Massey University will give you a discount in the tuition fees payable for the 2<sup>nd</sup> and 3<sup>rd</sup> years. The overall financial benefit will be substantial.

Although you will be required to possess adequate proficiency in English (which we will assess before enrolment) you will not be required to demonstrate it by way of IELTS/TOEFL scores as normally required by the university from foreign students for direct enrolment. The university will treat all students who successfully complete our Diploma with an overall average of 60% or more to be adequately proficient in English to follow their bachelor's programme [It should however be clearly understood that this exemption is only for the demonstration of English proficiency and that there is no exemption from the English proficiency requirements].

Apart from the above, the opportunity to undergo the equivalent programme physically at a local institution for 1 year will afford you numerous conveniences.

More details on the transfer to Massey University's bachelor's programme will be available to enrolled students.

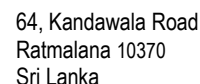
## **10. Application form and the Guidelines for filling:**

1. If you have successfully completed the Foundation in Aviation Management programme conducted by the SLAAA, please make a scanned copy of the certificate and transcript. Go to step 6.
2. If you have a credit or higher pass in “English” at the G.C.E. (O/L) please make a scanned copy of the results certificate. Go to step 4.
3. If you have any educational qualification that in your opinion is sufficiently indicative of adequate proficiency in English, please make a scanned copy(s) of the relevant certificate(s).
4. If you have passed the G.C.E (A/L), please make a scanned copy of the results certificate. If you have passed it in more than one sitting, make separate scanned copies of certificates of each sitting. Go to step 6.
5. If you have an educational qualification that in your opinion is equivalent to the G.C.E. (A/L) please make a scanned copy(s) of the relevant certificate(s).
6. Make scanned copies of your birth certificate and National Identity Card or Passport.

### **Use the application form given in page 22 from here [\(You need to print only that page\)](#)**

7. In cage 1, write your full name clearly, in block capitals in the manner that it appears in your birth certificate.
8. In cage 2, write your date of birth indicating the year in 4-digit format.
9. In cage 3, write your National Identity Card number using one square for one digit. If you are not a Sri Lankan NIC holder, please write your passport number.
10. In cage 4, in the relevant section, clearly write your postal address. This address will be used by us for all postal correspondence with you before enrolment. In the relevant sections, write your email address and contact telephone numbers. We strongly recommend that you provide a valid email address and a mobile telephone number so that you could be contacted at short notice. If you are using a WhatsApp account, please indicate the number so that we can update you on all matters quickly.
11. If you had followed and successfully completed the Foundation in Aviation Management Programme at SLAAA, in cage 5, under the section Foundation in Aviation Management, write your registration number and the programme average marks as indicated in your transcript. Go to step 16.

12. In cage 5, under the section G.C.E. (O/L) Examination, write the pass you have obtained for “English”, the year of the examination and your Examination number. In case you do not have at least a credit pass for English, go to step 13. Else proceed to step 14.
13. If you have any educational qualification that in your opinion is sufficiently indicative of adequate proficiency in English, please give details in the relevant section of cage 5.
14. In cage 5, under the section G.C.E. (A/L) Examination, write the names of the 3 subjects that you have passed along with the results, year, and index numbers. In case you do not have G.C.E. (A/L), go to step 15. Else proceed to step 16.
15. If you have an educational qualification that in your opinion is equivalent to the G.C.E. (A/L), please give details in the relevant section of cage 5.
16. Please compile all scanned copies into a single folder.
17. Double check that the folder contains all the documents that you have scanned.
18. In cage 6, please specify how your participation in the programme will be funded. Indicate the consent of your parent/guardian/employer if either of them is your financial source, by getting them to place their signature in consent of the payment. Please strike off what is not relevant and indicate LKR. 500,000.00 if you are paying in instalments or LKR. 450,000.00 if you are making the full payment at once.
19. In cage 7, place your signature and date the application.
20. Scan the signed application form (page 22) and save in the same folder you compiled in step 16.
21. Archive the folder containing all relevant scanned documents (application and certificates) using .ZIP archive format. [For help on how to do this, [click](#)].
22. Go through the checklist given on page 24 to ensure that you have followed the above steps correctly, before you dispatch your application by email.



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## 11. Application Form Checklist

To ensure that you have filled in the application form correctly, please consult this checklist. This checklist is for your convenience, and it is **not necessary to attach it** to the application.

01. Have you made scanned copies of the following documents ☐
- (a) Your Foundation in Aviation Management Certificate and Transcript ☐
  - (b) Your G.C.E. (O/L) Certificate
  - (c) Your G.C.E. (A/L) Certificate(s)
  - (d) Certificate(s) to support English Language proficiency (if applicable)
  - (e) Certificate of A/L equivalent qualifications (if applicable)
  - (f) Your Birth Certificate
  - (g) Your National Identity Card or Passport bio page
02. Have you written your full name clearly and correctly in cage (1), in block capitals in the manner that it appears in your birth certificate? ☐
03. Have you written your date of birth correctly in cage (2) indicating the year in 4-digit format? ☐
04. Have you entered your NIC number/Passport number correctly in cage (3)? ☐
05. Have you correctly written your contact details in cage (4)?
- Your postal address ☐
  - Your email address ☐
  - Your contact phone number(s) ☐
  - Your WhatsApp number ☐
06. Have you written  
The registration number and the programme average marks of the Foundation in Aviation Management programme you have successfully completed at SLAAA, in the relevant section of cage (5)? ☐
07. Have you written  
The pass you have obtained for “English”, the year of the examination and your index number  
OR  
If what you have is another educational qualification sufficiently indicative of adequate proficiency in English, those details in the relevant section of cage (5)? ☐
08. Have you written  
The names of the 3 subjects that you have passed in G.C.E. (A/L) along with the results, year, and index numbers  
OR  
If what you have is an educational qualification that is equivalent to the G.C.E. (A/L), those details in the relevant section of cage (5)? ☐
09. Have you indicated who would finance your enrolment in cage (6)? ☐
10. Have you obtained the consent of your parents/guardian/employer by signing in cage (6)? ☐
11. Have you read and understood the declaration in cage (7)? ☐
12. Have you placed your signature and dated the form in cage (7)? ☐
13. Have you archived all the scanned copies you made in 01 above, and the application into a single zip file? ☐





## Sri Lanka Airport & Aviation Academy

