



Accredited Africa Training Institute for Capacity Development

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COURSE BROCHURE

Defence Representation in Host Country Residential Capacity

Law, Military Science and Security / Sovereignty of the State

Unit Standard 254485 · NQF Level 5 · 18 Credits · 15 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively represent the Department of Defence in a host country, whether in a residential or non-residential capacity. It covers diplomatic protocols, cultural sensitivity, and strategic communication to ensure successful defence representation abroad. Learners will gain the competence to navigate complex international environments and uphold South Africa's defence interests.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	254485
Accreditation	SAQA Accredited · NQF Level 5 · 18 Credits
Duration	15 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply diplomatic protocols and host country regulations to ensure compliance and effective representation.
- Analyze the political, security, and socio-economic environment of the host country to inform strategic decisions.
- Evaluate cultural differences and adapt communication strategies to foster positive relationships.
- Implement reporting mechanisms to provide accurate and timely intelligence and feedback to the Department.
- Demonstrate professional conduct and ethical behaviour in all interactions with host country officials and international partners.

WHO SHOULD ATTEND

- This course is designed for military and civilian personnel of the South African Department of Defence who are or will be deployed in a host country, including defence attachés, support staff, and advisors serving in embassies or other diplomatic missions.

COURSE OUTLINE

Day 1: Introduction to Defence Representation in Host Country Residential Capacity

- Definition and scope of defence representation.
- Overview of the Vienna Convention on Diplomatic Relations.
- Host country laws and bilateral agreements.
- Roles of defence attachés and military advisors.
- Cultural sensitivity and protocol basics.
- Course objectives and assessment criteria.

Day 2: Legal and Regulatory Frameworks

- Vienna Convention on Diplomatic Relations (1961).
- Status of Forces Agreements (SOFA).
- Host country legislation on foreign military presence.
- Privileges and immunities: scope and limitations.
- Legal responsibilities of defence representatives.
- Case study: legal challenges in representation.

Day 3: Host Country Political and Security Environment

- Political structures and key stakeholders.
- Security threat assessment: terrorism, crime, instability.
- Intelligence collection methods and ethics.
- Open-source intelligence (OSINT) for defence reps.
- Risk management frameworks.
- Scenario: security briefing preparation.

Day 4: Diplomatic Protocol and Etiquette

- Diplomatic hierarchy and precedence.
- Official correspondence and note verbale.
- Event planning: receptions, meetings, ceremonies.
- Cross-cultural communication styles.
- Gift-giving and hospitality norms.
- Role-play: diplomatic reception.

Day 5: Communication and Reporting

- Types of reports: daily, weekly, special.
- Structure of a defence attaché report.
- Briefing techniques for senior officials.
- Secure communication systems and protocols.
- Information classification and handling.
- Exercise: drafting a situation report.

Day 6: Networking and Relationship Building

- Networking strategies for defence representatives.
- Engaging with host country military and government.
- Cooperation with other attachés and embassies.
- Social media and professional platforms.
- Managing cultural differences in networking.

- Workshop: networking event simulation.

Day 7: Host Country Military and Defence Structures

- Structure of host country armed forces.
- Defence budget and procurement cycles.
- Key military leaders and ministries.
- Defence industry and technology partnerships.
- Military exercises and training programmes.
- Case study: host country defence review.

Day 8: Security Operations and Force Protection

- Force protection principles and standards.
- Residential and office security surveys.
- Emergency evacuation procedures.
- Personal security awareness and travel security.
- Host country security cooperation.
- Practical: security survey of a residence.

Day 9: Crisis Management and Contingency Planning

- Types of crises: natural disasters, political unrest, health.
- Crisis management frameworks and checklists.
- Communication during a crisis: chains of command.
- Liaison with host country emergency services.
- Tabletop exercise: crisis scenario response.
- After-action review and lessons learned.

Day 10: Cultural Intelligence and Negotiation

- Cultural dimensions: Hofstede, Trompenaars.
- Negotiation styles across cultures.
- Building trust and rapport.
- Conflict resolution and mediation.
- Case study: cross-cultural negotiation.
- Role-play: negotiating a bilateral agreement.

Day 11: Intelligence and Counterintelligence

- Intelligence cycle and sources.
- Counterintelligence: espionage and subversion.
- Operational security (OPSEC) practices.
- Reporting suspicious contacts and activities.
- Legal and ethical boundaries.
- Scenario: counterintelligence awareness.

Day 12: Host Country Legal System and Dispute Resolution

- Overview of host country legal system.
- Criminal and civil jurisdiction over defence personnel.
- Dispute resolution: negotiation, mediation, arbitration.
- Legal assistance and representation.
- Case study: legal incident management.
- Guest speaker: host country legal expert.

Day 13: Public Diplomacy and Media Relations

- Public diplomacy strategies for defence.
- Media engagement: interviews, press releases.
- Social media management and monitoring.
- Crisis communication with media.
- Countering disinformation campaigns.
- Exercise: press conference simulation.

Day 14: Administration and Resource Management

- Office administration and record keeping.
- Budget planning and financial management.
- Personnel management: assignments, leave, welfare.
- Procurement and logistics.
- Compliance with home country policies.
- Practical: resource allocation exercise.

Day 15: Integration, Assessment, and Way Forward

- Capstone exercise: full representation scenario.
- Peer and instructor feedback.
- Personal action plan for host country assignment.
- Course evaluation and certification.
- Networking and future support resources.
- Closing remarks and certificates.

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 **18 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 51,000.00	R 51,000.00
1	In-House	R 66,400.00	R 66,400.00
1	On-Campus (Pretoria)	R 76,500.00	R 76,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	31 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	31 Aug 2026	On-Campus	Mauritius
12 Aug 2026	01 Sep 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	02 Sep 2026	On-Campus	Dubai, UAE
14 Aug 2026	03 Sep 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	04 Sep 2026	On-Campus	Durban, South Africa
18 Aug 2026	07 Sep 2026	On-Campus	Shenzhen, China

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 254485) 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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