



Australian Government

Department of Foreign Affairs and Trade



Diplomatic  
Academy.

# LEARNING & DEVELOPMENT CALENDAR

Courses available to external participants (Aug 2021 - Jan 2022) As at 05/08/2021



# Diplomatic Tradecraft Faculty

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



Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration
<b>Communication Skills</b>										
Cable Writing	Practitioner	APS	10		6		3		Workshop	3.5 hours
<b>Tradecraft Fundamentals</b>										
Diplomatic Tradecraft (External)	Foundation	APS	Bespoke group course as negotiated						Workshop	As negotiated
Diplomatic Tradecraft Essentials	Foundation	APS Pre-Postees, Partners/Spouses	24 26			30	2		Workshop	1 day

# Corporate Services Faculty

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



Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration
<b>ICT, Communications &amp; Marketing</b> (Please email queries to <a href="mailto:ICT.Training@dfat.gov.au">ICT.Training@dfat.gov.au</a> )										
Partner Agency High and Cables (Also available on demand)	Foundation	Partner Agencies (MoU)	Classes scheduled most weeks - contact <a href="mailto:ict.training@dfat.gov.au">ict.training@dfat.gov.au</a> for dates and enrolment						Workshop	2 hours
<b>Risk Management, Fraud &amp; Child Protection</b>										
A Strategic Perspective to Risk (Comcover)	Practitioner	SES (APS)	See <a href="#">Comcover's Education Program Calendar</a>						Workshop	4.5 hours
Commonwealth Resource Management Framework (Comcover)	Foundation	APS	Self-paced						eLearning	
Embedding Risk Management (Comcover)	Practitioner	Risk Mgmt Specialists (APS)	See <a href="#">Comcover's Education Program Calendar</a>						Pre-workshop (1 day) + Workshop (2 days) + Workplace project (8 hours)	
Fraud Control (At Post)	Practitioner	A-based & LES	On demand (Via WebEx)						Online 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 <a href="#">Comcover's Education Program Calendar</a>						eLearning Workshop	2-4 hours 2 days
<b>Security</b> (Please email queries to <a href="mailto:security.training@dfat.gov.au">security.training@dfat.gov.au</a> )										
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](mailto:diplomaticacademy@dfat.gov.au))



Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration
<b>Indigenous Advocacy</b>										
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](mailto:diplomaticacademy@dfat.gov.au))



Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration	
<b>Consular Services</b>											
(Please email queries to <a href="mailto:consular.training@dfat.gov.au">consular.training@dfat.gov.au</a> )											
Consular Course (Mandatory consular pre-postees & others as identified)	Practitioner	Austrade Consular, EU Posts Consular, Foreign MFA Consular (China, Vietnam)	16-20	13-17	18-22	15-19	6-10		Blended	eLearning 2 hours Workshop 5 days	
Consular Foundations eLearning (Mandatory for 5-day Consular Course)	Foundation	Austrade Consular	Self-paced							eLearning	1 hour
Consular Foundations Quiz (Mandatory for 5-day Consular Course)	Foundation	Austrade Consular	Self-paced							Quiz	30 mins

# Language Faculty

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



Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration
<b>Cultural Immersion</b>										
*Immersion courses are being delivered face-to-face at the Diplomatic Academy. Complete the <a href="#">Immersion Course Enrolment Form</a> and email it to <a href="mailto:immersion@cit.edu.au">immersion@cit.edu.au</a> . For queries relating to Immersion Courses, email <a href="mailto:immersion@cit.edu.au">immersion@cit.edu.au</a> .										
Immersion Course - Arabic Level 3/4	Practitioner	Arabic speaking officers			18-20				Workshop	3 days
Immersion Course - French Level 2	Practitioner	French speaking officers				1-3			Workshop	3 days
Immersion Course - French Level 4	Practitioner	French speaking officers		6-8					Workshop	3 days
Immersion Course - Indonesian Level 4	Practitioner	Indonesian speaking officers		20-22					Workshop	3 days
Immersion Course - Italian Level 3	Practitioner	Italian speaking officers				8-10			Workshop	3 days
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



# Language Faculty

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Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration
Immersion Course - Russian Level 3/4	Practitioner	Russian speaking officers			11-13				Workshop	3 days
Immersion Course - SI Pijin Level 3/4	Practitioner	SI Pijin speaking officers			6				Workshop	1 day
Immersion Course - Spanish Level 4	Practitioner	Spanish speaking officers	30/8-1/9						Workshop	3 days
Immersion Course - Tetum Level 3/4	Practitioner	Tetum speaking officers			27				Workshop	1 day
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](mailto:CITSolLanguages@cit.edu.au).

Lunchtime Discussion Group - Arabic	Practitioner	Arabic speaking officers	<a href="#">Level 1-2: Wednesdays</a> <a href="#">Level 3-4: Thursdays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - Bislama	Practitioner	Bislama speaking officers	<a href="#">Level 1-4: Tuesdays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - Cantonese	Practitioner	Cantonese speaking officers	<a href="#">Level 1-4: Thursdays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - Farsi	Practitioner	Farsi speaking officers	<a href="#">Level 1-4: Thursdays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - French	Practitioner	French speaking officers	<a href="#">Level 2: Fridays</a> <a href="#">Level 3: Tuesdays</a> <a href="#">Level 4: Thursdays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - German	Practitioner	German speaking officers	<a href="#">Level 2-4: Wednesdays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - Hindi	Practitioner	Hindi speaking officers	<a href="#">Level 1-4: Thursdays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - Indonesian	Practitioner	Indonesian speaking officers	<a href="#">Level 1-2: Wednesdays</a> <a href="#">Level 3: Thursdays</a> <a href="#">Level 4: Tuesdays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - Italian	Practitioner	Italian speaking officers	<a href="#">Level 1-4: Tuesdays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - Japanese	Practitioner	Japanese speaking officers	<a href="#">Level 2: Tuesdays</a> <a href="#">Level 3: Wednesdays</a> <a href="#">Level 4: Fridays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - Khmer	Practitioner	Khmer speaking officers	<a href="#">Level 1-4: Thursdays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - Korean	Practitioner	Korean speaking officers	<a href="#">Level 1-4: Thursdays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - Lao	Practitioner	Lao speaking officers	<a href="#">Level 1-4: Fridays</a>		Discussion Group	1 hour
Lunchtime Discussion Group - Malay	Practitioner	Malay speaking officers	<a href="#">Level 1-4: Wednesdays</a>		Discussion Group	1 hour





# Language Faculty

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Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration	
Lunchtime Discussion Group - Mandarin	Practitioner	Mandarin speaking officers	<a href="#">Level 1-2: Tuesdays</a> <a href="#">Level 3: Fridays</a> <a href="#">Level 4: Tuesdays</a>							Discussion Group	1 hour
Lunchtime Discussion Group - Polish	Practitioner	Polish speaking officers	<a href="#">Level 1-4: Thursdays</a>							Discussion Group	1 hour
Lunchtime Discussion Group - Portuguese	Practitioner	Portuguese speaking officers	<a href="#">Level 1-4: Wednesdays</a>							Discussion Group	1 hour
Lunchtime Discussion Group - Russian	Practitioner	Russian speaking officers	<a href="#">Level 1-2: Thursdays</a> <a href="#">Level 3-4: Tuesdays</a>							Discussion Group	1 hour
Lunchtime Discussion Group - Spanish	Practitioner	Spanish speaking officers	<a href="#">Level 1-2: Tuesdays</a> <a href="#">Level 3-4: Fridays</a>							Discussion Group	1 hour
Lunchtime Discussion Group - Tetum	Practitioner	Tetum speaking officers	<a href="#">Level 1-4: Thursdays</a>							Discussion Group	1 hour
Lunchtime Discussion Group - Thai	Practitioner	Thai speaking officers	<a href="#">Level 1-4: Wednesdays</a>							Discussion Group	1 hour
Lunchtime Discussion Group - Tok Pisin	Practitioner	Tok Pisin speaking officers	<a href="#">Level 3-4: Tuesdays</a>							Discussion Group	1 hour
Lunchtime Discussion Group - Turkish	Practitioner	Turkish speaking officers	<a href="#">Level 1-4: Fridays</a>							Discussion Group	1 hour
Lunchtime Discussion Group - Vietnamese	Practitioner	Vietnamese speaking officers	<a href="#">Level 1-4: Thursdays</a>							Discussion Group	1 hour

# Legal Faculty

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



Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	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](mailto:diplomaticacademy@dfat.gov.au))



Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration	
<b>Trade (General, WTOs &amp; FTAs)</b>											
Trade & Investment Law Timeout (TILT)	Practitioner	AGs (International Law)	Usually 1st Tuesday each month							Seminar	1 hour

# International Policy & Strategies Faculty

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



Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration
<b>Bilateral &amp; Regional Management</b>										
Russia Literacy	Practitioner	APS			13				Workshop	1 day
<b>International Security</b>										
Women, Peace & Security (Briefing)	Foundation	APS	See <i>Strategic &amp; Specialist Programs</i>						Briefing	30 mins
Women, Peace & Security (ACMC - eLearning)	Foundation	APS	See <i>Strategic &amp; Specialist Programs</i>						eLearning	

# International Development Faculty

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



Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration
<b>Aid Program Management</b>										
AidWorks Group Clinics	Practitioner	APS	On demand (For teams managing programs, to enable effective program management in AidWorks)						Face-to-face or Online 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 (eLearning) (Mandatory Pre-Postees - Dev)	Foundation	APS	Self-paced (Email <a href="mailto:AMT@dfat.gov.au">AMT@dfat.gov.au</a> for information & access)						eLearning	1 hour
Introduction to Design, Monitoring and Evaluation of Aid Investments (Mandatory Pre-Postees - Dev)	Foundation	APS	Self-paced (Email <a href="mailto:AMT@dfat.gov.au">AMT@dfat.gov.au</a> for information & access)						eLearning	1 hour
<b>Development Principles</b> (Please email queries to <a href="mailto:education@dfat.gov.au">education@dfat.gov.au</a> or <a href="mailto:gender.equality@dfat.gov.au">gender.equality@dfat.gov.au</a> )										
Australian Education System	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 20 mins
Basic Education	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 20 mins Practitioner: 20 mins
Country or Region-Specific Analysis (Education)	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 20 mins Practitioner: 20 mins
Disability Inclusive Education	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 30 mins
Early Childhood Development	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						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 (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 30 mins
Education for Development - Priority Setting	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 30 mins
Education in Conflict-Affected and/ or Fragile States	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 30 mins



# International Development Faculty

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Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration
Education in Emergencies	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 20 mins Practitioner: 25 mins
Education Pathways	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 20 mins Practitioner: 30 mins
Education Sector Inter-Connections	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 25 mins Practitioner: 25 mins
Education Sector Planning	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 30 mins
Education Sector Workforce Planning	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 30 mins
Gender Equality and Women's Empowerment	Foundation	APS, Partner Agencies	See <i>Strategic &amp; Specialist Programs</i>						eLearning	1 hour
Higher Education	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 20 mins
Infrastructure (Education)	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 30 mins
Learning Assessment	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 20 mins Practitioner: 20 mins
Marginalisation (Education)	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 30 mins
Monitoring & Evaluation (Education)	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 15 mins Practitioner: 15 mins
Poverty & Social Analysis	Practitioner	APS, Externals (esp pre-peeers)	*Ad hoc group or individual briefings available						Workshop	4.5 hours
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 (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 30 mins
The Role of Key Stakeholders in Education & Aid Effectiveness Principles	Foundation & Practitioner	External Education Practitioners	Self-paced (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 20 mins Practitioner: 30 mins

# Strategic & Specialist Programs

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Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration
<b>Gender Awareness</b>	(Please email queries to <a href="mailto:gender.equality@dfat.gov.au">gender.equality@dfat.gov.au</a> )									
Gender Equality and Women's Empowerment	Foundation	APS, Partner Agencies	Self-paced						eLearning	1 hour
Women, Peace and Security (Briefing)	Foundation	APS	*Email <a href="mailto:gender.equality@dfat.gov.au">gender.equality@dfat.gov.au</a> for information						Briefing	30 mins
Women, Peace and Security (ACMC - eLearning)	Foundation	APS	Self-paced (Contact <a href="mailto:gender.equality@dfat.gov.au">gender.equality@dfat.gov.au</a> if interested)						eLearning	



# Strategic & Specialist Programs

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Program	Learning Level	Target Audience	Aug	Sep	Oct	Nov	Dec	Jan	Delivery Method	Duration
<b>Leadership &amp; Values</b>										
IPAA (Institute of Public Administration Australia)	Foundation & Practitioner	APS	<a href="#">IPAA</a> 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.							