



Australian Government

Department of Foreign Affairs and Trade



Diplomatic
Academy.

LEARNING & DEVELOPMENT CALENDAR

Courses available to external participants (July - December 2020) As at 8/7/2020



Diplomatic Tradecraft Faculty

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



Program	Learning Level	Target Audience	Jul	Aug	Sep	Oct	Nov	Dec	Delivery Method	Duration	
Communication Skills											
Cable Writing	Practitioner	APS		20		27		16	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			11			14	Seminar	1 day	
Tradecraft Fundamentals											
Diplomatic Tradecraft (External)	Foundation	APS	Bespoke group course as negotiated							Workshop	As negotiated

Corporate Services Faculty

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



Program	Learning Level	Target Audience	Jul	Aug	Sep	Oct	Nov	Dec	Delivery Method	Duration	
Business Management & Support											
LES Remuneration	Foundation	APS	By invitation							Workshop	1 day
Human Resources											
Mental Health First Aid	Practitioner	Agencies at Post			1-2			12-13	Workshop	2 days	
Mental Health First Aid for the Suicidal Person	Practitioner	APS				28			Workshop	4 hours	
Mental Health for Managers	Practitioner	Agencies at Post			3			17	Workshop	4 hours	
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)	*On demand sessions if urgent (case-by-case basis)							Workshop	3 hours
Risk Management, Fraud & Child Protection											
A Strategic Perspective to Risk (Comcover)	Practitioner	SES (APS)						5	Workshop	4.5 hours	
Commonwealth Resource Management Framework (Comcover)	Foundation	APS	Self-paced							eLearning	
Embedding Risk Management (Comcover)	Practitioner	Risk Mgmt Specialists (APS)			23/9 & 21/10				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



Corporate Services Faculty

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



Program	Learning Level	Target Audience	Jul	Aug	Sep	Oct	Nov	Dec	Delivery Method	Duration
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				13-14			eLearning Workshop	2-4 hours 2 days
Security (Please email queries to security.training@dfat.gov.au)										
4WD Training	Practitioner	APS, Partners/ Spouses		TBA		TBA			Practical	1 day
Defensive Driving *As required	Practitioner	APS, Partners/ Spouses	*Proceeding for critical business need only						Practical	3 days
High Threat Defensive Driving *As required	Practitioner	APS, Partners/ Spouses	*Proceeding for critical business need only						Practical	1 day
Personal Safety & Confrontation Management *Proceeding for critical business need only	Foundation	APS, Partners/ Spouses	24	21	25	23	13		Workshop	1 day
Personal Security Awareness *Via WebEx	Foundation	APS, Partners/ Spouses	20	17	21	19	9 30		Workshop	1 day
Security Awareness in Vulnerable Environments - SAVE *Proceeding for critical business need only, reduced numbers	Foundation	APS	21-22	18-19	22-23	20-21	10-11	1-2	Workshop	2 days
Security Awareness in Vulnerable Environments - SAVE Plus *Proceeding for critical business need only	Foundation	A-based (Afghanistan & Iraq)	23-25	20-22	24-26	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	Jul	Aug	Sep	Oct	Nov	Dec	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 Jawun)						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	Jul	Aug	Sep	Oct	Nov	Dec	Delivery Method	Duration
Consular Services (Please email queries to consular.training@dfat.gov.au)										
Consular Course (mandatory consular pre-postees) *Proceeding via WebEx	Practitioner	Austrade, EU Posts, Foreign MFA Consular (China, Vietnam)	27-31	10-14	7-11	12-16	2-6 7-11		Blended	eLearning 2 hours Workshop 5 days



Language Faculty

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



Program	Learning Level	Target Audience	Jul	Aug	Sep	Oct	Nov	Dec	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 - Arabic Level 3	Practitioner	Arabic speaking APS officers	27-29						Workshop	3 days
Immersion Course - Bislama Level 3	Practitioner	Bislama speaking APS officers			23				Workshop	3 days
Immersion Course - French Level 2	Practitioner	French speaking APS officers					2-4		Workshop	3 days
Immersion Course - French Level 4	Practitioner	French speaking APS officers	20-22						Workshop	3 days
Immersion Course - Indonesian Level 2	Practitioner	Indonesian speaking APS officers				12-14			Workshop	3 days
Immersion Course - Indonesian Level 3	Practitioner	Indonesian speaking APS officers	6-8						Workshop	3 days
Immersion Course - Italian Level 3	Practitioner	Italian speaking APS officers				26-28			Workshop	3 days
Immersion Course - Japanese Level 4	Practitioner	Japanese speaking APS officers		31/8 - 2/9					Workshop	3 days
Immersion Course - Korean Level 3	Practitioner	Korean APS officers			7-9				Workshop	3 days
Immersion Course - Mandarin Level 4	Practitioner	Mandarin speaking APS officers		10-12					Workshop	3 days
Immersion Course - Portuguese Level 3	Practitioner	Portuguese speaking APS officers					9-11		Workshop	3 days
Immersion Course - Russian Level 3	Practitioner	Russian speaking APS officers			14-16				Workshop	3 days
Immersion Course - SI Pijin Level 3/4	Practitioner	SI Pijin speaking APS officers				21			Workshop	1 day
Immersion Course - Spanish Level 4	Practitioner	Spanish speaking APS officers		17-19					Workshop	3 days

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



Language Faculty

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



Program	Learning Level	Target Audience	Jul	Aug	Sep	Oct	Nov	Dec	Delivery Method	Duration
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
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	Jul	Aug	Sep	Oct	Nov	Dec	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	Jul	Aug	Sep	Oct	Nov	Dec	Delivery Method	Duration
Economic										
Econobites *On hold	Practitioner	APS	*Assessing options						Seminar	1 hour
Economic Diplomacy										
Business Envoy Speaker Series *On hold	Practitioner	APS	*Assessing options						Seminar	1 hour
Trade (General, WTOs and FTAs)										
Trade Policy *On hold	Foundation	APS	*Developing online option						Seminar	2 days

International Policy & Strategies Faculty

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



Program	Learning Level	Target Audience	Jul	Aug	Sep	Oct	Nov	Dec	Delivery Method	Duration
Australia's Foreign Policy Interests & Priorities										
Human Rights Pre-Posting *Abbreviated course via WebEx	Foundation	APS	31	28	25	30	27		Workshop	3 hours
Islamic Awareness *On hold	Foundation	APS	*Assessing online options						Workshop	1 day
Developing & Delivering International Policy										
Fundamentals of International Policy *Also developing MOOC	Foundation	APS				30/10 & 2/11			Workshop	2 days
International Policy and Tradecraft *Delivery method TBC	Practitioner	APS					9-11		Workshop	3 days
International Security										
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	Jul	Aug	Sep	Oct	Nov	Dec	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	
Introduction to Aid Management (Workshop) (Mandatory Pre-Postees - Dev) *On hold	Foundation	APS	*On hold					Workshop	4 hours	
Introduction to Public Financial Management (ECORYS) *On hold	Practitioner	APS Agencies, Partner Govt Officials	*On hold until further notice					Workshop (Contact us)	3 days	
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	
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	

International Development Faculty

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



Program	Learning Level	Target Audience	Jul	Aug	Sep	Oct	Nov	Dec	Delivery Method	Duration
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

Strategic & Specialist Programs

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



Program	Learning Level	Target Audience	Jul	Aug	Sep	Oct	Nov	Dec	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 (ACMC)	Foundation	APS	Self-paced (Available through ACMC)						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.							

