



Australian Government

Department of Foreign Affairs and Trade



Diplomatic
Academy.

LEARNING & DEVELOPMENT CALENDAR

Courses available to external participants (April - Sept 2021) As at 7/4/2021



Diplomatic Tradecraft Faculty

(For queries relating to the Diplomatic Tradecraft Faculty, please email diplomaticacademy@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Communication Skills										
Cable Writing	Practitioner	APS	9		4		10		Workshop	3.5 hours
Tradecraft Fundamentals										
Diplomatic Tradecraft (External)	Foundation	APS	Bespoke group course as negotiated						Workshop	As negotiated
Diplomatic Tradecraft Essentials	Foundation	APS Pre-Postees, Partners/Spouses		3 5		6 8	24 26		Workshop	1 day

Corporate Services Faculty

(For queries relating to the Corporate Services Faculty, please email diplomaticacademy@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
ICT, Communications & Marketing (Please email queries to ICT.Training@dfat.gov.au)										
Partner Agency High and Cables (Also available on demand)	Foundation	Partner Agencies (MoU)	*Classes scheduled most weeks - contact ict.training@dfat.gov.au for dates and enrolment						Workshop	2 hours
Risk Management, Fraud & Child Protection										
A Strategic Perspective to Risk (Comcover)	Practitioner	SES (APS)	See Comcover's Education Program Calendar						Workshop	4.5 hours
Commonwealth Resource Management Framework (Comcover)	Foundation	APS	Self-paced						eLearning	
Embedding Risk Management (Comcover)	Practitioner	Risk Mgmt Specialists (APS)	See Comcover's Education Program Calendar						Pre-workshop (1 day) + Workshop (2 days) + Workplace project (8 hours)	
Fraud Control Awareness for Implementing Partners (At Post)	Foundation	Implementing Partners	On demand (For DFAT funding recipients, implementing partners, partner government staff)						Workshop	2 hours
Introduction to Comcover (Comcover)	Foundation	APS	Self-paced						eLearning	40 mins
Introduction to Risk in the Commonwealth (Comcover)	Foundation	APS	Self-paced						eLearning	45 mins
Liaising with Comcover (Comcover)	Practitioner	APS Risk Management Officers	Self-paced						eLearning	3 hours
Managing Indemnity Risk (Comcover)	Foundation	APS	Self-paced						eLearning	90 mins
Practical Risk Management (Comcover)	Foundation	APS	See Comcover's Education Program Calendar						eLearning Workshop	2-4 hours 2 days
Security (Please email queries to security.training@dfat.gov.au)										
Defensive Driving	Practitioner	APS, Partners/Spouses	*Proceeding for critical business need only, no set dates						Practical	3 days
High Threat Defensive Driving	Practitioner	APS, Partners/Spouses	*Proceeding for critical business need only, no set dates						Practical	1 day

Understanding Australia Faculty

(For queries relating to the Understanding Australia Faculty, please email diplomaticacademy@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Indigenous Advocacy										
Indigenous Cultural Competence (AIATSIS)	Foundation	APS	Self-paced (Available through AIATSIS)						eLearning	
Jawun Secondment Program (Jawun)	Expert	APS	Expression of Interest Process (Available through own agency process)						On-the-job placement	

Consular & Passport Services Faculty

(For queries relating to the Consular & Passport Services Faculty, please email diplomaticacademy@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Consular Services										
(Please email queries to consular.training@dfat.gov.au)										
Consular Course (Mandatory consular pre-postees & others as identified following A-based withdrawal from Posts)	Practitioner	Austrade, EU Posts Consular, Foreign MFA Cosular (China, Vietnam)	19-23	17-21	21-25	19-23	16-20	13-17	Blended	eLearning 2 hours Workshop 5 days
Crisis Management (consular / humanitarian single response)										
(Please email queries to crisis.management@dfat.gov.au)										
Regional Contingency Planning & Crisis Management	Practitioner	Senior A-based at Post	On demand *Subject to travel restrictions						Workshop	2 days

Language Faculty

(For queries relating to the Language Faculty, please email languagestudiesunit@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Cultural Immersion										
*Immersion courses are being delivered face-to-face at the Diplomatic Academy. Complete the Immersion Course Enrolment Form and email it to immersion@cit.edu.au . For queries relating to Immersion Courses, email immersion@cit.edu.au .										
Immersion Course - Bislama Level 3/4	Practitioner	Bislama speaking officers		14					Workshop	1 day
Immersion Course - French Level 3	Practitioner	French speaking officers			28-30				Workshop	3 days
Immersion Course - French Level 4	Practitioner	French speaking officers						6-8	Workshop	3 days
Immersion Course - Indonesian Level 2	Practitioner	Indonesian speaking officers			7-9				Workshop	3 days
Immersion Course - Indonesian Level 3	Practitioner	Indonesian speaking officers				12-14			Workshop	3 days
Immersion Course - Japanese Level 3	Practitioner	Japanese speaking officers		24-26					Workshop	3 days

Language Faculty

(For queries relating to the Language Faculty, please email languagestudiesunit@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Immersion Course - Japanese Level 4	Practitioner	Japanese speaking officers					16-18		Workshop	3 days
Immersion Course - Korean Level 3	Practitioner	Korean speaking officers						13-15	Workshop	3 days
Immersion Course - Mandarin Level 3	Practitioner	Mandarin speaking officers		17-19					Workshop	3 days
Immersion Course - Mandarin Level 4	Practitioner	Mandarin speaking officers				26-28			Workshop	3 days
Immersion Course - Portuguese Level 3/4	Practitioner	Portuguese speaking officers			21-23				Workshop	3 days
Immersion Course - Spanish Level 2	Practitioner	Spanish speaking officers		3-5					Workshop	3 days
Immersion Course - Spanish Level 3	Practitioner	Spanish speaking officers				19-21			Workshop	3 days
Immersion Course - Spanish Level 4	Practitioner	Spanish speaking officers					30/8-1/9		Workshop	3 days
Immersion Course - Thai Level 3/4	Practitioner	Thai speaking officers	19-21						Workshop	3 days
Immersion Course - Tok Pisin Level 3/4	Practitioner	Tok Pisin speaking officers					25		Workshop	1 day
Immersion Course - Vietnamese Level 3/4	Practitioner	Vietnamese speaking officers					9-11		Workshop	3 days

Foreign Languages

(Lunchtime Discussion Groups run on the same day each week, from February to November inclusive, 12.30pm - 1.30pm)

*Lunchtime Discussion Groups are being delivered via online virtual classroom (Microsoft Teams). Click on the relevant class link below to join. For queries relating to Lunchtime Discussion Groups, email CITSolLanguages@cit.edu.au.

Lunchtime Discussion Group - Arabic	Practitioner	Arabic speaking officers	Level 1-2: Wednesdays Level 3-4: Thursdays					Discussion Group	1 hour
Lunchtime Discussion Group - Bislama	Practitioner	Bislama speaking officers	Level 1-4: Tuesdays					Discussion Group	1 hour
Lunchtime Discussion Group - Cantonese	Practitioner	Cantonese speaking officers	Level 1-4: Thursdays					Discussion Group	1 hour
Lunchtime Discussion Group - Farsi	Practitioner	Farsi speaking officers	Level 1-4: Thursdays					Discussion Group	1 hour
Lunchtime Discussion Group - French	Practitioner	French speaking officers	Level 2: Fridays Level 3: Tuesdays Level 4: Thursdays					Discussion Group	1 hour
Lunchtime Discussion Group - German	Practitioner	German speaking officers	Level 2-4: Wednesdays					Discussion Group	1 hour
Lunchtime Discussion Group - Hindi	Practitioner	Hindi speaking officers	Level 1-4: Thursdays					Discussion Group	1 hour
Lunchtime Discussion Group - Indonesian	Practitioner	Indonesian speaking officers	Level 1-2: Wednesdays Level 3: Thursdays Level 4: Tuesdays					Discussion Group	1 hour
Lunchtime Discussion Group - Italian	Practitioner	Italian speaking officers	Level 1-4: Tuesdays					Discussion Group	1 hour



Language Faculty

(For queries relating to the Language Faculty, please email languagestudiesunit@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Lunchtime Discussion Group - Japanese	Practitioner	Japanese speaking officers	Level 2: Tuesdays Level 3: Wednesdays Level 4: Fridays						Discussion Group	1 hour
Lunchtime Discussion Group - Khmer	Practitioner	Khmer speaking officers	Level 1-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - Korean	Practitioner	Korean speaking officers	Level 1-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - Lao	Practitioner	Lao speaking officers	Level 1-4: Tuesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Malay	Practitioner	Malay speaking officers	Level 1-4: Wednesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Mandarin	Practitioner	Mandarin speaking officers	Level 1-2: Tuesdays Level 3: Fridays Level 4: Tuesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Polish	Practitioner	Polish speaking officers	Level 1-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - Portuguese	Practitioner	Portuguese speaking officers	Level 1-4: Wednesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Russian	Practitioner	Russian speaking officers	Level 1-2: Thursdays Level 3-4: Tuesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Spanish	Practitioner	Spanish speaking officers	Level 1-2: Tuesdays Level 3-4: Fridays						Discussion Group	1 hour
Lunchtime Discussion Group - Tetum	Practitioner	Tetum speaking officers	Level 1-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - Thai	Practitioner	Thai speaking officers	Level 1-4: Wednesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Tok Pisin	Practitioner	Tok Pisin speaking officers	Level 3-4: Tuesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Turkish	Practitioner	Turkish speaking officers	Level 1-4: Fridays						Discussion Group	1 hour
Lunchtime Discussion Group - Vietnamese	Practitioner	Vietnamese speaking officers	Level 1-4: Thursdays						Discussion Group	1 hour

Legal Faculty

(For queries relating to the Legal Faculty, please email diplomaticacademy@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
There are no learning opportunities currently scheduled.										



Trade, Investment & Economic Diplomacy Faculty

(For queries relating to the TIED Faculty, please email diplomaticacademy@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Economic Diplomacy										
Business Engagement & Literacy	Foundation	APS	27						Workshop	1 day
Trade (General, WTOs & FTAs)										
Trade Policy	Foundation	APS		TBC					Workshop	2 days

International Policy & Strategies Faculty

(For queries relating to the IP&S Faculty, please email diplomaticacademy@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Australia's Foreign Policy Interests & Priorities										
European Union	Foundation	APS		4					Workshop	1 day
Human Rights Pre-Posting (Mandatory first time pre-postees) *Via WebEx	Foundation	APS		7					Workshop	3 hours
Developing & Delivering International Policy										
International Policy & Tradecraft *Via WebEx	Practitioner	APS	19/4-14/5	TBC					Workshop	Across 5 weeks
Indo-Pacific Region & Regional Architecture										
Understanding the Pacific *Via WebEx	Foundation	APS		TBC					Workshop	9 webinars over 1 month
International Security										
Women, Peace & Security (Briefing)	Foundation	APS	See Strategic & Specialist Programs						Briefing	30 mins
Women, Peace & Security (ACMC - eLearning)	Foundation	APS	See Strategic & Specialist Programs						eLearning	

International Development Faculty

(For queries relating to the IP&S Faculty, please email diplomaticacademy@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Aid Program Management										
AidWorks Group Clinics *1-on-1	Practitioner	APS	On demand (For teams managing programs, to enable effective program management in AidWorks)						Workshop	Up to 1/2 day
Australian Volunteers Program Pre-Departure	Foundation	External (volunteers)	On demand (Mandatory for Australian Volunteers prior to departure) *Adjusted for online access						Briefing	3 days
Introduction to Aid Management (Workshop) (Mandatory Pre-Postees - Dev)	Foundation	APS	*eLearning available in lieu						Workshop	4 hours

International Development Faculty

(For queries relating to the IP&S Faculty, please email diplomacacademy@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Development Principles	(Please email queries to education@dfat.gov.au or gender.equality@dfat.gov.au)									
Australian Education System	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 30 mins Practitioner: 20 mins	
Basic Education	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 20 mins Practitioner: 20 mins	
Country or Region-Specific Analysis (Education)	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 20 mins Practitioner: 20 mins	
Disability Inclusive Education	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 30 mins Practitioner: 30 mins	
Early Childhood Development	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 30 mins Practitioner: 30 mins	
Economics of Development	Foundation	Externals if interested						TBC	Workshop	3 hours
Education Financing & Modalities	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 30 mins Practitioner: 30 mins	
Education for Development - Priority Setting	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 30 mins Practitioner: 30 mins	
Education in Conflict-Affected and/or Fragile States	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 30 mins Practitioner: 30 mins	
Education in Emergencies	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 20 mins Practitioner: 25 mins	
Education Pathways	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 20 mins Practitioner: 30 mins	
Education Sector Inter-Connections	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 25 mins Practitioner: 25 mins	
Education Sector Planning	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 30 mins Practitioner: 30 mins	
Education Sector Workforce Planning	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 30 mins Practitioner: 30 mins	
Gender Equality and Women's Empowerment	Foundation	APS, Partner Agencies	See Strategic & Specialist Programs					eLearning	1 hour	
Higher Education	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 30 mins Practitioner: 20 mins	
Infrastructure (Education)	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 30 mins Practitioner: 30 mins	
Learning Assessment	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 20 mins Practitioner: 20 mins	
Marginalisation (Education)	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 30 mins Practitioner: 30 mins	
Monitoring & Evaluation (Education)	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)					eLearning	Foundation: 15 mins Practitioner: 15 mins	
Poverty & Social Analysis	Practitioner	APS, Externals (esp pre-tees)	*Ad hoc group or individual briefings available					Workshop	4.5 hours	



International Development Faculty

(For queries relating to the IP&S Faculty, please email diplomaticacademy@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Poverty & Social Analysis for Practitioners	Practitioner	Externals	*Ad hoc group or individual briefings available						Workshop	6 hours
Technical & Vocational Education & Training	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)						eLearning	Foundation: 30 mins Practitioner: 30 mins
The Role of Key Stakeholders in Education & Aid Effectiveness Principles	Foundation & Practitioner	External Education Practitioners	Self-paced (Print version for external education practitioners)						eLearning	Foundation: 20 mins Practitioner: 30 mins

Strategic & Specialist Programs

(For queries relating to Strategic & Specialist Programs, please email diplomaticacademy@dfat.gov.au)



Program	Learning Level	Target Audience	Apr	May	Jun	Jul	Aug	Sep	Delivery Method	Duration
Gender Awareness										
(Please email queries to gender.equality@dfat.gov.au)										
Gender Equality and Women's Empowerment	Foundation	APS, Partner Agencies	Self-paced						eLearning	1 hour
Women, Peace and Security (Briefing)	Foundation	APS	*Email gender.equality@dfat.gov.au for information						Briefing	30 mins
Women, Peace and Security (ACMC - eLearning)	Foundation	APS	Self-paced (Contact gender.equality@dfat.gov.au if interested)						eLearning	
Leadership & Values										
IPAA (Institute of Public Administration Australia)	Foundation & Practitioner	APS	IPAA is a member-based organisation providing public sector through leadership and works to strengthen the capacity of public servants through events, training and other activities. Each State and Territory has its own Division and local events.							

