



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Diplomacy And Department Of Foreign Affairs Structure Training

Law, Military Science and Security / Sovereignty of the State

Unit Standard 114700 · NQF Level 7 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with a comprehensive understanding of diplomacy, the structure and functioning of the Department of Foreign Affairs, and the role of diplomatic missions. It aims to develop the skills necessary to engage in diplomatic practice, analyze foreign policy, and navigate the protocols of international relations within the South African context.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	114700
Accreditation	SAQA Accredited · NQF Level 7 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyze the historical and contemporary role of diplomacy in international relations.
- Evaluate the structure and functions of the Department of Foreign Affairs and its diplomatic missions.
- Apply diplomatic protocols and procedures in bilateral and multilateral engagements.
- Demonstrate effective communication and negotiation skills in diplomatic contexts.
- Assess the impact of foreign policy decisions on national and international stakeholders.
- Implement strategies for managing diplomatic relations and consular services.

WHO SHOULD ATTEND

- This course is designed for government officials, diplomats, foreign service officers, and professionals in international relations who seek to deepen their understanding of diplomatic processes and the organizational framework of the Department of Foreign Affairs.

COURSE OUTLINE

Day 1: Foundations of Diplomacy and DFA Structure

- Introduction to diplomacy: definitions, types (bilateral, multilateral), and key principles.
- Historical context of South African diplomacy post-1994.
- Overview of the Department of Foreign Affairs: mandate, vision, and strategic objectives.
- Organisational structure: head office, regional branches, and foreign missions.
- Key roles: Minister, Director-General, ambassadors, and consular staff.
- Legal foundations: Vienna Convention on Diplomatic Relations and relevant South African legislation.
- Coordination with other government departments (e.g., DIRCO, DTI).
- Case study: South Africa's diplomatic engagement in Africa.

Day 2: Practical Diplomacy and DFA Operations

- Diplomatic protocol: precedence, invitations, ceremonies, and cross-cultural communication.
- Negotiation skills: preparation, tactics, and conflict resolution.
- DFA operations: policy formulation, consular services, and passport/visa processes.
- Multilateral diplomacy: engagement with the UN, AU, and SADC.
- Digital diplomacy: use of social media and technology in foreign policy.
- Current issues: South Africa's foreign policy priorities, BRICS, and African Agenda.
- Practical exercise: drafting a diplomatic note or briefing a simulated delegation.
- Assessment and reflection: applying learning to real-world scenarios.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **5 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,000.00	R 23,000.00
1	On-Campus (Pretoria)	R 26,600.00	R 26,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 114700) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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