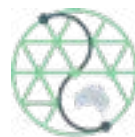




Australian Government

Department of Foreign Affairs and Trade



Diplomatic
Academy.

LEARNING & DEVELOPMENT CALENDAR

Courses available to external participants (Oct 2020 - March 2021) As at 15/10/2020



Diplomatic Tradecraft Faculty

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



Program	Learning Level	Target Audience	Oct	Nov	Dec	Jan	Feb	Mar	Delivery Method	Duration
Communication Skills										
Cable Writing	Practitioner	APS	27		16		5		Workshop	3 hours
Postings										
Human Rights Pre-Posting	Foundation	APS	See International Policy & Strategies Faculty					Workshop	3 hours	
Pre-Posting Seminar (mandatory first time pre-postees) *Via WebEx	Foundation	APS Pre-Postees, Partners/Spouses			14				Seminar	1 day
Tradecraft Fundamentals										
Diplomatic Tradecraft (External)	Foundation	APS	Bespoke group course as negotiated					Workshop	As negotiated	
Fundamentals of Protocol	Foundation	APS Pre-Postees, Partners/Spouses	27		10	19		23	Workshop	1 day
Introduction to Representation Skills and official Functions	Foundation	APS Pre-Postees, Partners/Spouses	28		11	21		25	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	Oct	Nov	Dec	Jan	Feb	Mar	Delivery Method	Duration
ICT, Communications & Marketing (Please email queries to ICT.Training@dfat.gov.au)										
Partner Agency High and Cables (also available on demand) *Delivery method changed	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 and Anti-Corruption (at Post)	Practitioner	A-based & LES	On demand					Workshop	2 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	



Corporate Services Faculty

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



Program	Learning Level	Target Audience	Oct	Nov	Dec	Jan	Feb	Mar	Delivery Method	Duration
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)										
4WD Training	Practitioner	APS, Partners/ Spouses	TBA						Practical	1 day
Defensive Driving *No set dates	Practitioner	APS, Partners/ Spouses	*Proceeding for critical business need only						Practical	3 days
High Threat Defensive Driving *No set dates	Practitioner	APS, Partners/ Spouses	*Proceeding for critical business need only						Practical	1 day
Personal Safety & Confrontation Management	Foundation	APS, Partners/ Spouses	23	13					Workshop	1 day
Personal Security Awareness *Via WebEx	Foundation	APS, Partners/ Spouses	19	9 30					Workshop	1 day
Security Awareness in Vulnerable Environments - SAVE	Foundation	APS	20-21	10-11	1-2				Workshop	2 days
Security Awareness in Vulnerable Environments - SAVE Plus	Foundation	A-based (Afghanistan & Iraq)	22-24	12-14	3-5				Workshop	3 days

Understanding Australia Faculty

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



Program	Learning Level	Target Audience	Oct	Nov	Dec	Jan	Feb	Mar	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	Oct	Nov	Dec	Jan	Feb	Mar	Delivery Method	Duration
Consular Services (Please email queries to consular.training@dfat.gov.au)										
Consular Course (mandatory consular pre-postees) *Day 1/3/5 face-to-face, Day 2 via WebEx (no Day 4)	Practitioner	Austrade, EU Posts, Foreign MFA Cosular (China, Vietnam)	12-16	2-6 23-27	7-11 8-12			15-19	Blended	eLearning 2 hours Workshop 5 days
Crisis Management (consular / humanitarian single response) (Please email queries to crisis.management@dfat.gov.au)										
Humanitarian Emergency Response for Post (Workshop in a Box)	Practitioner	Post & LES	On demand						Workshop in a Box (2-3 days)	



Consular & Passport Services Faculty

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



Program	Learning Level	Target Audience	Oct	Nov	Dec	Jan	Feb	Mar	Delivery Method	Duration
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	Oct	Nov	Dec	Jan	Feb	Mar	Delivery Method	Duration
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*Immersion Courses are proceeding via virtual classroom. Email languagestudiesunit@dfat.gov.au for details.

Cultural Immersion

Immersion Course - French Level 2	Practitioner	French speaking APS officers		2-4					Workshop	3 days
Immersion Course - Indonesian Level 2	Practitioner	Indonesian speaking APS officers	12-14						Workshop	3 days
Immersion Course - Italian Level 3	Practitioner	Italian speaking APS officers	26-28						Workshop	3 days
Immersion Course - Portuguese Level 3	Practitioner	Portuguese speaking APS officers		9-11					Workshop	3 days
Immersion Course - SI Pijin Level 3/4	Practitioner	SI Pijin speaking APS officers	21						Workshop	1 day

Foreign Languages

(Lunchtime Discussion Groups run on the same day each week, from 5 February to 29 November, 12.30pm - 1.30pm)

*Lunchtime Discussion Groups are proceeding via virtual classroom. Email languagestudiesunit@dfat.gov.au for details.

Lunchtime Discussion Group - Arabic	Practitioner	Arabic speaking APS officers	Level 1-2: Wednesdays Level 3-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - Bislama	Practitioner	Bislama speaking APS officers	Level 1-4: Tuesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Cantonese	Practitioner	Cantonese speaking APS officers	Level 1-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - Farsi	Practitioner	Farsi speaking APS officers	Level 1-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - French	Practitioner	French speaking APS officers	Level 2: Fridays Level 3: Tuesdays Level 4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - German	Practitioner	German speaking APS officers	Level 2-4: Wednesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Hindi	Practitioner	Hindi speaking APS officers	Level 1-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - Indonesian	Practitioner	Indonesian speaking APS officers	Level 1-2: Wednesdays Level 3: Thursdays Level 4: Tuesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Italian	Practitioner	Italian speaking APS 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	Oct	Nov	Dec	Jan	Feb	Mar	Delivery Method	Duration
Lunchtime Discussion Group - Japanese	Practitioner	Japanese speaking APS officers	Level 2: Tuesdays Level 3: Wednesdays Level 4: Fridays						Discussion Group	1 hour
Lunchtime Discussion Group - Khmer	Practitioner	Khmer speaking APS officers	Level 1-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - Korean	Practitioner	Korean speaking APS officers	Level 1-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - Lao	Practitioner	Lao speaking APS officers	Level 1-4: Tuesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Malay	Practitioner	Malay speaking APS officers	Level 1-4: Wednesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Mandarin	Practitioner	Mandarin speaking APS officers	Level 1-2: Tuesdays Level 3: Fridays Level 4: Tuesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Polish	Practitioner	Polish speaking APS officers	Level 1-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - Portuguese	Practitioner	Portuguese speaking APS officers	Level 1-4: Wednesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Russian	Practitioner	Russian speaking APS officers	Level 1-2: Thursdays Level 3-4: Tuesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Spanish	Practitioner	Spanish speaking APS officers	Level 1-2: Tuesdays Level 3-4: Fridays						Discussion Group	1 hour
Lunchtime Discussion Group - Tetum	Practitioner	Tetum speaking APS officers	Level 1-4: Thursdays						Discussion Group	1 hour
Lunchtime Discussion Group - Thai	Practitioner	Thai speaking APS officers	Level 1-4: Wednesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Tok Pisin	Practitioner	Tok Pisin speaking APS officers	Level 3-4: Tuesdays						Discussion Group	1 hour
Lunchtime Discussion Group - Turkish	Practitioner	Turkish speaking APS officers	Level 1-4: Fridays						Discussion Group	1 hour
Lunchtime Discussion Group - Vietnamese	Practitioner	Vietnamese speaking APS 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	Oct	Nov	Dec	Jan	Feb	Mar	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	Oct	Nov	Dec	Jan	Feb	Mar	Delivery Method	Duration
Economic Diplomacy										
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	Oct	Nov	Dec	Jan	Feb	Mar	Delivery Method	Duration
Australia's Foreign Policy Interests & Priorities										
Human Rights Pre-Posting	Foundation	APS	30	27					Workshop	3 hours
Developing & Delivering International Policy										
Fundamentals of International Policy	Foundation	APS	30/10 - 2/11						Workshop	2 days
Understanding Australian Foreign Policy (online delivery)	Practitioner	APS					1-28		Workshop	3 days
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	
Multilateral Partnership, Engagement & Advocacy										
Winning Multilateral Campaigns	Practitioner	APS	On demand						Workshop	1 day

International Development Faculty

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



Program	Learning Level	Target Audience	Oct	Nov	Dec	Jan	Feb	Mar	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 *Delivery method adjusted	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) *On hold	Foundation	APS	*eLearning available in lieu						Workshop	4 hours
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

International Development Faculty

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



Program	Learning Level	Target Audience	Oct	Nov	Dec	Jan	Feb	Mar	Delivery Method	Duration
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
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) (eLearning)	Foundation & Practitioner	External Education Practitioners	Self-paced (print version for external education practitioners)						eLearning	Foundation: 15 mins Practitioner: 15 mins
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
Humanitarian Principles & Practice										
Humanitarian Essentials	Foundation	Post, LES	Self-paced						eLearning	1 hour



Strategic & Specialist Programs

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



Program	Learning Level	Target Audience	Oct	Nov	Dec	Jan	Feb	Mar	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) <i>*Delivery method changed</i>	Foundation	APS	<i>*Email gender.equality@dfat.gov.au for information</i>						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.							

