



Diploma in Aviation Studies

Application Pack

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Airport & Aviation Services (Sri Lanka) Ltd
www.airport.lk



Please consider the environment before printing this document excluding the application form in page 15.

Airport & Aviation Services (Sri Lanka) Ltd., congratulates you on your decision to apply to enrol for the “Diploma in Aviation Studies” programme at our Training Centre.

About this document

This document contains all the information you would need to know about the Diploma programme and the institution offering it, the blank application form, and guidelines to fill in the application properly.

We advise you to read it thoroughly 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. A checklist is also provided to help you fill the form accurately.

This application package 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.

About the Programme

This Diploma Programme is of eight (08) months duration.
The programme consists of two courses as follows.

1. Industrial Awareness Course (14 weeks)
2. Industrial Alignment Course (12 weeks)

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 training of 20 working days will commence immediately after the end of course examination of the 2nd course.

This is a full time study programme, where the weekly schedule of classes will be as follows.

- Monday – day off
- Tuesday, Wednesday, Thursday and Friday – full day (9.00 am – 04.30 pm)

Therefore, 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:

1. A broad understanding of the aviation industry, both national and international, how it contributes towards the economy, and how it is regulated.
2. Ability to interface and interact with any person, group or organization connected with the aviation industry and its allied trades in a professional manner.
3. 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.
4. Ability to source decision support information, to present them in a manner that facilitates effective decision making and to convince.
5. 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.

About the Institution

The Civil Aviation Training Centre (CATC) is a division of Airport & Aviation Services Sri Lanka Limited (AASL), which is a fully government owned Company. We possess over 30 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 become 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, 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 *TRAINAIR PLUS full membership* which makes us the premier aviation training Institution in the island.

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.

Eligibility for Enrolment in the programme

To enrol for this Programme, you should have,

Passed the G.C.E A/L Examination (or have an equivalent
Secondary level educational qualification)

AND

Have at least a credit pass for English at the G.C.E. O/L Examination

(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.) 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 a disqualification.

Tuition Fee

The tuition fee for the programme is **Rs. 165,000.00** which can be paid in a maximum of 4 instalments. A rebate of 10% will be offered for upfront full payment (i.e. pay **Rs. 148,500.00** 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.

Application procedure

1. Applications should be submitted in hard copy form or signed softcopy form.
2. Please complete in block letters and provide all the relevant information.
3. Please do not submit any original certificates or testimonials along with the application. Submit only photocopies of only the documents requested for.
4. You may submit the duly perfected application form in any one of the following ways:
 - a. Mail under registered cover or courier to the following address:

**Programme Manager – Diploma in Aviation Studies
Civil Aviation Training Centre
No. 64, Kandawala Road
Ratmalana 10370
(SRI LANKA)**

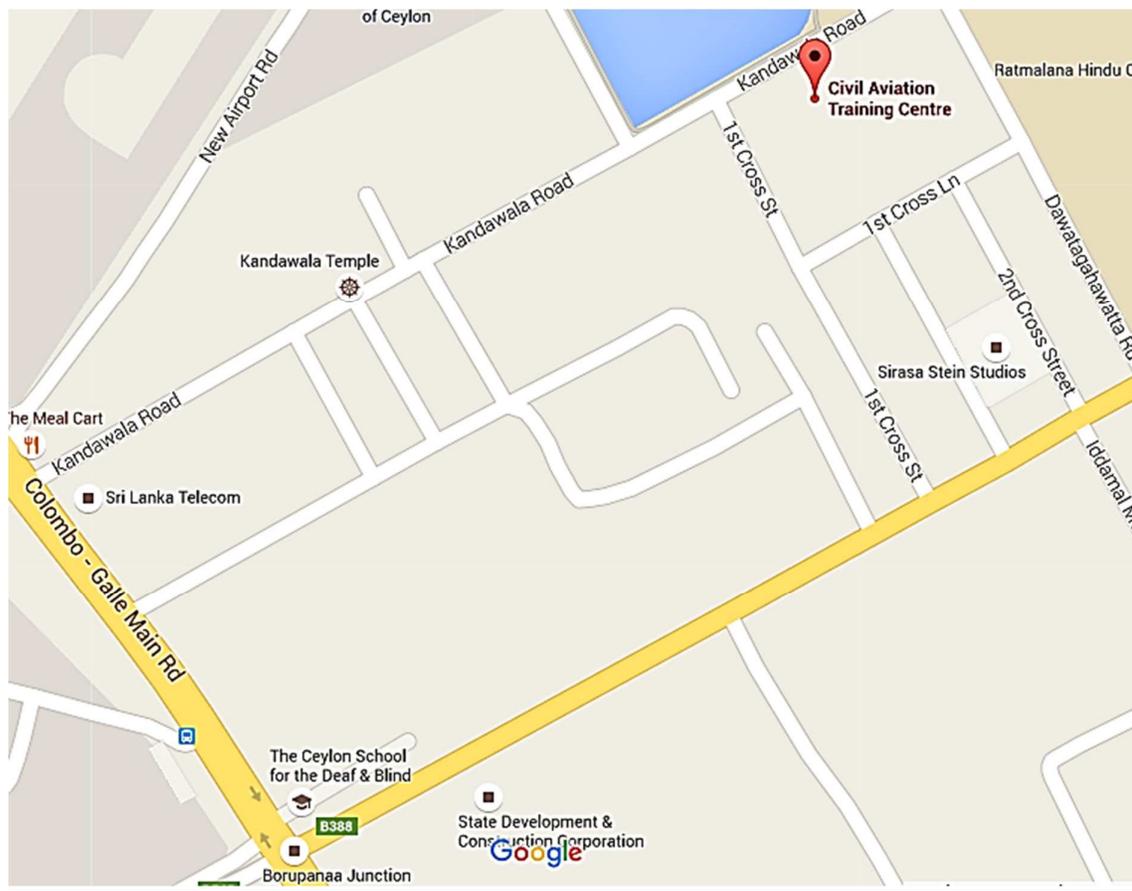
- b. Hand over in person to the office of the Head of Civil Aviation Training, at the above address (please refer location map).
- c. Fax to number +94 11 2634763
- d. Email a signed, scanned copy to *catc@airport.lk*

We will be acknowledging receipt of only submissions made as per 'b' above.

5. The deadline for submission of applications is **17th February 2017**.
6. All applicants will be informed of either the acceptance or the rejection of their application.

7. Short listed applicants may be called for further evaluation by interview or by other suitable mode of assessment if necessary.
8. Selected applicants will be informed to enrol by making the payment of the stipulated tuition fee.

Location Map



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

The CATC may be reached from both Kandawala Road and Borupana Roads.

Call +94 (0)11 2 634 763 for directions.

Frequently asked Questions

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

1. 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, 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 each of the streams mentioned above. Therefore, whether you have followed Arts, Science or Commerce there will be subjects familiar to you. Therefore, no particular stream would give an advantage or disadvantage in following this programme.

2. 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. This has been laid down after careful study in order 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.

CATC will give preference to applicants possessing the published qualification, namely the G C E Advanced Level. 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 candidates 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 Civil Aviation Training Centre may at its own discretion decide to conduct assessments and aptitude tests in respect of candidates having equivalent qualifications.

3. Is English proficiency essential to follow this programme?

You should possess a basic working knowledge in English. However, it is reiterated that the courses have been designed in such a way so that a very high proficiency level of English is not essential to follow the courses. Although not having a very high proficiency level in English would not be a disadvantage, having it would certainly be an advantage. Therefore, a determined effort to acquire adequate communication skills in English is strongly recommended.

You should possess basic listening skills to understand a simple lecture or presentation delivered in English. You should also have the ability to read and comprehend the course hand-outs prepared in English. These material are designed using very 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 simple 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).

4. Is this course worthwhile following for those having educational qualifications higher than G.C.E. A/L?

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.

5. 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 eight 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.

6. 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.

7. Is this Diploma recognized?

This Diploma is conducted by the Civil Aviation Training Centre, the training division of Airport and Aviation Services Sri Lanka 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 the full membership in the ICAO *TRAINAIR PLUS* Programme. 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.

8. 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.

9. 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.

10. 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.

11. 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 Store Keepers, 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.

Guidelines for filling the application form:

1. If you have a credit or higher pass in “English” at the G.C.E. (O/L) please make a photocopy of the results certificate. Go to step 3.
2. If you have any educational qualification that in your opinion is sufficiently indicative of adequate proficiency in English, please make a photocopy of the relevant certificate(s).
3. If you have passed the G.C.E (A/L), please make a photocopy of the results certificate. If you have passed it in more than one sitting, make photocopies of certificates of each sitting. Go to step 5
4. If you have an educational qualification that in your opinion is equivalent to the G.C.E. (A/L) please make a photocopy of the relevant certificate(s).
5. In cage 1, write your full name clearly, in block capitals in the manner that is appears in your birth certificate.
6. In cage 2, write your date of birth indicating the year in 4-digit format.
7. 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.
8. In cage 4, in the relevant section, clearly write your mailing 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 an email address and a mobile telephone number so that you could be contacted at short notice.
9. 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 11.
10. 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 12. Else proceed to step 13.

11. 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. Go to step 13.
12. 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. Go to step 13.
13. Please attach the photocopies to the application form, with the form on top.
14. In cage 6, please specify how you would be funded for the course. Indicate the consent of your parent/guardian/employer if either of them are your financial source, by getting them to place their signature in consent of the payment. Please strike off what is not relevant and indicate Rs. 165,000.00 if you are paying in instalments or Rs. 148,500.00 if you are making the full payment at once.
15. In cage 7, place your signature and date the application.



APPLICATION FOR ENROLMENT FOR THE "DIPLOMA IN AVIATION STUDIES"

(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	
		<input style="width: 100%; height: 20px;" type="text"/>	
(4) Contact details			
<input type="checkbox"/> Mailing Address		<input type="checkbox"/> E- mail	
		<input type="checkbox"/> Telephone (Home)	
		<input type="checkbox"/> Telephone (Mobile)	
(5) Educational qualifications			
<u>G.C.E O/L Examination</u>			
Results obtained for the subject "English"	Year	Index Number	
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	
If you do not possess a credit or better pass for "English" at G.C.E. (O/L) give details of any other qualifications indicative of sufficient proficiency in the English language:			
<input style="width: 100%; height: 40px;" type="text"/>			
<u>G.C.E A/L Examination</u>			
Subject	Results	Year	Index Number
1.	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
2.	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
3.	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
If you do not have 3 passes at G.C.E. (A/L) but possess any other equivalent secondary level educational qualifications, give details:			
<input style="width: 100%; height: 40px;" type="text"/>			
Note: Please attach photocopies of the certificates pertaining to the above educational qualifications. Please do not attach any original documents.			
(6) 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), being the father/mother/guardian/employer of the above applicant, agree to pay the tuition fee of Rs.			
Signature:			
(7) Declaration by the applicant			
I certify that the details furnished above are true and accurate. I also certify that I am not presently engaged in any other activity that would hinder my full time 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) 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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Application Form Checklist

In order 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 photocopies of the following documents
- (a) Your G.C.E. (O/L) Certificate
 - (b) Your G.C.E. (A/L) Certificate(s)
 - (c) Certificate(s) to support English Language proficiency (if applicable)
 - (d) Certificate of A/L equivalent qualifications (if applicable)
02. Have you written your full name clearly and correctly in cage no (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 no (2) indicating the year in 4-digit format?
04. Have you entered your NIC number correctly in cage number (03)?
05. Have you correctly written your contact details in cage number 04?
- Your mailing address
 - Your email address
 - Your contact phone number(s)
06. 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?
07. 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?
08. Have you indicated who would finance your enrolment in cage (6)?
09. Have you obtained the consent of your parents/guardian/employer by signing in cage (6)?
10. Have you read an understood the declaration in cage (7)?
11. Have you placed your signature and dated the form in cage (7)?