



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

Diplomatic Protocols and Etiquette in South Africa

Law, Military Science and Security / Sovereignty of the State

Unit Standard 260000 · NQF Level 5 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to apply diplomatic protocols and etiquette in a South African context. It covers the principles of diplomatic practice, cultural sensitivity, and professional conduct in formal and informal settings.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	260000
Accreditation	SAQA Accredited · NQF Level 5 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate an understanding of the principles and importance of diplomatic protocols and etiquette.
- Apply appropriate protocols for official events, meetings, and ceremonies in a South African context.
- Analyze cultural sensitivities and adapt communication styles to diverse diplomatic settings.
- Evaluate the role of diplomatic immunity and privileges in professional interactions.
- Implement correct procedures for seating, introductions, and flag etiquette.
- Apply proper forms of address and titles for diplomatic and government officials.

WHO SHOULD ATTEND

- This course is designed for professionals in government, corporate, and non-profit sectors who engage with diplomatic missions, international delegates, or high-level officials.
- It is also suitable for event coordinators and protocol officers.

COURSE OUTLINE

Day 1: Foundations of Diplomatic Protocols and Etiquette in South Africa

- Introduction to diplomatic protocols: definitions and importance.
- Legal framework: Vienna Convention on Diplomatic Relations (1961) and South African implementation.
- Diplomatic privileges and immunities in the South African context.
- Forms of address, titles, and precedence order.
- Seating arrangements and flag etiquette.
- Official functions: dress code, invitations, and etiquette.
- Role of DIRCO and the Chief of Protocol.
- Cross-cultural considerations in South Africa's diverse diplomatic environment.

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 **3 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	18 Aug 2026	On-Campus	Durban, South Africa

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 260000) 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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