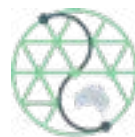




Australian Government

Department of Foreign Affairs and Trade



Diplomatic  
Academy.

# LEARNING & DEVELOPMENT CALENDAR

Courses available to external participants (Nov 2021 - Apr 2022) As at 5/11/2021



# 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	Nov	Dec	Jan	Feb	Mar	Apr	Delivery Method	Duration	
<b>Communication Skills</b>											
Australian Government Style Manual	Foundation	APS	On demand						<a href="#">Style Manual</a>		
Cable Writing	Practitioner	APS		3					Workshop	3 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	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	Nov	Dec	Jan	Feb	Mar	Apr	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>											
Comcover Learning Centre	All	APS (APS/SES, Risk Mgmt specialists)	<b>The Comcover Education Program is designed to increase risk management capability across the Commonwealth</b>						eLearning, Microbites, Face-to-Face Training, Blended, Workplace Projects, Reference Material, Networking		
<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	Nov	Dec	Jan	Feb	Mar	Apr	Delivery Method	Duration
<b>Indigenous Advocacy</b>										
Indigenous Cultural Competence (AIATSIS)	Foundation	APS	Self-paced (Available through AIATSIS)						<a href="#">eLearning</a>	
Jawun Secondment Program (Jawun)	Expert	APS	Expression of Interest Process (Available through own agency process)						<a href="#">On-the-job placement</a>	



# 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	Nov	Dec	Jan	Feb	Mar	Apr	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)	15-19	6-10		7-11	7-11	4-8	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	Nov	Dec	Jan	Feb	Mar	Apr	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 - French Level 2	Practitioner	French speaking officers	1-3						Workshop	3 days
Immersion Course - Italian Level 3	Practitioner	Italian speaking officers	8-10						Workshop	3 days
<b>Foreign Languages</b>		(Lunchtime Discussion Groups run on the same day each week, from 4 February to 27 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 <a href="mailto:CITSolLanguages@cit.edu.au">CITSolLanguages@cit.edu.au</a> .										
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



# 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	Nov	Dec	Jan	Feb	Mar	Apr	Delivery Method	Duration
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
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	Nov	Dec	Jan	Feb	Mar	Apr	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	Nov	Dec	Jan	Feb	Mar	Apr	Delivery Method	Duration
<b>Economic Diplomacy</b>										
Business Engagement & Literacy	Foundation	APS	8						Workshop	1 day

# 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	Nov	Dec	Jan	Feb	Mar	Apr	Delivery Method	Duration
<b>Australia's Foreign Policy Interests &amp; Priorities</b>										
Global Seasonal Outlook (BOM)	Practitioner	APS	Every 3 months						Seminar	1 hour
Islamic Awareness	Foundation	APS		2					Workshop	1 day
<b>Developing &amp; Delivering International Policy</b>										
Fundamentals of International Policy	Foundation	APS	1-2						Workshop	2 days
<b>Indo-Pacific Region &amp; Regional Architecture</b>										
Understanding the Pacific	Foundation	APS	15-16						Workshop	2 days
<b>International Security</b>										
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	Nov	Dec	Jan	Feb	Mar	Apr	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	40 mins
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	40 mins
Managing Investment Design (Mandatory Pre-Postees - Dev)	Practitioner	Pre-Posting (Dev), LES, APS	18						Workshop	1 day
Managing Investment Performance (Mandatory Pre-Postees - Dev)	Practitioner	Pre-Posting (Dev), LES, APS	19						Workshop	1 day

# 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	Nov	Dec	Jan	Feb	Mar	Apr	Delivery Method	Duration
<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: 25 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
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
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	Externals	*Ad hoc group or individual briefings available						Workshop	4.5 hours
Poverty & Social Analysis for Practitioners	Practitioner	Externals	24						Workshop	1 day
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



# International Development Faculty

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Program	Learning Level	Target Audience	Nov	Dec	Jan	Feb	Mar	Apr	Delivery Method	Duration
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

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



Program	Learning Level	Target Audience	Nov	Dec	Jan	Feb	Mar	Apr	Delivery Method	Duration
<b>APS Academy</b>										
The <a href="#">APS Academy</a> is designed to help you develop the capabilities that are fundamental in your role as a public servant (APS Craft). The APS Academy provides public service knowledge, resources and experience through a collection of APS Craft 'toolkits' and 'courses'.										
<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 (ACMC - eLearning)	Foundation	APS	Self-paced (Contact <a href="mailto:gender.equality@dfat.gov.au">gender.equality@dfat.gov.au</a> if interested)						<a href="#">eLearning</a>	
<b>Institute of Public Administration Australia (IPAA)</b>										
<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.										

