



Australian Government

Department of Foreign Affairs and Trade



Diplomatic  
Academy.

# LEARNING & DEVELOPMENT CALENDAR

Courses available to external participants (Dec 2020 - May 2021) As at 8/12/2020



# 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                   | Dec                                | Jan      | Feb | Mar      | Apr | May    | Delivery Method | Duration      |
|---|----------------|-----------------------------------|------------------------------------|----------|-----|----------|-----|--------|-----------------|---------------|
| <b>Communication Skills</b>                                       |                |                                   |                                    |          |     |          |     |        |                 |               |
| Cable Writing   | Practitioner   | APS                               |                                    |          | 5   |          | 9   |        | Workshop        | 3.5 hours     |
| <b>Postings</b>   |                |                                   |                                    |          |     |          |     |        |                 |               |
| Pre-Posting Seminar (mandatory first time pre-postees) *Via WebEx | Foundation     | APS Pre-Postees, Partners/Spouses | 14                                 |          |     |          |     |        | Seminar         | 1 day         |
| <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 | 10<br>11                           | 19<br>21 |     | 23<br>25 |     | 3<br>5 | 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              | Dec  | Jan | Feb | Mar | Apr | May | 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) *Delivery method changed   | 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 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 <a href="#">Comcover's Education Program Calendar</a>  |     |     |     |     |     | eLearning<br>Workshop  | 2-4 hours<br>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 *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               |



# Corporate Services Faculty

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| Program   | Learning Level | Target Audience              | Dec | Jan | Feb | Mar | Apr | May | Delivery Method | Duration |
|---|----------------|------------------------------|-----|-----|-----|-----|-----|-----|-----------------|----------|
| Security Awareness in Vulnerable Environments - SAVE      | Foundation     | APS                          | 1-2 |     |     |     |     |     | Workshop        | 2 days   |
| Security Awareness in Vulnerable Environments - SAVE Plus | Foundation     | A-based (Afghanistan & Iraq) | 3-5 |     |     |     |     |     | Workshop        | 3 days   |

# 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 | Dec   | Jan | Feb | Mar | Apr | May | Delivery Method      | Duration |
|---|----------------|-----------------|---|-----|-----|-----|-----|-----|----------------------|----------|
| <b>Indigenous Advocacy</b>                |                |                 |   |     |     |     |     |     |                      |          |
| Indigenous Cultural Competence (AIATISIS) | Foundation     | APS             | Self-paced (Available through AIATISIS)                               |     |     |     |     |     | 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   | Dec                                       | Jan | Feb | Mar   | Apr   | May   | 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) *Day 1/3/5 face-to-face, Day 2 via WebEx (no Day 4)        | Practitioner   | Austrade, EU Posts, Foreign MFA Consular (China, Vietnam) | 7-11<br>8-12                              |     |     | 15-19 | 19-23 | 17-21 | Blended                      | eLearning 2 hours<br>Workshop 5 days |
| <b>Crisis Management (consular / humanitarian single response)</b>  |                |   |   |     |     |       |       |       |                              |                                      |
| (Please email queries to <a href="mailto:crisis.management@dfat.gov.au">crisis.management@dfat.gov.au</a> ) |                |   |   |     |     |       |       |       |                              |                                      |
| Humanitarian Emergency Response for Post (Workshop in a Box)  | Practitioner   | Post & LES  | On demand                                 |     |     |       |       |       | Workshop in a Box (2-3 days) |                                      |
| 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](mailto:languagestudiesunit@dfat.gov.au))



| Program   | Learning Level | Target Audience | Dec | Jan | Feb | Mar | Apr | May | Delivery Method | Duration |
|---|----------------|-----------------|-----|-----|-----|-----|-----|-----|-----------------|----------|
| <b>Cultural Immersion</b>   |                |                 |     |     |     |     |     |     |                 |          |
| Immersion Courses have finished for 2020 and will re-commence in February 2021. |                |                 |     |     |     |     |     |     |                 |          |



# 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 | Dec | Jan | Feb | Mar | Apr | May | Delivery Method | Duration |
|---|----------------|-----------------|-----|-----|-----|-----|-----|-----|-----------------|----------|
| <b>Foreign Languages</b>  |                |                 |     |     |     |     |     |     |                 |          |
| (Lunchtime Discussion Groups run on the same day each week, from 5 February to 29 November, 12.30pm - 1.30pm) |                |                 |     |     |     |     |     |     |                 |          |
| Lunchtime Discussion Groups have finished for 2020 and will re-commence in February 2021.                     |                |                 |     |     |     |     |     |     |                 |          |

# 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 | Dec | Jan | Feb | Mar | Apr | May | 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 | Dec | Jan | Feb | Mar | Apr | May | Delivery Method | Duration |
|--|----------------|-----------------|-----|-----|-----|-----|-----|-----|-----------------|----------|
| <b>Economic Diplomacy</b>                                |                |                 |     |     |     |     |     |     |                 |          |
| 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](mailto:diplomaticacademy@dfat.gov.au))



| Program  | Learning Level | Target Audience | Dec                                 | Jan | Feb       | Mar | Apr | May | Delivery Method | Duration |
|--|----------------|-----------------|-------------------------------------|-----|-----------|-----|-----|-----|-----------------|----------|
| <b>Australia's Foreign Policy Interests &amp; Priorities</b> |                |                 |                                     |     |           |     |     |     |                 |          |
| European Union   | Foundation     | APS             |                                     |     | TBC       |     |     |     | Workshop        | 1 day    |
| <b>Developing &amp; Delivering International Policy</b>      |                |                 |                                     |     |           |     |     |     |                 |          |
| Understanding Australian Foreign Policy (online delivery)    | Practitioner   | APS             |                                     |     | 15/2-12/3 |     |     |     | Workshop        | 1 month  |
| <b>International Security</b>                                |                |                 |                                     |     |           |     |     |     |                 |          |
| 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       |          |
| <b>Multilateral Partnership, Engagement &amp; Advocacy</b>   |                |                 |                                     |     |           |     |     |     |                 |          |
| Winning Multilateral Campaigns                               | Practitioner   | APS             | On demand                           |     |           |     |     |     | Workshop        | 1 day    |



# International Development Faculty

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| Program   | Learning Level            | Target Audience                  | Dec  | Jan | Feb | Mar | Apr | May       | Delivery Method                              | Duration |
|---|---------------------------|----------------------------------|--|-----|-----|-----|-----|-----------|--|----------|
| <b>Aid Program Management</b>   |                           |                                  |  |     |     |     |     |           |  |          |
| 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                                      |          |
| <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 (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 30 mins<br>Practitioner: 20 mins |          |
| Basic Education   | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 20 mins<br>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<br>Practitioner: 20 mins |          |
| Disability Inclusive Education  | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 30 mins<br>Practitioner: 30 mins |          |
| Early Childhood Development   | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 30 mins<br>Practitioner: 30 mins |          |
| Education Financing & Modalities  | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 30 mins<br>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<br>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<br>Practitioner: 30 mins |          |
| Education in Emergencies  | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 20 mins<br>Practitioner: 25 mins |          |
| Education Pathways  | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 20 mins<br>Practitioner: 30 mins |          |
| Education Sector Inter-Connections  | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 25 mins<br>Practitioner: 25 mins |          |
| Education Sector Planning   | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 30 mins<br>Practitioner: 30 mins |          |
| Education Sector Workforce Planning   | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 30 mins<br>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<br>Practitioner: 20 mins |          |
| Infrastructure (Education)  | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 30 mins<br>Practitioner: 30 mins |          |
| Learning Assessment   | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 20 mins<br>Practitioner: 20 mins |          |
| Marginalisation (Education)   | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners)                                |     |     |     |     | eLearning | Foundation: 30 mins<br>Practitioner: 30 mins |          |



# International Development Faculty

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| Program  | Learning Level            | Target Audience                  | Dec   | Jan | Feb | Mar | Apr | May | Delivery Method | Duration                                     |
|--|---------------------------|----------------------------------|---|-----|-----|-----|-----|-----|-----------------|--|
| Monitoring & Evaluation (Education)                                      | Foundation & Practitioner | External Education Practitioners | Self-paced (print version for external education practitioners) |     |     |     |     |     | eLearning       | Foundation: 15 mins<br>Practitioner: 15 mins |
| Poverty & Social Analysis *Delivery method changed                       | Practitioner              | APS, Externals (esp pre-postees) | *Ad hoc group or individual briefings available                 |     |     |     |     |     | Workshop        | 4.5 hours                                    |
| Poverty & Social Analysis for Practitioners *Delivery method changed     | 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<br>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<br>Practitioner: 30 mins |
| <b>Humanitarian Principles &amp; Practice</b>                            |                           |                                  |   |     |     |     |     |     |                 |  |
| 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](mailto:diplomaticacademy@dfat.gov.au))



| Program   | Learning Level            | Target Audience       | Dec   | Jan | Feb | Mar | Apr | May | 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) *Delivery method changed   | 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       |          |
| <b>Leadership &amp; Values</b>  |                           |                       |   |     |     |     |     |     |                 |          |
| 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. |     |     |     |     |     |                 |          |

