



Airport & Aviation Services
(Sri Lanka) (Private) Limited

Sri Lanka Airport & Aviation Academy

FOUNDATION IN AVIATION MANAGEMENT

Application Pack

[Version 1.0 – July 2023]

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Table of Contents

1.	About this document	5
2.	About the Programme	5
3.	About the Institution	7
4.	Articulation Agreement signed with Massey University, New Zealand	8
5.	Eligibility for Enrolment in the programme	9
6.	Tuition Fee.....	9
7.	Application procedure.....	10
8.	Location Map.....	11
9.	Frequently asked Questions	12
i.	I have followed G.C.E. Ordinary Level Examination (local syllabus). Can I follow this programme?	12
ii.	I do not have G.C.E. Ordinary Level (Local or Foreign). What other equivalent qualifications would suffice to enrol in this programme?	12
iii.	Is English proficiency essential to follow this programme?	13
iv.	Is this Foundation programme worth following if I am not planning to continue into a Diploma/degree programme?	13
v.	Is this Foundation worthwhile following for those having educational qualifications higher than G.C.E. O/L?	14
vi.	Can this programme be followed while working or while being engaged in another part time programme?	14
vii.	Will I have the industry exposure during the programme?	14
viii.	Is this Foundation programme recognized?	15
ix.	After completing the foundation and the Diploma programme, will my employment opportunities be limited to the aviation industry?	15
x.	What are the allied industries in aviation?	16
xi.	Can I become a Pilot, Air Traffic Controller, or an Aeronautical Engineer by following this Programme?	16
10.	Application form and the Guidelines for filling:	17
11.	Application Form Checklist	21

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Foundation in Aviation Management Application Pack

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

1. About this document

This document contains all the information you would need to know about the Foundation 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 ‘Foundation in Aviation Management’ programme provides you the basic aviation knowledge while bridging the gap in knowledge to enter the Diploma in Aviation Management programme conducted by the academy. The diploma programme qualifies you to enrol directly in the 2nd year of the Degree of Bachelor of Aviation Management offered by the School of Aviation of Massey University, New Zealand at a discounted fee. In short, those who successfully completed the foundation programme can join the Diploma in Aviation Management programme without completing the G.C.E. A/L examinations.

Our Foundation Programme is of three (3) months duration. This duration includes the time spent on classroom activities, field visits and examinations.

This is a full-time study programme, where the classes will be held on each working day from Monday through Friday from 09:00 AM to 04:00 PM.

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. A seat reserved at the next intake of the Diploma in Aviation Management programme conducted by us which is the first step in joining the Bachelor of Aviation Management degree offered by School of Aviation of Massey University, New Zealand, where you can study in New Zealand and subsequently work in New Zealand.
- ii. A basic understanding of the aviation industry, both national and international, how it is structured, 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 work with computer word processors, spreadsheet applications and presentation software in creating professional documents.
- v. Ability to explain the basics of aircraft, airport and air navigational services operations.
- 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 calibre.
- vii. Ability to perform basic mathematics operations and use them in solving simple day-to-day problems.

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 39 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 in at least **6 subjects** including a **Credit pass** for
Mathematics, Science and English¹
at **G.C.E O/L (Sri Lanka)** examination

OR

Passed in at least **6 subjects** including a Credit pass for
Mathematics, ICT or Physics and English¹
at **London O/L (Edexcel or Cambridge)** examination

AND

Above the age of **15 years** by the time applying for the programme

(1 - Since the programme is entirely conducted in English language, 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.)

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.

6. Tuition Fee

The tuition fee for the programme is **LKR 150,000.00** which can be paid in a maximum of 3 instalments. A rebate of 10% will be offered for upfront full payment (i.e., pay **LKR 135,000.00** 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

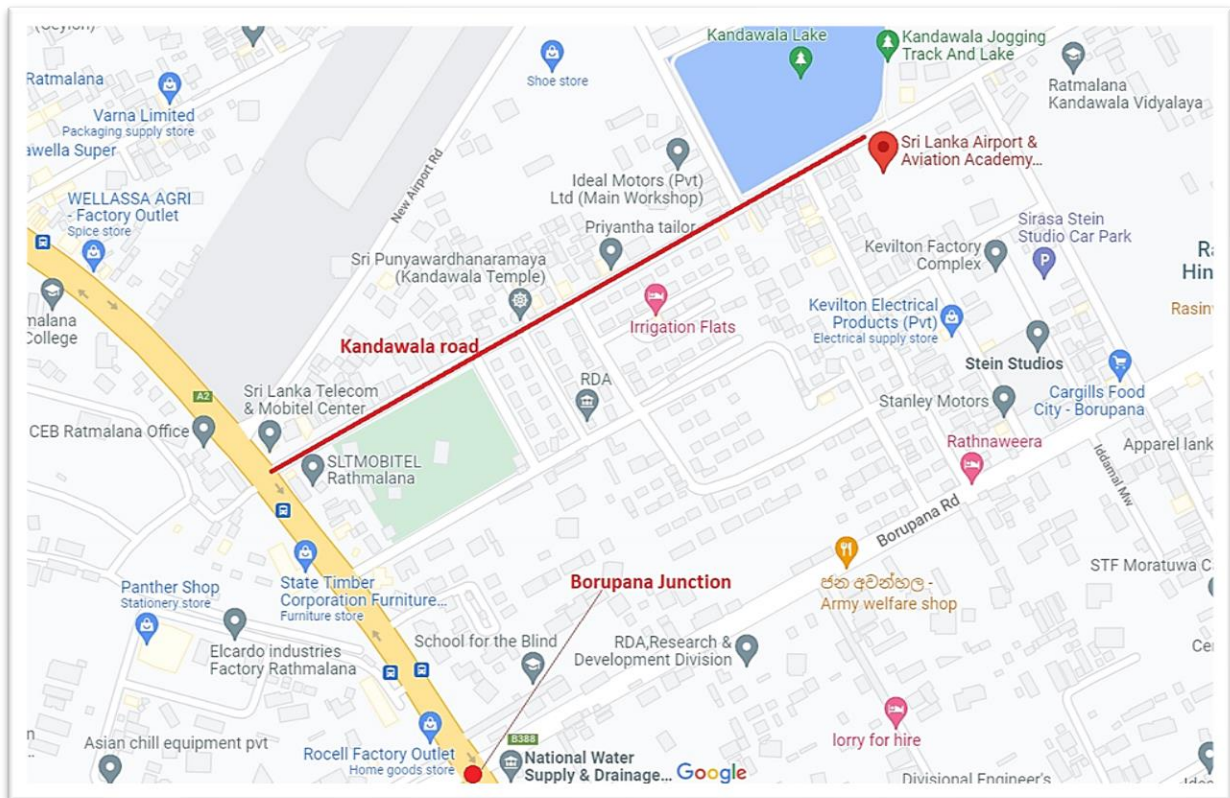
- i. Applications should be submitted in signed softcopy form.
- ii. Please complete in block letters and provide all the relevant information.
- iii. Please submit scanned copies of all certificates and testimonials along with the application. The originals should be ready for verification at the time 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 ***ee.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 07 421 421 70.

- v. The deadline for submission of applications is **20th December 2023**.
- 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) 7 421 421 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. I have followed G.C.E. Ordinary Level Examination (local syllabus). Can I follow this programme?

This programme is not particularly tailored to favour either local or foreign Ordinary Level syllabuses. If you have passed the G.C.E. Ordinary Level Examination in Local syllabus, or G.C.E. Ordinary Level (Cambridge) Examination, or Pearson Edexcel International GCSE examination in at least 6 subjects including credit passes for Mathematics, Science (ICT/Physics) and English, you can enrol to follow this programme. The courses have been designed such that there will be subjects that are familiar and coherent with both streams mentioned above. No particular stream would give an advantage or lead to a disadvantage in following this programme.

ii. I do not have G.C.E. Ordinary Level (Local or Foreign). What other equivalent qualifications would suffice to enrol in this programme?

The published qualifications are G.C.E. Ordinary Level conducted by the Department of Examinations of Sri Lanka, G.C.E. Ordinary Level conducted by Cambridge University Press & Assessment of Cambridge University, UK, and Pearson Edexcel International GCSE conducted by Pearson PLC, UK. 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.

If you have successfully completed Advanced Level or other secondary level examinations, it would be the first option as equivalent qualifications. In addition, those who do not have Ordinary 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?

Yes, you should possess a good working knowledge in English.

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 hand-outs 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 also 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. Our syllabus contains a brief English proficiency study to help you in language upgrade. 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. A determined effort to acquire adequate communication skills in English is strongly recommended.

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 Foundation programme worth following if I am not planning to continue into a Diploma/degree programme?

This foundation is a standalone qualification. While the ability to follow the diploma programme and subsequently obtain credit transfer to the 2nd 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 Foundation as a steppingstone to the aviation industry.

v. Is this Foundation worthwhile following for those having educational qualifications higher than G.C.E. O/L?

Certainly.

This foundation is an attractive added qualification for 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 three 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, but brief.

Industrial operational station visits 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. Your visits will include a day at Bandaranaike International Airport, a day at Colombo International Airport Ratmalana and 2 days at Piduruthalagala RADAR and Communication Centre.

viii. Is this Foundation programme recognized?

This Foundation programme 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 leads to the Diploma programme which 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. After completing the foundation and the Diploma programme, 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.

x. 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.

xi. 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 Foundation Programme mainly focuses on Aviation Management and bridges gap in knowledge for the students to enter the Diploma in Aviation Management programme.

10. Application form and the Guidelines for filling:

1. If you have a credit or higher passes in “Mathematics”, “Science/ICT/Physics”, and “English” at the G.C.E. (O/L) please make a scanned copy of the results certificate. Go to step 3.
2. If you have an educational qualification that in your opinion is equivalent to the G.C.E. (O/L) please make a scanned copy(s) of the relevant certificate(s).
3. Make scanned copies of your birth certificate and National Identity Card or Passport.

Use the application form given in page 19 from here [\(You need to print only that page\)](#)

4. In cage 1, write your full name clearly, in block capitals in the manner that it appears in your birth certificate.
5. In cage 2, write your date of birth indicating the year in 4-digit format.
6. In cage 3, write your National Identity Card number or Passport number using one square for one digit. If you are not a Sri Lankan NIC holder, please write your passport number.
7. 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.
8. In cage 5, under the selection section of the examination, tick (✓) the examination that you have passed. In case you do not have passed the G.C.E. (O/L) exam, go to step 10.

9. In cage 5, under the section to indicate the exam results, write the names of 6 subjects that you have passed along with the results, year, and index numbers. In case you do not have G.C.E. (O/L), go to step 10. Else proceed to step 11.
10. If you have an educational qualification that in your opinion is equivalent to the G.C.E. (O/L), please give details in cage 6. Go to step 11.
11. Please compile all scanned copies into a single folder.
12. Double check that the folder contains all the documents that you have scanned.
13. In cage 7, 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. 150,000.00 if you are paying in instalments or LKR. 135,000.00 if you are making the full payment at once.
14. In cage 8, place your signature and date the application.
15. Scan the signed application form (page 19) and save in the same folder you compiled in step 11.
16. Archive the folder containing all relevant scanned documents (application and certificates) using .ZIP archive format. [For help on how to do this, [click](#)].
17. Go through the checklist given on page 21 to ensure that you have followed the above steps correctly, before you dispatch your application by email.



APPLICATION FOR ENROLMENT IN THE “FOUNDATION IN AVIATION MANAGEMENT”

(1) NAME IN FULL (In Block Capital Letters)			
(2) Date of Birth	Year <input style="width: 50px; height: 20px;" type="text"/>	Month <input style="width: 50px; height: 20px;" type="text"/>	Day <input style="width: 50px; height: 20px;" type="text"/>
		(3) NIC Number/Passport Number (if available) <input style="width: 100%; height: 20px;" type="text"/>	
(4) Contact details			
<input type="checkbox"/> Postal Address		<input type="checkbox"/> E- mail <input type="checkbox"/> Telephone (Home) <input type="checkbox"/> Telephone (Mobile) <input type="checkbox"/> WhatsApp	
(5) Educational qualifications (Ordinary Level Examination)			
<input type="checkbox"/> G.C.E. Ordinary Level (Sri Lanka) <input type="checkbox"/> G.C.E. Ordinary Level (Cambridge) <input type="checkbox"/> Pearson Edexcel International GCSE			
Subject Results			
Subject	Result	Year	Index Number
1.			
2.			
3.			
4.			
5.			
6.			
(6) If you do not have 6 passes at G.C.E. (O/L) but possess any other equivalent educational qualifications, give details:			
Note: Please attach <u>scanned copies</u> of the certificates pertaining to the above educational qualifications			
(7) Source of finance			
Please indicate who would finance your enrolment.			
Yourself <input type="checkbox"/> Your parents or guardian <input type="checkbox"/> Your employer <input type="checkbox"/> Other <input type="checkbox"/>			
If other, please specify If source of finance is either your parents/guardian or your employer, please indicate their consent below. I (name/organisation), being the father/mother/ guardian/employer of the above applicant, agree to pay the tuition fee of Rs.			
Signature:			
(8) Declaration by the applicant			
I certify that the details furnished above are true and accurate. I am aware that being engaged in any other full-time activity would hinder my effective participation in this study programme. If selected, I undertake to pay the stipulated tuition fee in such manner as agreed upon with Airport & Aviation Services (Sri Lanka) (Private) Ltd.			
Date:	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Signature:	<input style="width: 100%; height: 20px;" type="text"/>		

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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 G.C.E. (O/L) Certificate(s)
 - (d) Certificate of O/L equivalent qualifications (if applicable)
 - (e) Your Birth Certificate
 - (d) Your National Identity Card (if available) 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 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 indicated the examination you passed in the cage (5)
07. Have you written
The names of the 6 subjects that you have passed in G.C.E. (O/L) along with the results, year, and index numbers in the cage (5)
OR
If what you have is an educational qualification that is equivalent to the G.C.E. (O/L), those details in the cage (6)?
08. Have you indicated who would finance your enrolment in cage (7)?
09. Have you obtained the consent of your parents/guardian/employer by signing in cage (7)?
10. Have you read and understood the declaration in cage (8)?
11. Have you placed your signature and dated the form in cage (8)?
12. 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

