



Australian Government

Department of Foreign Affairs and Trade



Diplomatic
Academy.

LEARNING & DEVELOPMENT CALENDAR

Courses available to external participants (Jan - June 2022) As at 24/12/2021



Diplomatic Tradecraft Faculty

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



Program	Learning Level	Target Audience	Jan	Feb	Mar	Apr	May	Jun	Delivery Method	Duration	
Communication Skills											
Australian Government Style Manual	Foundation	APS	On demand							Style Manual	
Tradecraft Fundamentals											
Diplomatic Tradecraft (External)	Foundation	APS	Bespoke group course as negotiated						Workshop	As negotiated	
Diplomatic Tradecraft Essentials	Foundation	APS, Partners/Spouses			31	12	4	1	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	Jan	Feb	Mar	Apr	May	Jun	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)		16	16 29	27	25	22	eLearning & Workshop options	1.5 hours	
Risk Management, Fraud & Child Protection											
Comcover Learning Centre	All	APS (APS/SES, Risk Mgmt specialists)	The Comcover Education Program is designed to increase risk management capability across the Commonwealth						eLearning, Microbites, Face-to-Face Training, Blended, Workplace Projects, Reference Material, Networking		
Preventing Sexual Exploitation, Abuse and Harassment	Foundation	APS	Self-paced						eLearning	30 mins	
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	Jan	Feb	Mar	Apr	May	Jun	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	Jan	Feb	Mar	Apr	May	Jun	Delivery Method	Duration
Consular Services		(Please email queries to consular.training@dfat.gov.au)								
Consular Course (Mandatory consular pre-postees & others as identified)	Practitioner	Austrade Consular, EU Posts Consular, Foreign MFA Consular (China, Vietnam)		7-11	7-11	4-8	9-13	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)



Program	Learning Level	Target Audience	Jan	Feb	Mar	Apr	May	Jun	Delivery Method	Duration
Cultural Immersion										
Immersion courses will recommence at the Diplomatic Academy in February 2022.										
Foreign Languages		(Lunchtime Discussion Groups run on the same day each week, from February to November, 12.30pm - 1.30pm)								
Lunchtime Discussion Groups will recommence (possibly via online virtual classroom (Microsoft Teams)) from February 2022.										

Legal Faculty

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



Program	Learning Level	Target Audience	Jan	Feb	Mar	Apr	May	Jun	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	Jan	Feb	Mar	Apr	May	Jun	Delivery Method	Duration
There are no learning opportunities currently scheduled.										

International Policy & Strategies Faculty

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



Program	Learning Level	Target Audience	Jan	Feb	Mar	Apr	May	Jun	Delivery Method	Duration
Australia's Foreign Policy Interests & Priorities										
European Union Literacy	Foundation	APS			10				Workshop	1 day
Global Seasonal Outlook (BOM)	Practitioner	APS	Every 3 months						Seminar	1 hour
Islamic Awareness	Foundation	APS		2					Workshop	1 day
Bilateral & Regional Management										
China in the Pacific	Practitioner	APS	15-16						Workshop	2 days
Russia Literacy	Practitioner	APS						9	Workshop	1 day
Developing & Delivering International Policy										
Understanding Australia's Foreign Policy (MOOC)	Foundation	APS			14/3 - 8/4				MOOC	4 weeks
Indo-Pacific Region & Regional Architecture										
Indonesia Literacy	Foundation	APS			22				Workshop	1 day
Understanding the Pacific	Foundation	APS		9-10					Workshop	2 days
International Security										
Women, Peace & Security (ACMC - eLearning)	Foundation	APS	See <i>Strategic & Specialist Programs</i>						eLearning	
Multilateral Partnership Engagement & Advocacy										
Negotiation, Influencing & Chairing Skills	Foundation	APS	19-20						Workshop	2 days
Working as a Multilateral Diplomat (MOOC)	Foundation	APS					TBC		Workshop	4 weeks (TBC)

International Development Faculty

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



Program	Learning Level	Target Audience	Jan	Feb	Mar	Apr	May	Jun	Delivery Method	Duration
Aid Program Management										
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 AMT@dfat.gov.au for information & access)						eLearning	40 mins
Introduction to Design, Monitoring & Evaluation of Aid Investments (Mandatory Pre-Postees - Dev)	Foundation	APS	Self-paced (Email AMT@dfat.gov.au for information & access)						eLearning	40 mins
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 (External education practitioners - see DFAT website for print version)						eLearning	Foundation: 30 mins Practitioner: 20 mins



International Development Faculty

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



Program	Learning Level	Target Audience	Jan	Feb	Mar	Apr	May	Jun	Delivery Method	Duration
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 & 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
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

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



Program	Learning Level	Target Audience	Jan	Feb	Mar	Apr	May	Jun	Delivery Method	Duration
APS Academy										
The APS Academy 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'.										
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 (ACMC - eLearning)	Foundation	APS	Self-paced (Contact gender.equality@dfat.gov.au if interested)						eLearning	
Institute of Public Administration Australia (IPAA)										
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.										