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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

**Diplomacy, Protocol and Foreign Affairs Assist**

registered by Organising Field 08 – Law, Military Science and Security, publishes the following Qualification and Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Qualification and Unit Standards. The full Qualification and Unit Standards can be accessed via the SAQA web-site at [www.saqqa.org.za](http://www.saqqa.org.za). Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Qualification and Unit Standards should reach SAQA at the address below and **no later than 17 October 2008**. All correspondence should be marked **Standards Setting – SGB for Diplomacy, Protocol and Foreign Affairs Assist** and addressed to

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D. MPHUTHING**ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### QUALIFICATION: *National Diploma: Diplomacy*

<b>SAQA QUAL ID</b>	<b>QUALIFICATION TITLE</b>		
64329	National Diploma: Diplomacy		
<b>ORIGINATOR</b>			<b>PROVIDER</b>
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>QUALIFICATION TYPE</b>	<b>FIELD</b>	<b>SUBFIELD</b>	
Further Diploma	8 - Law, Military Science and Security	Sovereignty of the State	
<b>ABET BAND</b>	<b>MINIMUM CREDITS</b>	<b>NQF LEVEL</b>	<b>QUAL CLASS</b>
Undefined	240	Level 7	Regular-Unit Stds Based

#### *This qualification replaces:*

Qual ID	Qualification Title	NQF Level	Min Credits	Replacement Status
48726	Advanced Diploma: Diplomacy	Level 7	247	Will occur as soon as 64329 is registered

#### **PURPOSE AND RATIONALE OF THE QUALIFICATION**

##### Purpose:

The National Diploma in Diplomacy is intended for people who will be posted abroad as official representatives of the Republic of South Africa in a diplomatic capacity.

The purpose of the qualification is to produce well rounded diplomats who have insight and an understanding of what diplomacy entails and are able to conduct foreign relations in a professional manner.

Learners will develop skills and techniques of negotiation and conflict management which relate to specific issues such as international trade, international environmental policy, international law, conflicts, human rights and humanitarian affairs. The focus is on multilateral diplomacy and developing practical and analytical diplomatic and negotiation skills.

Qualifying learners will be able to:

- > Analyse and advance South African foreign and domestic policy within the context of international relations.
- > Promote the economic, commercial and financial benefits for South Africa's development based on an analysis of international markets and international domestic policies.
- > Represent South Africa in a diplomatic capacity.
- > Develop and manage public diplomacy strategies.
- > Demonstrate knowledge of consular services.
- > Promote multi-lateralism within diplomatic practice.
- > Manage teams and the human, physical and financial resources of a diplomatic mission office.

Rationale:

This qualification is required in order to ensure a high standard of professional practice in diplomacy.

International conventions dictate the requirements of diplomats under international law. This qualification provides a mechanism for defining and measuring the values and competencies associated with diplomats.

This qualification provides learners with access to employment opportunities within the broader diplomatic community in order to protect and promote the sovereignty of the State and advance the interests of the Republic of South Africa.

#### **RECOGNIZE PREVIOUS LEARNING?**

Y

#### **LEARNING ASSUMED IN PLACE**

Persons wishing to pursue this qualification are assumed to have:

- > Completed a NQF Level 6 qualification or its equivalent.
- > Sufficient knowledge of English to enable them to cope with the studies.
- > Good general knowledge of current affairs.
- > Excellent knowledge of the South African situation.
- > Reasonable knowledge of other countries.
- > The ability to use personal computers for word processing and electronic communication.

Recognition of Prior Learning:

This qualification may be obtained through the recognition of relevant prior learning and/or experience. For the purpose of recognising prior learning, providers are required to develop structured means for the assessment of individual candidates on a case-by-case basis. Such procedures and the assessment of individual candidates must be subject to moderation.

#### **QUALIFICATION RULES**

Fundamental: Learners must achieve all 35 credits in the Fundamental category.

Core: Learners must achieve all 195 credits in the Core category.

Elective: Learners must achieve at least 10 credits from the unit standards identified in the Elective category.

#### **EXIT LEVEL OUTCOMES**

1. Analyse and advance South African foreign and domestic policy within the context of international relations.
2. Promote the economic, commercial and financial benefits for South Africa's development based on an analysis of international markets and international domestic policies.
3. Represent South Africa in a diplomatic capacity.
4. Develop and manage public diplomacy strategies.
5. Demonstrate knowledge of consular services.
6. Promote multi-lateralism within diplomatic practice.

7. Manage teams and the human, physical and financial resources of a diplomatic mission office.

**Critical Cross-Field Outcomes:**

This qualification addresses the following critical cross-field outcomes. The way in which the critical cross-field outcomes are addressed is presented in detail in the unit standards:

- > Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made, particularly in relation to the challenges faced in promoting a positive image of South Africa abroad.
- > Working effectively with others as a member of a team, group, organisation, or community in the course of duties associated with representing South Africa abroad.
- > Organizing and managing oneself and one's activities responsibly and effectively in the course of preparations for diplomatic services and duties.
- > Collecting, analysing, organizing and critically evaluating information that will serve the purposes of representing South Africa positively.
- > Communicating effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion with mission staff and people in the host country.
- > Using science and technology effectively and critically, showing responsibility towards the environment and health of others.
- > Demonstrating an understanding of the world as a set of related systems by recognizing that problem-solving contexts do not exist in isolation, particularly in relation to the interplay between SA Foreign Policy and international relations.

#### **ASSOCIATED ASSESSMENT CRITERIA**

**Associated Assessment Criteria for Exit Level Outcome 1:**

- 1.1 Analysis is provided of South Africa's domestic government structures and policies.
- 1.2 South Africa's domestic government structures and policies are articulated in a manner that promotes the image of South Africa.
- 1.3 Analysis is provided of South Africa's foreign policies.
- 1.4 South Africa's foreign policies are articulated in a manner that promotes the image of South Africa.
- 1.5 Analysis is provided of the policies of the AU, SADC and SACU.
- 1.6 Analysis is provided of international relations.

**Associated Assessment Criteria for Exit Level Outcome 2:**

- 2.1 Explanations are provided of basic economic concepts.
- 2.2 Analysis is provided of South Africa's economy and legislative and policy frameworks.
- 2.3 Analysis is provided of the instruments and role-players geared towards promoting South Africa's economy.
- 2.4 Promotion of South Africa's economic, commercial and financial benefits contribute towards South Africa's development.

**Associated Assessment Criteria for Exit Level Outcome 3:**

- 3.1 Modern diplomacy is placed in a theoretical and historical context.
- 3.2 Diplomatic practices are applied appropriately in a variety of diplomatic contexts.
- 3.3 South Africa is represented through appropriate application of diplomatic protocols and etiquette.
- 3.4 South Africa is represented through the application of the practices of cultural, public and consular diplomacy.

**Associated Assessment Criteria for Exit Level Outcome 4:**

4.1 Management techniques demonstrate understanding of communication strategies within a diplomatic context.

4.2 Public diplomacy strategies are developed in line with trends in public diplomacy.

4.3 Public diplomacy events are planned and managed effectively in line with public diplomacy strategies.

Associated Assessment Criteria for Exit Level Outcome 5:

5.1 Explanations are provided of the historical development of consular services.

5.2 Consular statutory sources are identified.

5.3 Explanations are provided of consular theory and consular practice.

Associated Assessment Criteria for Exit Level Outcome 6:

6.1 Explanations are provided of International Law as a context in which SA conducts international relations.

6.2 Explanations are provided of the context, principles and objectives of the African Agenda in SA foreign policy.

6.3 Explanations are provided of the context, principles and objectives of the Global Agenda of SA foreign policy.

6.4 Explanations are provided of the role and importance of multilateral conferences and negotiations within diplomatic practice.

Associated Assessment Criteria for Exit Level Outcome 7:

7.1 Management oversight of financial resources ensures the mission adheres to PFMA requirements.

7.2 State owned state owned properties, rented properties and movable assets are managed in line with departmental requirements.

7.3 Administrative duties are managed to ensure the smooth running of the mission.

7.4 Management activities ensures the protection of the confidentiality of mission activities and information.

7.5 Management oversight of human resources ensures mission staff members are able to function optimally.

7.6 Conflicts are managed in a manner that promotes good interpersonal relationships among mission staff.

7.7 Teams are managed to maximize the benefits of teamwork within diplomatic practice.

Integrated Assessment:

Ongoing formative assessment is required so that learners are given feedback on their progress in the achievement of specific learning outcomes. Summative assessment is concerned with the judgement of the learning in relation to the exit-level outcomes of the qualification, which assess the learners' ability to integrate a large body of knowledge, skills and attitudes as defined in the associated unit standards. Integrated assessments must be designed to achieve the following:

> An integration of the achievement of exit-level outcomes in a way which demonstrates a deep approach to learning and shows that the purpose of the qualification as a whole has been achieved.

> Judgement of learner performance which can provide evidence of applied competence or capability.

> An emphasis on criterion-referenced assessment which is more transparent to the learners and which is capable of being applied to the recognition of prior learning.

Wherever possible, the outcomes should be assessed within the context of fieldwork as a direct application of the theories and principles related to diplomatic practice.

**INTERNATIONAL COMPARABILITY**

The following countries were selected for comparison due to their renowned excellence in the field of Foreign Affairs, as well as the wide variety of contexts and profiles offered through this particular selection:

- > Switzerland: Unitar.
- > The Netherlands: Clingendael.
- > France: ENA, Sciences PO and Diplomatic Academy.
- > Cuba: Diplomatic Academy.
- > India: Foreign Service Institute (IFSI).

Switzerland: Unitar:

Unitar determined the following core competencies for a diplomat:

- > Fluency in English.
- > Public speaking.
- > Dealing with the media.
- > Negotiation skills on multilateral and bilateral issues.
- > Understanding negotiation a process: preparation, understanding issues, understanding rules and procedures, follow-up and report writing.

The content of the Heads of Mission training programme is linked to political strategic issues. They do not provide public speaking or report writing training to Heads of Mission as they assume that these skills are already in place at the time when a person is appointed as a Head of Mission. Cross-cultural behaviour training is considered important for the Heads of Mission and also for their spouses. Heads of Mission should have management and leadership skills and must be able to use ICT.

The curriculum is built around four streams:

- > International Diplomacy.
- > International Law.
- > History: Including Africa.
- > Economics.

Unitar defined three categories of diplomatic training:

- > Orientation training which is basic but very precise in content, e.g:
  - > Introduction to UN system.
  - > Diplomatic skills.
  - > Protocol.
  - > International Law.
- > Awareness training is geared towards matters of substance, e.g. Economics for non-economics.
- > The skills training is practical and endeavours to provide competence in, e.g:
  - > Public Speaking.
  - > Chairing Meetings.
  - > Drafting resolutions.
  - > Report writing.

Unitar has defined the following emerging trends for their curriculum and has already developed course material for these modules:

- > Climate change.
- > Sustainable development.
- > Terrorism.
- > HIV/Aids.
- > Management and leadership skills.

The Netherlands: Clingendael:

The core competencies of a Dutch diplomat are:

- > Negotiation skills.
- > Understanding the functioning of the EU.
- > Understanding the functioning of multilateral organizations.

Heads of Mission Training is focussed on:

- > Integrative management.
- > Development of effective policies.
- > Conflict management.
- > Development co-operation.

The content of the Clingendael diplomatic programme is focused on:

- > Diplomatic Relations.
- > International Relations.
- > EU Integration.
- > Security.

Participants are trained on co-coordinating mechanisms of multilateral organizations and not only on the institutions.

Clingendael conducts research assignments on request. There is a trend to the topics that they research, namely:

- > Country assessments.
- > Internal conflicts in countries.
- > Peace building.
- > Good governance.
- > World Food Programme.

Clingendael identified and incorporated into their curriculum the following new trends:

- > Energy: Due to its strategic value.
- > Understanding the policies of African countries: Due to the EU shifting focus to Africa.
- > Asylum and migration.
- > Terrorism.
- > Negotiation processes at the EU Institutions.
- > Training on multilateral tactics, e.g. when is the right time to present a paper at EU fora.
- > International Coordination.

France: Ena, Diplomatic Academy, and Sciences PO:

ENA focus their curriculum on the following areas that underpin the core competencies for a French diplomat:

- > Economics.
- > Environment.
- > International Negotiations.
- > Public Management.
- > Human Resource Management.
- > Negotiation Skills.

ENA has identified the following new modules to be included in their curriculum:

- > Human Rights.
- > International Economic Co-operation.

Sciences PO design their curriculum around the same set of competencies, but they have recently added the following subjects:

- > Human Resource Management.
- > Finance.
- > Sociology.

The course content for Heads of Mission is geared towards operational matters, e.g:

- > Budgets.
- > Legal issues.
- > People management.
- > Consular, visas.
- > Expat Management.
- > Computer communications.
- > People communication.
- > Negotiation skills.
- > Assets management.

ENA provides an integrated curriculum, which focuses not only on international relations and which makes no distinction made between career groups (administration, economic line function or political line function).

The core skills that ENA students will have acquired when leaving ENA are:

- > Communication.
- > Knowledge of International Relations.
- > European Law.
- > Foreign languages.

The Diplomatic Academy of the French Ministry of Foreign Affairs provides post specific training to equip French diplomats in the following three streams:

- > Councilor Course.
- > Consular and Secretarial Course.
- > Engineers Course (Secure Communication).

The Academy also offers a one-month Induction Course that orientates new recruits on the following subjects:

- > How to integrate in a team.
- > Structure of Administration.
- > Communication software.



The Diplomatic Academy also offers pre-posting training. The focus of the training is to provide skills with regards to the following:

- > Budget.
- > Consular affairs.
- > Teambuilding.
- > Work Psychology.
- > Legal Questions.
- > People Management.
- > Expat Management.
- > Assets Management.
- > Communication skills (systems, people, negotiation).
- > New Public Finance Law.

Modules that are of a tactical nature are also included in the programme. Examples given included the following:

- > Regional affairs.
- > EU.
- > Conflict Resolution.
- > Negotiation Skills.

The Foreign Ministry has identified the following modules to be incorporated into the programme:

- > Growth of International Terrorism.
- > Crisis Management.

The Diplomatic Academy does not provide any Language training. They use external service providers.

Cuba: Diplomatic Academy:

Instruction takes the form of a series of lectures offered on Economy, Planning, Tourism, Trade, Health, Security, ICT, Imaging, and Internal functions of the Foreign Ministry. The Diplomatic Academy places emphasis on research.

The Diplomatic Academy also offers a Consular Course.

Emphasis on the Strategic Plan is considered fundamental to the training as all negotiations are based on the strategic plan of the Ministry.

India: Foreign Service Institute (IFS):

The IFSI trains diplomats as generalist with a language specialization.

The National Academy of Administration provides a Foundation Course for all civil servants. The content is designed with a focus on:

- > Indian economy.
- > General law.
- > Indian constitution.

The Foundation Course is also considered important for networking within the civil service.

After the Foundation Course a 1-year course at the IFSI must be attended. This course covers administrative and political issues.

After the 1 year practical exposure is incorporated into the training programme by attaching the students for 5 weeks to a district and 3 to 6 months to the Foreign Ministry.

Diplomats acquire language specialization by spending 1 year language training at a mission. Support staff and attached departments receive short courses on practical skills.

There is a Mid-Career Training Programme which is focussed on 3 levels of skills development:

- > Upgrading knowledge on international affairs and on new developments, e.g. terrorism.
- > Job specific training, e.g. on consular matters of a specific country.
- > Country specific training, e.g. issues relating to economy, international relations.

The IFSI outsources all management training to the India Institute of Management.

In-house computer training is offered to diplomats on the applications used by the Ministry of External Affairs.

Pre-posting training aims to prepare the diplomats to manage the mission and therefore focuses on financial management, communication systems and computer training.

The IFSI has updated their curriculum with the following new modules:

- > Strategic importance of oil and energy.
- > Energy security.
- > Terrorism.
- > Trans-national crime.

Conclusion:

The findings of the international scan based on the five countries indicate that South Africa compares favourably with other countries in the area of diplomatic training, especially in terms of curriculum offerings. However, there is variance in a few areas, such as governance, and research function. In terms of governance, the trend is towards autonomy, with a prominent research function as part of the institute's activities. The need for greater emphasis on research is catered for by inclusion of research in the revised qualification. International practices have a very strong focus on foreign language training, which is also very important within the South African practice. Although foreign language training forms part of the South African curriculum for diplomats, it is not included in the qualification simply because the level of such foreign language is well below level 6, the minimum level allowable in a level 7 qualification as per SAQA requirements. The same applies to ICT training, which is at a lower level and hence not part of the qualification.

On the whole, the National Diploma: Diplomacy compares very well with international practices, with complete coverage of the range of skills identified via the qualification and supplemented by the curriculum as needed.

#### **ARTICULATION OPTIONS**

Learners holding first degrees in Law, Political Science or International Relations may be attracted to this qualification, as well as holders of a MBA.

Some core competencies associated with this qualification will enable the learner to gain credits that will be useful in the Sovereignty of the State sector and other related fields that the learner may wish to pursue.

Although there are no particular qualifications identified, learners qualifying with this qualification may move on to a Masters degree in Diplomacy or Masters degrees in International Law, Economics, Social Sciences or Commerce.

### **MODERATION OPTIONS**

> Accredited providers should establish or refine moderation procedures and systems in line with the requirements of the relevant ETQA.

> Results of assessment should be moderated by one or more external moderators. External moderators should provide reports not only on the fairness and consistency of assessment, but also on the validity of the assessment design in terms of the specified outcomes.

### **CRITERIA FOR THE REGISTRATION OF ASSESSORS**

> Anyone assessing a learner against this qualification must be registered as an assessor with the relevant ETQA.

> Anyone assessing a learner against this qualification must have a NQF Level 7 qualification or NQF equivalent in their main academic field(s) or expertise and applicable prior or concurrent experience as a Higher Education and Training or further Education and Training practitioner.

### **NOTES**

This qualification replaces qualification 48726, "Advanced Diploma: Diplomacy", Level 7, 247 credits.

It will be necessary to develop assessment activities and tools which are appropriate to the workplace. These activities and tools may include an appropriate combination of self-assessment and peer assessment; formative and summative; portfolios and observations, etc.

The specific outcomes listed in the relevant unit standards must be assessed against the criteria indicated through observation of performance, e.g. submitting a learner profile to an assessment panel. Supporting evidence should be used to prove competence of specific outcomes only when they are not clearly seen in the actual performance.

Essential embedded knowledge must be assessed in its own right, through oral and written evidence. It cannot be assessed only through seeing the knowledge being applied.

The specific outcomes and essential embedded knowledge of the relevant unit standards must be assessed in relation to one another. If a learner is able to explain the essential embedded knowledge, but is unable to perform the specific outcome, they should not be assessed as competent. Similarly, if a learner is able to perform the specific outcome but is unable to explain or justify their performance in terms of the essential embedded knowledge, they should also not be assessed as competent.

Evidence of the specified critical cross-field outcomes should be found both in performance (e.g. working in a project team) and in the essential embedded knowledge (collecting, organizing and evaluating information).

### **UNIT STANDARDS**

	<b>ID</b>	<b>UNIT STANDARD TITLE</b>	<b>LEVEL</b>	<b>CREDITS</b>
Fundamental	260038	Demonstrate negotiation and conflict management skills for diplomatic	Level 7	15

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	259981	Demonstrate understanding of multilateral conferences and negotiation within diplomatic practice	Level 7	20
Core	10301	Complete a research assignment	Level 6	20
Core	259998	Demonstrate knowledge of consular services	Level 6	20
Core	259999	Demonstrate understanding of international law as it applies within a foreign affairs environment	Level 6	20
Core	260002	Promote effective team work at a mission and in diplomatic practice	Level 6	5
Core	260040	Analyse and advance South African domestic and foreign policy	Level 7	30
Core	260001	Analyse and interpret international markets and domestic policies of host countries in order to promote the economic, commercial and financial benefits for South Africa's development	Level 7	20
Core	260039	Apply diplomatic practice when representing South Africa in a diplomatic capacity	Level 7	20
Core	260017	Develop and manage public diplomacy strategies	Level 7	20
Core	260037	Promote multi-literalism through an understanding of regional and global structures and systems	Level 7	20
Core	260003	Provide management oversight of the resources and administration of a diplomatic mission or consular post	Level 7	20
Elective	242914	Apply the principles and theories of public sector project management	Level 6	12
Elective	123430	Evaluate the impact of human rights provision and democratic governance on South African society	Level 6	12
Elective	123433	Impact on the development of policy, legislation, structures and instruments that promote human rights and democracy	Level 6	10

**LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION**

**None**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Demonstrate understanding of multilateral conferences and negotiation within diplomatic practice***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
259981	Demonstrate understanding of multilateral conferences and negotiation within diplomatic practice		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>FIELD</b>		<b>SUBFIELD</b>	
8 - Law, Military Science and Security		Sovereignty of the State	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 7	20

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Demonstrate understanding of the world of multilateral conferences.

**SPECIFIC OUTCOME 2**

Demonstrate understanding of the formal and informal process of conferences.

**SPECIFIC OUTCOME 3**

Draft and analyse documents and resolutions of conferences.

**SPECIFIC OUTCOME 4**

Demonstrate understanding of multilateral negotiation and decision-making.

**SPECIFIC OUTCOME 5**

Demonstrate understanding of the roles and procedures of chairing international conferences.

**SPECIFIC OUTCOME 6**

Demonstrate understanding of preparations for an international conference.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	<b>ID</b>	<b>QUALIFICATION TITLE</b>	<b>LEVEL</b>
Fundamental	64329	National Diploma: Diplomacy	Level 7



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Demonstrate knowledge of consular services***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
259998	Demonstrate knowledge of consular services		
<b>ORIGINATOR</b>	<b>PROVIDER</b>		
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>FIELD</b>	<b>SUBFIELD</b>		
8 - Law, Military Science and Security	Sovereignty of the State		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 6	20

***This unit standard replaces:***

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114711	Manage and direct consular and agency services	Level 7	15	Will occur as soon as 259998 is registered
114712	Assist SA citizens in criminal justice procedures abroad	Level 7	5	Will occur as soon as 259998 is registered
114847	Provide consular and agency services	Level 6	10	Will occur as soon as 259998 is registered
114861	Differentiate between the role and function of the DFA and the Department of Home Affairs	Level 6	3	Will occur as soon as 259998 is registered

**SPECIFIC OUTCOME 1**

Describe and explain the historical development of consular services.

**SPECIFIC OUTCOME 2**

Identify consular statutory sources.

**SPECIFIC OUTCOME 3**

Demonstrate understanding of consular theory.

**SPECIFIC OUTCOME 4**

Demonstrate understanding of consular practice.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Core	64330	National Certificate: Mission Administration	Level 6
Core	64329	National Diploma: Diplomacy	Level 7



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Demonstrate understanding of international law as it applies within a foreign affairs environment***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
259999	Demonstrate understanding of international law as it applies within a foreign affairs environment		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>FIELD</b>		<b>SUBFIELD</b>	
8 - Law, Military Science and Security		Sovereignty of the State	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 6	20

***This unit standard replaces:***

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114693	Analyse international law in diplomatic relations	Level 7	12	Will occur as soon as 259999 is registered

**SPECIFIC OUTCOME 1**

Describe the nature and sources of international law.

**SPECIFIC OUTCOME 2**

Identify and explain the relevant provision of the South African Constitution relating to international law.

**SPECIFIC OUTCOME 3**

Describe the application of immunities and privileges in international law.

**SPECIFIC OUTCOME 4**

Provide an overview of principles relevant to various areas of international law.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Core	64329	National Diploma: Diplomacy	Level 7


**SOUTH AFRICAN QUALIFICATIONS AUTHORITY**
**UNIT STANDARD:**

**Analyse and interpret international markets and domestic policies of host countries in order to promote the economic, commercial and financial benefits for South Africa's development**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
260001	Analyse and interpret international markets and domestic policies of host countries in order to promote the economic, commercial and financial benefits for South Africa's development		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>FIELD</b>		<b>SUBFIELD</b>	
8 - Law, Military Science and Security		Sovereignty of the State	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 7	20

**This unit standard replaces:**

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114698	Analyse global economic structures	Level 7	10	Will occur as soon as 260001 is registered
114699	Review and analyse South African economic structures	Level 7	15	Will occur as soon as 260001 is registered
114701	Demonstrate economic diplomacy	Level 7	10	Will occur as soon as 260001 is registered

**SPECIFIC OUTCOME 1**

Demonstrate understanding of basic economic concepts.

**SPECIFIC OUTCOME 2**

Analyse South Africa's economy and legislative and policy frameworks.

**SPECIFIC OUTCOME 3**

Analyse the instruments, role-players and relationships geared towards promoting South Africa's economy.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Core	64329	National Diploma: Diplomacy	Level 7





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:****Promote effective team work at a mission and in diplomatic practice**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
260002	Promote effective team work at a mission and in diplomatic practice		
<b>ORIGINATOR</b>	<b>PROVIDER</b>		
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>FIELD</b>	<b>SUBFIELD</b>		
8 - Law, Military Science and Security	Sovereignty of the State		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 6	5

**This unit standard replaces:**

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114702	Demonstrate effective team work in diplomatic practice	Level 7	5	Will occur as soon as 260002 is registered
114854	Practice effective teamwork in agency administration	Level 6	5	Will occur as soon as 260002 is registered

**SPECIFIC OUTCOME 1**

Analyse individuals within a team and the group dynamics within a mission and diplomatic context.

**SPECIFIC OUTCOME 2**

Participate in building relations between group members and other role players.

**SPECIFIC OUTCOME 3**

Promote team coherence, image and Esprit de Corps.

**SPECIFIC OUTCOME 4**

Evaluate and appraise team performance in a mission.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Fundamental	64330	National Certificate: Mission Administration	Level 6
Core	64329	National Diploma: Diplomacy	Level 7



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Provide management oversight of the resources and administration of a diplomatic mission or consular post***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
260003	Provide management oversight of the resources and administration of a diplomatic mission or consular post		
<b>ORIGINATOR</b>	<b>PROVIDER</b>		
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>FIELD</b>	<b>SUBFIELD</b>		
8 - Law, Military Science and Security	Sovereignty of the State		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 7	20

***This unit standard replaces:***

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114695	Protect the confidentiality of mission activities and information	Level 7	5	Will occur as soon as 260003 is registered
114713	Manage the administration of a mission office	Level 7	10	Will occur as soon as 260003 is registered

**SPECIFIC OUTCOME 1**

Provide management oversight of financial resources at a mission.

**SPECIFIC OUTCOME 2**

Provide management oversight of human resources at a mission.

**SPECIFIC OUTCOME 3**

Oversee the management of state owned fixed and/or rented properties and movable assets.

**SPECIFIC OUTCOME 4**

Oversee administrative duties at a mission.

**SPECIFIC OUTCOME 5**

Manage conflicts and promote good interpersonal relationships among mission staff.

**SPECIFIC OUTCOME 6**

Protect the confidentiality of mission activities and information.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Core	64329	National Diploma: Diplomacy	Level 7



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Develop and manage public diplomacy strategies***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
260017	Develop and manage public diplomacy strategies		
<b>ORIGINATOR</b>	<b>PROVIDER</b>		
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>FIELD</b>	<b>SUBFIELD</b>		
8 - Law, Military Science and Security	Sovereignty of the State		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 7	20

***This unit standard replaces:***

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114705	Promote South Africa abroad	Level 7	10	Will occur as soon as 260017 is registered

**SPECIFIC OUTCOME 1**

Demonstrate understanding of communication strategies within a diplomatic context.

**SPECIFIC OUTCOME 2**

Identify trends in public diplomacy.

**SPECIFIC OUTCOME 3**

Develop public diplomacy strategies.

**SPECIFIC OUTCOME 4**

Plan and manage public diplomacy events.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Core	64329	National Diploma: Diplomacy	Level 7



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

**Promote multi-literalism through an understanding of regional and global structures and systems**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
260037	Promote multi-literalism through an understanding of regional and global structures and systems		
<b>ORIGINATOR</b>			<b>PROVIDER</b>
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>FIELD</b>			<b>SUBFIELD</b>
8 - Law, Military Science and Security			Sovereignty of the State
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 7	20

**This unit standard replaces:**

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114692	Review xenophobia and racism in diplomatic context	Level 7	5	Will occur as soon as 260037 is registered
114696	Review nuclear non-proliferation and disarmament	Level 7	5	Will occur as soon as 260037 is registered
114706	Assess the role of the United Nations and other key World Organizations in diplomatic relations	Level 7	8	Will occur as soon as 260037 is registered

#### SPECIFIC OUTCOME 1

Demonstrate understanding of the broad context in which SA conducts international relations.

#### SPECIFIC OUTCOME 2

Demonstrate understanding of the context, principles and objectives of the African Agenda in SA foreign policy.

#### SPECIFIC OUTCOME 3

Demonstrate understanding of the context, principles and objectives of the Global Agenda of SA foreign policy.

#### QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64329	National Diploma: Diplomacy	Level 7



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Demonstrate negotiation and conflict management skills for diplomatic***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
260038	Demonstrate negotiation and conflict management skills for diplomatic		
<b>ORIGINATOR</b>	<b>PROVIDER</b>		
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>FIELD</b>	<b>SUBFIELD</b>		
8 - Law, Military Science and Security	Sovereignty of the State		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 7	15

***This unit standard replaces:***

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114697	Develop negotiation and conflict management skills for diplomatic practice	Level 7	10	Will occur as soon as 260038 is registered

**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the principles and procedures of negotiation.

**SPECIFIC OUTCOME 2**

Demonstrate negotiations skills in practice.

**SPECIFIC OUTCOME 3**

Advocate conflict resolution.

**SPECIFIC OUTCOME 4**

Record the outcome of negotiations/conflict resolutions.

**SPECIFIC OUTCOME 5**

Review negotiation/conflict resolution outcomes and modify own approach based there on.

**SPECIFIC OUTCOME 6**

Assess political, social and/or cultural barriers in negotiation and conflict resolution.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	ID	QUALIFICATION TITLE	LEVEL
Fundamental	64329	National Diploma: Diplomacy	Level 7



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Apply diplomatic practice when representing South Africa in a diplomatic capacity***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
260039	Apply diplomatic practice when representing South Africa in a diplomatic capacity		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>FIELD</b>		<b>SUBFIELD</b>	
8 - Law, Military Science and Security		Sovereignty of the State	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 7	20

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Demonstrate understanding of modern diplomacy in a theoretical, historical and legal context.

**SPECIFIC OUTCOME 2**

Engage in diplomatic practices in a variety of diplomatic contexts.

**SPECIFIC OUTCOME 3**

Apply State Protocol and Etiquette in diplomatic contexts.

**SPECIFIC OUTCOME 4**

Apply the practices of cultural and public diplomacy.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

	<b>ID</b>	<b>QUALIFICATION TITLE</b>	<b>LEVEL</b>
Core	64329	National Diploma: Diplomacy	Level 7



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:****Analyse and advance South African domestic and foreign policy**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
260040	Analyse and advance South African domestic and foreign policy		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
<b>FIELD</b>		<b>SUBFIELD</b>	
8 - Law, Military Science and Security		Sovereignty of the State	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 7	30

**This unit standard replaces:**

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114700	Demonstrate an understanding of diplomacy and the structure of the Department of Foreign Affairs	Level 7	5	Will occur as soon as 260040 is registered
114703	Explain the policies of the African States and SADC countries	Level 7	5	Will occur as soon as 260040 is registered
114704	Analyse South Africa's domestic policies	Level 7	25	Will occur as soon as 260040 is registered
114714	Analyse South Africa's foreign policy	Level 7	20	Will occur as soon as 260040 is registered

**SPECIFIC OUTCOME 1**

Analyse and articulate domestic government structures, processes, policies, programmes and projects.

**SPECIFIC OUTCOME 2**

Analyse and articulate South Africa's foreign policy.

**SPECIFIC OUTCOME 3**

Analyse the policies of the AU, SADC SACU and other regional structures.

**SPECIFIC OUTCOME 4**

Analyse international relations.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

ID	QUALIFICATION TITLE	LEVEL
Core 64329	National Diploma: Diplomacy	Level 7