

CHARTERED INSTITUTE OF EXPORT & INTERNATIONAL TRADE

QUALIFICATIONS
PROSPECTUS



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Introduction

Thrive in your career and develop new skills

Studying with the Chartered Institute of Export & International Trade is an opportunity to get the in-depth trade knowledge and skills that individuals and businesses need.

Professional recognition

Chartered Institute qualifications are recognised by UK Government and global industry.

Professional advantage

Keep up with the latest trends in international trade and changes to legislation to stay ahead of the game in any field of specialisation.

Participants learning experience

This prospectus lists our qualifications, including a range of awards, certificates and diplomas from Level 2 to Level 5. It also details our Master's offerings in conjunction with UK and international universities.

Studying with the Chartered Institute of Export & International Trade offers students the opportunity to gain the in-depth trade knowledge and skills that businesses need.

Ranging from the equivalent of GCSEs to a Master's degree, there's something for everyone - no matter what stage of their career they are at. Our courses can be taken online, alongside work commitments. They are delivered by some of the UK's leading trade and customs specialists to the highest academic standards. The Chartered Institute is an awarding organisation with qualifications regulated by Ofqual.

The study experience we provide is designed to enhance and complement students' careers, offering the advantages and benefits of a structured career pathway.

Employers often upskill their staff through our qualifications to ensure they have the expertise needed to grow their businesses compliantly and effectively.

About the Chartered Institute

The Chartered Institute of Export & International Trade's purpose is to empower organisations and equip individuals with the expertise to trade effectively, sustainably and competitively.

Established in 1935, the Chartered Institute is trusted by governments, businesses and trade professionals around the world as a leading expert in international trade and the foremost association of exporters and importers.

It is committed to professionalising trade through education and training, while collaborating with national and international partners to facilitate the acknowledged mutual benefits of free, frictionless and legitimate trade.

The Chartered Institute of Export & International Trade is registered as a charity in the UK and operates globally.

Our range of professional qualifications, training courses and advisory services, along with our many membership benefits, have been designed to support student throughout their professional development and career in international trade and customs, expanding skills and competencies, industry relationships, while keeping them informed.

THE CHARTERED INSTITUTE QUALIFICATIONS



Introduction

This product list contains our own courses, offering a range of awards, certificates and diplomas from Level 2 to Level 5. It also details our Master's offerings in conjunction with UK and international universities.

Studying with the Chartered Institute of Export & International Trade provides the opportunity to get the in-depth trade knowledge and skills that businesses need. Employers will often upskill their staff through our qualifications to ensure they have the expertise needed to grow their businesses compliantly and effectively.

Ranging from the equivalent of GCSEs to a Master's degree, there's something for everyone - no matter their career stage. Our courses can be taken online alongside work commitments. They are delivered by some of the UK's leading trade and customs experts to the highest academic standards. The Chartered Institute is an awarding organisation with some qualifications regulated by Ofqual.

The Chartered Institute qualifications

- Level 3: Certificate in International Trade
- Level 3: Customs Practitioner Award
- Level 3: Certificate in Excise Practices & Procedures
- Level 3: Award in International Transport and Documentation
- Level 3: Export Controls Award
- Level 4: Diploma in International Trade
- Level 4: Customs Practitioner Award
- Level 4: Award in Finance of International Trade
- Level 4: Award in International Marketing
- Level 4: Export Controls Award
- Level 5: Diploma in International Trade
- Level 5: Diploma in World Customs Compliance & Regulations

- MSc in International Trade, Strategy and Operations
- Masters in Export Management and International Trade

Level 3 Qualifications

Our Level 3 qualifications are suitable for those starting out in, or returning to, a career in international trade. Level 3 qualifications are 'introductory' and are similar to A-Level and T-Level in academic standards.

Level 3 Customs Practitioner Award

Introduction

This course is designed to broaden students' understanding of customs procedures and documentation. Businesses involved in all aspects of international trade have an increasing need to comply with complex customs regulations. The four units in this course have been designed to ensure students develop a comprehensive understanding of the core compliance areas: classification, origin and valuation as well as import and export declaration procedures.

All course content is delivered through our training courses, which are virtual classroom events and accessed by video call.

Students will submit a summative assessment at the end of the four modules. The grade awarded determines the overall outcome of the course.

Aimed at


This course is tailored for professionals working as, or seeking to work as, customs practitioners who need to comply with customs regulations.

Course duration

4-12 months

Modules

1. Customs Procedures and Documentation
2. How to Classify your Goods
3. Rules of Origin
4. Trading with the EU

Apply on our website at <https://www.export.org.uk/education/qualifications/level-3-customs-practitioner-award> 

or send an email requesting an application form to qualifications@export.org.uk 

“Now, I find it much easier to navigate requirements when working with customs documentation and HMRC. This is not the end of my journey with the Chartered Institute, I’m currently working on my Level 4: Customs Practitioner Award.”

Dominika Graffunder, Logistics analyst, Gardners

Level 3 Award in International Transport and Documentation

Introduction

The Level 3 Award in International Transport and Documentation will provide students with an understanding of the relevant import and export procedures at each stage of a goods movement, from sales enquiry to payment and delivery.

In addition to considering the role of freight forwarders and other trade intermediaries, it also covers the main methods of international transport and the documentation used in international trade, as well as the various trade terms and methods of payment.

This course comprises a single module from our Level 3 Certificate in International Trade, which is assessed summatively.

Aimed at

Professionals who specifically deal with import and export order processes and supply distribution.


Course duration

3-4 months

Modules

The course consists of one module. By the time they have finished this qualification, students will be able to:

- Know the costs of the main methods of transporting goods internationally
- Understand the roles of the key documents required when transporting goods internationally
- Know the different payment methods in international trade
- Understand the operation of cargo and credit insurance policies

Apply on our website at <https://www.export.org.uk/education/qualifications/award-in-international-transport-and-documentation> 

or send an email requesting an application form to qualifications@export.org.uk 

Level 3 Award in Trade Finance Solutions

Introduction

This qualifications is designed to increase awareness of UK Export Finance (UKEF) products in other government departments, and financial institutions. Department staff who have taken it include: UKEF, the Department for Business and Trade, the Foreign, Commonwealth and Development Office, Crown Agents, HM Treasury, Scottish Enterprise, Invest NI, Welsh Government, Scottish Government, Trade Remedies and National Audit Office.

Aimed at

This is a bespoke qualification aimed at UKEF advisers who need knowledge in how the agency’s products operate in a full trade context.

Course duration

This is a self-paced online course; participants should expect to spend between 20 and 40 hours to complete it.

Modules

The course is designed around four modules which focus on UKEFs core products:

1. Ensuring Security of Payment – Exporting with Confidence in a Competitive but Safe Environment
2. Using Finance Effectively to Compete in Export Markets
3. Medium- and Long-Term Export Finance Support
4. Overseas Investment Insurance

Apply on our website at <https://www.export.org.uk/education/qualifications/award-in-trade-finance-solutions>

or send an email requesting an application form to qualifications@export.org.uk

Level 3 Certificate in International Trade

Introduction

This introductory level qualification aims to help participants get started in international trade; no formal qualifications are required for entry on this course. The course is designed to fit around a full-time career, with online study supported by specialist tutors.

All study is delivered through supported distance learning, with access to personal tutoring via video call, phone or messaging.

Students submit a summative assessment at the end of each module which is graded and contributes towards their overall course outcome.

Aimed at

Those who are new to employment in the international trade area or who are returning to a role in international trade.

Course duration

15-18 months

Modules

1. Fundamentals of International Business
2. Introduction to International Trade Management
3. The Global Marketplace
4. International Transport and Documentation

Apply on our website at <https://www.export.org.uk/education/qualifications/level-3-certificate-in-international-trade>

or send an email requesting an application form to qualifications@export.org.uk

“The Level 3: Certificate in International Trade has helped me to gain confidence in studying again and in the end gave me a clearer understanding of the complex nature of international trading. I was unsure about returning to studying after over 20 years, the tutors and course material have made this the right choice for me.”

Viki Smith Export customer service coordinator, Mediterranean Shipping Company (UK) Limited

Level 3 Certificate in Excise Practices and Procedures

Introduction

This is a collaborative qualification between Bonded Warehousekeepers Association (BWA) and the Chartered Institute of Export & International Trade.

The Level 3 Certificate in Excise Practices and Procedures (Alcohol) is an essential introduction and certification for participants if they work in, or aspire to work in, the alcohol excise arena.

This qualification is the first of its kind and aims to provide them with the skills and supporting knowledge required by employers in excise.

This course has been validated by HMRC.

Aimed at

The qualification is appropriate for learners who have responsibility for the storage and movement of excise goods (alcohol) as part of their core work. The qualification will also support work-based learning within the industry.

Course duration

12 months

Modules

1. Introduction to Excise
2. Authorisations and Guarantees for Excise Goods
3. Receipt of Duty Suspended Excise Groups
4. Storage of Goods in the Excise Warehouse
5. Removal of Goods from an Excise Warehouse

Apply on our website at <https://www.export.org.uk/education/qualifications/level-3-certificate-in-excise-practices-procedures>



or send an email requesting an application form to qualifications@export.org.uk



Level 3 Export Controls Award

Introduction

The Level 3 Export Controls Award will provide students with the skills required to manage export controls within their organisation. Learners will become trusted sources of export controls knowledge, driving compliance and business success.

This course provides practical knowledge and skills to streamline export processes, minimise delays, and optimise trade documentation management. Participants will be able to confidently apply knowledge of export control classification, licensing, and documentation in real-world trade scenarios.

Aimed at

Professionals involved in the export compliance process in manufacturing, logistics, and freight forwarding businesses, and customs brokers.

Course Duration

4 – 12 months

Modules

1. Customs Procedures and Documentation
2. Introduction to export licensing controls
3. Environmental, Social and Governance (ESG)
4. How to Classify your Goods

Apply on our website at <https://www.export.org.uk/education/qualifications/level-3-export-controls-award>



or send an email requesting an application form to qualifications@export.org.uk



This award is an Ofqual-regulated qualification.

Level 4 Qualifications

Our Level 4 qualifications are suitable for those already working in or with experience of international trade. Level 4 qualifications are 'intermediate' and are similar to first year undergraduate (CertHE), HNC or Level 4 NVQ in academic standards.

Level 4 Award in Finance of International Trade

Introduction

This Level Award educates trade finance professionals about how financial tools and instruments operate in an international trade context, enhancing the support they provide to traders.

Participants will be required to evaluate and attempt to reduce the various risks that are common to all international trade, including exchange risk and country and buyer credit risk and to choose and operate the most appropriate methods of payment.

The course comprises a single module from our Level 4 Diploma in International Trade and is in three sections, each on a different aspect of international trade finance.

Participants will be required to complete summative assessments to demonstrate their knowledge and skills learned on the course.

Aimed at

Those who currently work, or are experienced in, working within international trade with a focus on managing customs risk.

Course duration

4 months

Modules

1. Section A: Finance for Businesses Trading Internationally
2. Section B: Managing Financial and Commercial Risks in International Trade
3. Section C: Methods of Payment and Trade Finance Perspectives

Apply on our website at <https://www.export.org.uk/education/qualifications/award-in-finance-of-international-trade/>



or send an email requesting an application form to qualifications@export.org.uk



Level 4 Award in International Marketing

Introduction

The Level 4 Award in International Marketing will provide participants with an understanding of the basic marketing concept and the principles and practices of international marketing developing an understanding of the part culture plays in the sales process.

They will learn how to interpret the market environment, carry out appropriate research, analyse information accurately and devise appropriate marketing plans for the international environment.

The course comprises a single module from our Level 4 Diploma in International Trade.

Aimed at

Those who are currently marketers who wish to develop their understanding of business practices within international sales processes.

Course duration

4 months

Modules

Section A: International Marketing Analysis

Section B: The International Marketing Programme

Apply on our website at <https://www.export.org.uk/education/qualifications/award-in-international-marketing/>



or send an email requesting an application form to qualifications@export.org.uk



Level 4 Customs Practitioner Award

Introduction

This course is an advanced version of our Level 3 Customs Practitioner Award. It comprises of six modules of learning delivered through online training courses.

By the end of the award, participants will feel confident as a customs practitioner working in an international trade environment, with an understanding of the resources available to effectively manage customs risk.

They will be required to complete summative assessments to demonstrate their knowledge and skills learned on the course – the results of these lead to the overall course outcome.

Aimed at

Those who currently work, or are experienced in, working within international trade with a focus on managing customs risk.

Course duration

8-12 months

Modules

1. Customs Procedures and Documentation
2. How to Classify Your Goods
3. Rules of Origin
4. Excise Duties and Procedures
5. Export Licensing Controls
6. Trading with the EU

Apply on our website at <https://www.export.org.uk/education/qualifications/level-4-customs-practitioner-award/>

or send an email requesting an application form to qualifications@export.org.uk

“This qualification has helped me develop an in-depth understanding of customs practices and how important they are for international trade, especially around AEO accreditations and export licenses.”

Ecaterina Rotaru, Customs and Excise Manager, Wincanton

Level 4 Diploma in International Trade

Introduction

The Level 4 Diploma in International Trade is the core operational qualification for international trade professionals. The learning materials are delivered through our online campus, so participants can access them wherever and whenever is suitable for them. They will not be left on their own to study however, as they will receive support from their tutors.

Participants will get a detailed knowledge of all the principles, procedures and documentation they need to know for a successful career in international trade.

After you have passed the Level 4 Diploma in International Trade you can apply for Associate Membership of the Chartered Institute which will give you the post nominal of AMCIEx.

Each module is completed by means of a summative assessment linked to the practical application of international trade in the working environment. The results of these summative assessments lead to an overall course grade.

For those wishing to extend their knowledge and skills even further, the Level 5 Diploma in International Trade follows on from this course.

Aimed at

Those who already work in international trade and are looking to get a more thorough understanding of core operational procedures and documentation.

Course duration

15-18 months

Modules

1. The Business Environment
2. Finance of International Trade
3. International Marketing
4. International Physical Distribution

Apply on our website at <https://www.export.org.uk/education/qualifications/level-4-diploma-in-international-trade/>

or send an email requesting an application form to qualifications@export.org.uk

This award is an Ofqual-regulated qualification.

Level 4 Export Controls Award

Introduction

The Level 4 Export Controls Award will provide students with a deep understanding of export controls, ensuring smooth and compliant international trade.

This course ensures students can confidently navigate complex export controls rules and regulations, driving compliance and success for their organisations.

It is particularly relevant for the defence and aerospace sectors, where stringent regulations apply, as well as government bodies and consultancies involved in trade compliance.

Aimed at

This qualification is essential for professionals navigating the complexities of UK export controls, including export compliance officers, international

trade & logistics professionals, and SMEs dealing with sensitive or dual-use goods.


Additionally, freight forwarders and customs brokers will benefit from a deeper understanding of export control requirements to ensure smooth and compliant international trade operations.

Course Duration

8 – 12 months

Modules

1. Advanced compliance
2. Introduction to Incoterms®
3. Customs Special Procedures
4. Understanding Dual Use Controls
5. Authorised Economic Operator (AEO) accreditation
6. Understanding US & UK export controls

Apply on our website at <https://www.export.org.uk/education/qualifications/level-4-export-controls-award/> 

or send an email requesting an application form to qualifications@export.org.uk 

Level 5 Qualifications

Our Level 5 qualifications are suitable for those who are already experienced in international trade and have completed our Level 4 diploma or already have a degree in a related field. Level 5 qualifications are ‘advanced’ and are similar to second year undergraduate (DipHE), a foundation degree or an in academic standards.

Level 5 Diploma in International Trade

Introduction

The Level 5 Diploma in International Trade examines participant’s ability to manage the broader managerial aspects of International Trade and make the right decisions when problems arise.

The Level 5 Diploma in International Trade is the core strategic qualification for international trade professionals. Designed to fit around a full-time career, with online study supported by tutors.

On successful completion of the Level 5 Diploma, participants will qualify for Graduate Membership of the Chartered Institute and will be entitled to use the post nominal MCIEEx (Grad)

Each module is completed by means of a summative assessment linked to the practical application of international trade in the working environment. The results of these summative assessments lead to an overall course grade.

Aimed at


This course is aimed at dedicated international trade professionals who are existing or aspiring leaders and managers in the field.


Course duration

15-18 months

Modules

1. International Marketing Strategy
2. International Logistics and Purchasing
3. Management of International Trade
4. Practical Global Trading

Apply on our website at <https://www.export.org.uk/education/qualifications/level-5-diploma-in-international-trade/> 

or send an email requesting an application form to qualifications@export.org.uk 

Level 5 Diploma in World Customs Compliance and Regulations

Introduction

This qualification covers a comprehensive and in-depth range of topics in customs and trade compliance and regulation and leads to a full Level 5 qualification in customs.

On successful completion of the Level 5 Diploma, participants will qualify for Graduate Membership of the Chartered Institute and will be entitled to use the post nominal MCIEEx (Grad)

Each module is completed by means of a summative assessment linked to the practical application of customs procedures in the working environment. The results of these summative assessments lead to an overall course grade.

Aimed at

Customs professionals who have experience in international customs law and compliance and who have completed the Level 4 Diploma in International Trade or who already hold a recognised degree in a related area.

Course duration

15-18 months

Modules

1. Customs Compliance and Regulation - Worldwide
2. Customs Compliance and Regulation – European Union
3. Customs Compliance and Regulation – United Kingdom
4. Project - Drawing from the knowledge, skills and learning gained from previous Level 4 and Level 5 modules, students are required to select and propose a work-based project which involves an international trade and customs compliance issue

Apply on our website at <https://www.export.org.uk/education/qualifications/level-5-diploma-in-world-customs-compliance-regulations/>



or send an email requesting an application form to qualifications@export.org.uk



“The experience, knowledge and accompanying qualification I’ve gained from the Level 5: Diploma in World Customs Compliance & Regulations has laid a solid foundation for a bright career in commercial customs and compliance.

Communication from tutors has been excellent, including one-to-one sessions for queries both directly on the course content and to ask advice on how to tackle real-world problem scenarios.”

Anthony Franey, Royal Mail Group, Import lead

Master's Qualifications

Our Master's courses are the most advanced we offer. They are developed and delivered with university partners. They are Level 7 courses which require a higher level of academic study. It is expected that those studying on Master's courses hold a minimum of a Second-Class undergraduate degree or equivalent in order to be well prepared for the demands of study at this level.

MSc in International Trade, Strategy and Operations

Introduction

Developed in collaboration with WMG at the University of Warwick, this MSc will provide you with a thorough knowledge and understanding of the management and operational requirements necessary to trade successfully in international markets.

The programme is designed for you if you are looking to take on senior roles in companies which trade internationally.

It is relevant to all organisations trading internationally from engineering, retail, manufacturing, wholesale, financial services and service sector, the programme is heavily focused on the application of theory into practice and how the skills developed throughout their studies will be used to best advantage in a professional environment.

The breadth of the programme enables participants to gain a clear overview of all the elements of international trade whilst giving the opportunity to also focus or specialise on a particular aspect of interest to them, including transportation and logistics, customs and the legal aspects of international business, business development relationship management and negotiation, and implementation of strategy.

For more information about the course see: <https://warwick.ac.uk/fac/sci/wmg/study/masters-degrees/international-trade>

Aimed at

Managers of all organisations trading internationally, as well as trade advisors in sectors including engineering, retail, manufacturing, wholesale, financial services and the service sector.

Course duration

1 year – full time

Modules

Participants will be expected to successfully complete eight modules from three principal pillars (International Trade, Strategy, and Operations Management). This is made up of two core modules from each pillar plus an elective module from one of the pillars. In addition, participants will study the Study, Professional and Analytical Skills core module and complete a dissertation project.

Apply on the University of Warwick 
website: <https://warwick.ac.uk/fac/sci/wmg/study/masters-degrees/international-trade>

Masters in Export Management and International Trade

Introduction

The Master's degree in Export Management and International Trade has been designed by two prestigious institutions, Università degli Studi Guglielmo Marconi (Unimarconi) and the Chartered Institute of Export & International Trade in consultation with international trade specialists.

In a globalised and complex context, this Master's has been designed to meet the current needs of the market, aiming to train international trade managers in facilitating and optimising international business transactions and ensuring the smooth flow of goods and services across borders.

This partnership was established with the goal to be able to provide individuals with the best level of education, as well as provide access to a wealth of international trade experience and insight to

aid with the success of participants' studies and development of their careers.

To be effective in this role, managers and professionals should possess a combination of skills and knowledge, including:

- Ability to conduct market research to identify potential markets, assess market trends and address challenges related to export operations.
- Competencies in project planning, organisation and execution to ensure successful export operations.
- Understand financial aspects related to international trade – including pricing strategies, currency exchange and payment terms – and of the modes for assessing and mitigating risks associated with international trade.
- Have a good working knowledge of international trade regulations.
- Aptitude to build and maintain strong relationships with clients, distributors, buyers and partners, developing effective communication skills to interact with them in an effective way.
- Flexibility to adapt to different cultures, business practices and regulatory environments.
- Familiarity with export management software and tools, new technologies and social media and with artificial intelligence systems capable of optimizing internationalisation strategies.

Aimed at

People who want to become specialists in export management and international trade:

- Entrepreneurs who are looking to enhance their business abroad, navigating the complexities of international trade
- Managers and professionals who want to advance their careers, take on leadership roles and decision-making responsibilities in international trade, fostering successful business relationships across borders
- Graduates who want to deepen their knowledge of international trade to start an international career in large companies
- Individuals who want to gain a deeper understanding of the business world.

Course duration

1 year (can also be studied part-time)

Modules

The Master is organized into 240 lessons of one hour each and divided into six modules.

1. Fundamentals of International Business
2. Environmental Global Marketplace Analysis
3. International Logistics, Purchasing, Distribution, Transportation and Documentation
4. International Trade Management and Marketing Strategy
5. Legal, Finance and Risk Management
6. Export Management in the Age of Digitalisation: How to Find Customs and Commercial partners

Apply on the Unimarconi website

<https://www.unimarconi.it/master-in-export-management-and-international-trade/>



or send an email

internationalrelations@unimarconi.it



International trade and customs proficiencies

These international trade and customs proficiencies outline the core skills and competencies required for different career stages and progression.

Definition	Description
Stage 1 - Awareness	
<p>Proficiency Stage 1</p> <p>Applies to those who only need insight into the competency.</p> <p>This means that they do not need the competency to be able to perform a specific role, but it is required of people that you need to work with or manage, will increase understanding an efficiency.</p>	<p>Has a general understanding of the competency.</p> <p>Has basic knowledge of the competency (e.g., understanding general concepts and processes, is familiar with related key terminology).</p>
Stage 2 - Trained	
<p>Proficiency Stage 2</p> <p>Proficiency required to perform standard tasks in competency independently.</p>	<p>Stage 1 plus</p> <p>Has a good working knowledge of this competency.</p> <p>Can apply that knowledge in daily work.</p> <p>Can perform standard activities with regards to this competency in an independent manner.</p>
Stage 3 - Advanced	
<p>Proficiency Stage 3</p> <p>Refers to the level of experience in a certain competency compared to Stage 2. Stage 3 refers to increased knowledge and skill because of experience.</p>	<p>Stage 2 plus</p> <p>Has broad and in-depth knowledge and skill with regards to this competency.</p> <p>Can deal with a variety of exceptions and special cases related to the competency in an independent manner.</p> <p>Can effectively share their knowledge and experience with more junior colleagues.</p>
Stage 4 - Specialist	
<p>Proficiency Stage 4</p> <p>Requires additional competency specific experience and/or training to reach the status of senior specialist in a specific competency.</p>	<p>Stage 3 plus</p> <p>Has extensive expert knowledge and skills with regard to this competency.</p> <p>Can highlight the (dis)advantages of each process related to this competency, while linking them to the bigger picture (e.g., the impact on the supply chain, safety & security, trade facilitation etc.)</p> <p>Can provide tailored advice and support that advice with relevant and context-specific arguments when responding to internal and external queries</p>

These core skills and competencies have been adapted from the EU Customs Competencies Framework and have been aligned with the Chartered Institute’s suite of qualifications.

On the next two pages, we have created a career path incorporating all the key elements required as stated in the stages above with core competencies identified in the table below. The coloured flags on the career path guide you through the stages and specific competencies required for the skill levels (roles) as indicated. In addition, these flags are supported by the relevant Chartered Institute qualifications.

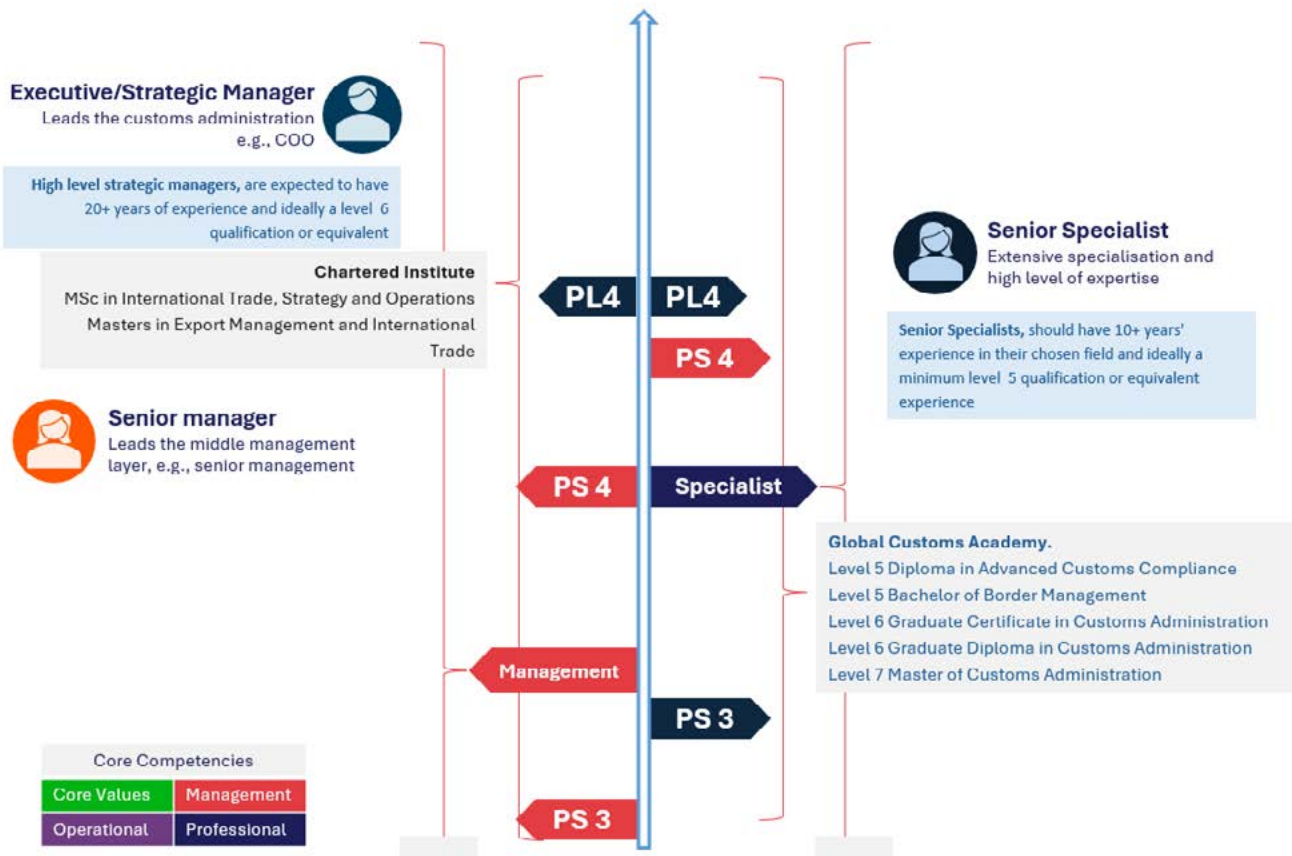
International trade and customs core competencies

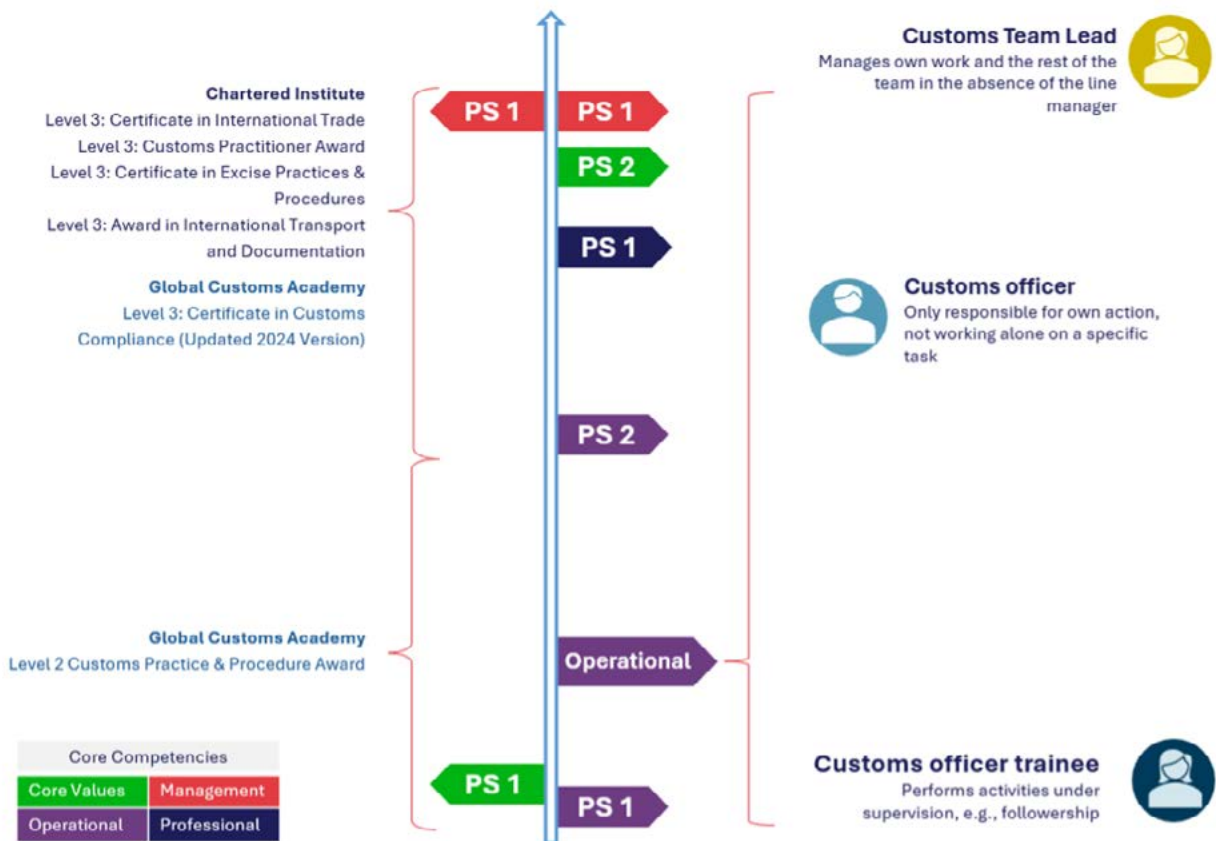
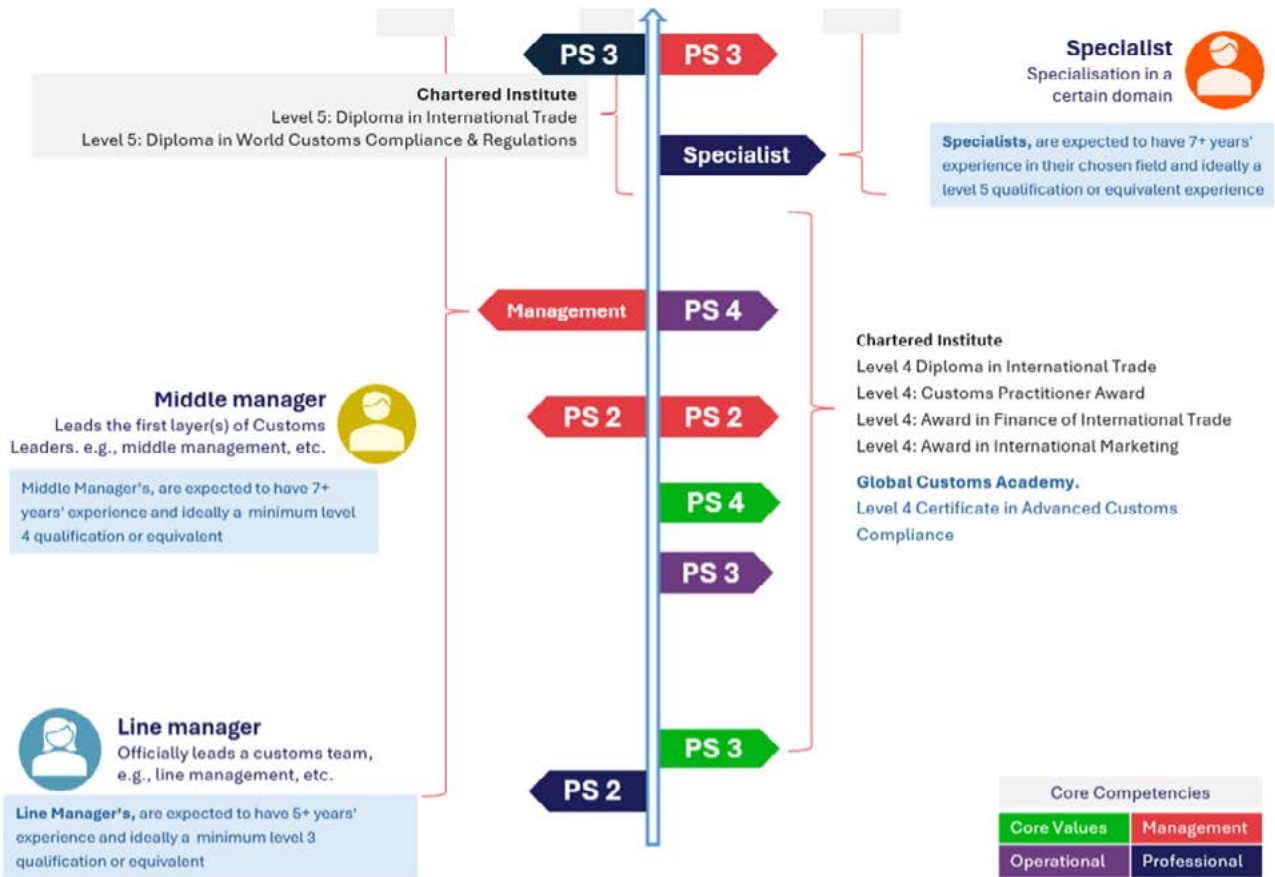
Core Values		
Strong Ethics	Cooperation with customs administrations	Continual learning and Professional Development
High integrity	Customs Compliance	Harmonized attitude and approach
Operational excellence		Safety and security focus

Management Competencies	
Negotiating	Communication management
People management	Process management
Conflict management	Entrepreneurship

Operational Competencies			
Customs business understanding	Origin of goods	Financial Customs payment procedures	Export & Import process
Customs legislation and regulations	Prohibitions and restrictions	Authorisation management	Storage process
Tariff and classification	Risk analysis	Global environment and trends	Special procedures (excluding transit)
VAT related to import and export	Supply chain operations	Entry of goods process	Release to free circulation process
Excise related to import & export	Customs compliance assurance	Transit process	
Valuation	Customs IT systems & Applications		

Professional Competencies			
Dealing with operational risk	Interpersonal relations	Handling conflict	Written communication
Priority setting	Teamwork	Adaptability to change	Oral communication
Problem solving	Professional networking	Decision making	Reporting
Data management	Coaching/mentoring	Analytical thinking	Working virtually
Technical ability	Knowledge/experience sharing	Time management	Research
Drive for results	Coping with stress	Processing information	Act as role model





GLOBAL CUSTOMS ACADEMY QUALIFICATIONS

[EXPORT.ORG.UK](https://www.export.org.uk)



CHARTERED
INSTITUTE
OF EXPORT &
INTERNATIONAL
TRADE

About the Global Customs Academy

The Global Customs Academy is an online academy for customs professionals working in the UK, EU and across the globe.

The Global Customs Academy was developed by the Chartered Institute of Export & International Trade and Maersk, in collaboration with the Centre for Customs and Excise Studies, at the request of HM Revenue and Customs (HMRC). Its aim is to support UK businesses in overcoming customs challenges and seizing the potential that international trade presents.

The Global Customs Academy provides a broad and accessible range of high-quality qualifications. It gives businesses and individuals the opportunity to gain the knowledge and skills they need to thrive in international customs.

The Global Customs Academy is an essential resource for industry professionals, which offers leading education, as well as a unique range of individual and business membership benefits (through the Chartered Institute of Export & International Trade) to support the international trade and customs community.

UK Customs Academy qualifications

Level 3: Certificate in Customs Compliance

Level 2: Customs Practice & Procedure Award

Level 4: Certificate in Advanced Customs Compliance

Level 5: Diploma in Advanced Customs Compliance

Level 5: Bachelor of Border Management

Level 6: Graduate Certificate in Customs Administration

Level 6: Graduate Diploma of Customs Administration

Level 7: Master's of Customs Administration

EU Customs Academy qualifications

Level 2: Customs Practice & Procedure Award

Level 3: Certificate in Customs Compliance

UK Customs Academy qualifications

Level 3 Certificate in Customs Compliance

Introduction

The Level 3 Certificate in Customs Compliance is designed to give students a comprehensive understanding of customs processes and procedures, including import, export and special procedures. They will also gain a sound understanding of the core compliance areas of classification, origin, valuation and duty calculation, as well as comprehensive knowledge of import and export declaration procedures and requirements.

This is the minimum qualification considered necessary to prepare and lodge customs declarations with HMRC.

There are knowledge checkpoints throughout the course, as well as a summative assessment, the marks from which contribute towards the overall grade of the award.

Aimed at

This course is aimed at those with some prior experience in customs matters and those who have completed the Level 2 Award. It is designed for those who have recently begun work in an international trade environment, who must prepare customs declarations and require a clear awareness of the resources available to effectively manage customs risk.

Course duration

This course is designed to be completed online and at the student's own pace. As a guide, they should expect to study for a total of around 160 hours to complete all six modules.

Modules

1. Customs Law and Regulation
2. Customs Processes and Procedures
3. Tariff Classification
4. Rules of Origin
5. Customs Valuation
6. Customs Declarations

Level 4 Certificate in Advanced Customs Compliance

Introduction

The Level 4 Certificate in Advanced Customs Compliance is designed to give students a sound understanding of the core compliance areas of classification, origin, valuation and duty calculation and will provide a sound knowledge of import and export declaration procedures and requirements.

Students will also gain advanced knowledge of excise duties and procedures, export licensing controls and Authorised Economic Operator (AEO) requirements.

This qualification requires the completion of the six Level 3 modules plus the three 'capstone' modules: Authorised Economic Operator Status, Excise Duties and Procedures and Export Licensing Controls. If you have already completed the Level 3 Certificate in Customs Compliance you will only study the additional three 'capstone' modules to achieve the Level 4 Certificate.

Aimed at

This course is aimed at those with experience and knowledge of customs compliance who wish to further advance their knowledge to be able to lead on the management of customs risk.

Course duration

This course is designed to be completed online and at the student's own pace. As a guide, you should expect to study for a total of around 250 hours to complete all nine modules.

Modules

1. Customs Law and Regulation
2. Customs Processes and Procedures
3. Tariff Classification
4. Rule of Origin
5. Customs Valuation
6. Customs Declarations
7. Understanding of AEO requirements
8. Excise Duties and Procedures
9. Export Licencing Controls

Level 5 Diploma in Advanced Customs Compliance

This qualification covers a comprehensive range of topics in customs compliance and regulation.

Successful completion of this award, combined with the Level 4 Certificate in Advanced Customs Compliance, will provide students with the necessary knowledge and skills to competently perform the wide range of activities expected of a customs professional, both in the UK and overseas.

Throughout the course students will have access to a tutor to answer enquiries related to the syllabus and to provide explanations and further reading. All our tutors are appropriately qualified and have extensive experience working within the customs profession.

You can choose to study the full Level 5 Diploma in Advanced Customs Compliance, or you can study two modules to achieve a Level 5 Certificate in Advanced Customs Compliance:

International Perspective and Application or National and Regional Perspective

Students of this course will also receive free access to the Legislation Finder and Declaration Portal tools.

For more information about all the qualifications we offer and why you should study with us, either download our brochure or contact info@globalcustomsacademy.com.

Aimed at

This course is aimed at those with advanced experience and knowledge of customs compliance who wish to further their knowledge and lead on the management of customs risk.

Course duration

This course is designed to be completed online and at the student's own pace. As a guide, for the full diploma they should expect to study for a total of around 380 hours to complete all ten modules.

Modules

International Perspective

1. Customs at the Global Level
2. International Customs Conventions and Instruments

International application

3. Practical Aspects of Customs: the Harmonized System
4. Practical Aspects of Customs: International Valuation Rules
5. Practical Aspects of Customs: Rules of Origin

Regional perspective

6. EU Customs Legislation and Regulation
7. Union Customs Code

National perspective

8. UK Customs Regulation and Procedures
9. UK Import and Export Licensing Controls
10. Declaring Goods to HMRC

Level 5 Bachelor of Border Management

This degree is awarded by Charles Sturt University (CSU), Australia, through its Centre for Customs and Excise Studies.

The course is practical and draws heavily on case studies and assessments directly relevant to the students' workplace, enabling them to integrate their learning with their work through disciplines including law, public administration and management.

Graduates will gain advanced knowledge and expert skills in the field of international trade regulation, trade facilitation and administration for professional work in commerce or the public sector.

Further information

For more information, contact customs@csu.edu.au

Aimed at

This course is aimed at students anywhere in the world, including those who have already taken qualifications with either the UK, EU or Global Customs Academy.

Course duration

6 Years: Part-time

3 Years: Full-time

Modules

10 Core Subjects (128 points)

- CUS101 Border Agencies and Principles of Border Management (16)
- CUS102 Regulating and Facilitating Trade (8)
- CUS103 Customs Procedures (8)
- CUS104 International Trade Terms and Documentation (16)
- CUS105 Introduction to Tariff Classification (8)
- CUS106 Introduction to Customs Valuation (8)
- CUS201 International Trade Treaties and Conventions (16)
- CUS202 International Air and Sea Passengers (16)
- CUS301 Border Management Ethics and Governance (16)
- CUS302 Supply Chain Security (16)

8 Electives (64 points)

Eight elective subjects (64) are required to be completed to complement the core subjects outlined above. These can be chosen from the border management specific units below:

- CUS203 Maritime Regulation and Enforcement (8)
- CUS204 Principles of Cargo Control (8)
- CUS304 Duty Suspension Regimes (8)
- CUS305 Immigration Law, Policy & Practice (8)

The remainder of the electives can be chosen from available subjects offered by the Australian Graduate School of Policing and Security (AGSPS) or School of Policing Studies (SOPS) or other CSU subjects with the approval of the Course Director.

Level 6 Graduate Certificate in Customs Administration

Introduction

This degree is awarded by Charles Sturt University (CSU), Australia, through its Centre for Customs and Excise Studies. Students will develop advanced technical skills in traditional and topical aspects of international customs law and administration. They will prepare to effectively apply complex policy and practice in the workplace with a focus on cross-border trade. Students will also develop enhanced judgement skills, adaptability and responsibility as a practitioner dealing with or working in customs administration.

For more information, please contact: customs@csu.edu.au

Aimed at

Those who have already taken qualifications in customs or a related field, including those who have taken qualifications with the UK, EU or Global Customs Academy. The course deals with advanced technical skills and complex policy and practice. It is therefore expected that course applicants hold an undergraduate degree or a minimum of three years' work experience in customs or a related area. For those applying to the course through the experience route, written verification from their employer will be required. Students on this course need to be proficient in English, for those with English as an Additional Language, IELTS at 6.0 or equivalent is required.

Course duration

1 year part-time or 0.5 years full-time

Modules

All students study Customs Management Theory and Practice and one module from either: International Customs Law or European Customs Law

Level 6 Graduate Diploma in Customs Administration

Introduction

This degree is awarded by Charles Sturt University (CSU), Australia, through its Centre for Customs and Excise Studies. The course is accredited by the World Customs Organisation (WCO) and teaches from an international perspective. Students will focus on practical elements of global customs management. This course integrates technical skills with specialised customs administration theory and practice and serves as a pathway to further learning. The course is part of an articulated programme of study and provides credits for the first two modules of the Master of Customs Administration.

For more information, please contact: customs@csu.edu.au

Aimed at

Individuals from a variety of backgrounds, including customs and other public sector agencies and businesses involved in cross-border trade. Students will apply advanced knowledge and skills in a range of professional customs administration contexts. This is an advanced course, and students will be expected to have prior experience of academic study. In order to apply for the course, students should hold an undergraduate degree (or equivalent) from a recognised university or tertiary institution or have successfully completed the Level 6 Graduate Certificate in Customs Administration.

Course duration

2 years part-time or 1 year full-time

Modules

You will study two core modules:

1. Customs Management Theory and Practice
2. International Customs Law

In addition, students will study electives to the value of 32 credits (usually two modules) from the University's restricted electives list:

- Environment Taxation
- International Trade Policy and Practice
- Border Revenue

- Excise
- Customs Reform and Modernisation
- International Supply Chain Management
- International Air Law
- Human Trafficking: A Global Perspective
- Maritime Enforcement
- Customs Research Methods

Anyone wishing to progress to the Master's in Customs Administration must complete the module Customs Research Methods as one of their electives.

Level 7 Masters of Customs Administration

Introduction

This degree is awarded by Charles Sturt University, (CSU), Australia through its Centre for Customs and Excise Studies. The course is accredited by the World Customs Organisation (WCO) and teaches from an international perspective. Students will have opportunities to apply knowledge and skills to a diverse range of problems faced by practitioners in, or those who interact with, border administrations. This includes different approaches to managing the import, export and transit of goods from the perspective of private and public sector organisations involved in cross-border trade. Students will have opportunities to apply knowledge and skills to a diverse range of problems faced by practitioners in, or those who interact with, border administrations. This includes different approaches to managing the import, export and transit of goods from the perspective of private and public sector organisations involved in cross-border trade.

For more information, please contact customs@csu.edu.au

Aimed at

Existing customs practitioners seeking career advancement in customs administration, public sector agencies and businesses involved in cross-border trade. Students will develop skills and knowledge that will be highly attractive to employers in these fields. Applicants for the Master of Customs Administration should hold: an undergraduate degree or equivalent from a

recognised university or tertiary institution, or a Graduate Certificate in Customs Administration from CSU or an equivalent postgraduate award, or a Graduate Diploma of Customs Administration from CSU or an equivalent postgraduate award.

Course duration

3 years part time or 1.5 years full time

Modules

You will study four core modules:

1. Customs Management Theory and Practice
2. International Customs Law
3. Customs Research Project
4. Customs Research Methods

In addition, you will choose 40 credits of restricted electives from:

- Environment Taxation
- International Trade Policy and Practice
- Border Revenue
- Excise
- Customs Reform and Modernisation
- International Supply Chain Management
- International Air Law
- Human Trafficking: A Global Perspective
- Maritime Enforcement

Visit the UK Customs Academy website:

<https://www.globalcustomsacademy.com/uk-customs-academy>

Visit the
website

EU Customs Academy Qualifications

Level 2 Customs Practices and Procedure Award (EU)

Introduction

This course covers the fundamentals of customs practice and procedures, including the basics of how to prepare customs declarations for exports and imports. Students will gain a general knowledge and understanding of the key concepts, relevant processes and terminology of the customs profession, and an awareness of the resources available to you to advance their professional knowledge and skills.

Aimed at

This is an entry-level qualification, designed to help students get started in the customs profession. It has been created to support both those already working in and those looking to work in an EU customs environment.

Course duration

Students will study at their own pace but, as a guide, they should expect to study for a total of approximately 40 hours to complete all six modules and the usual study period is four months.

Modules

1. Introduction to Trade and Customs
2. Customs Processes and Procedures
3. Calculating Import Duty
4. Customs Declarations
5. Export and Import Controls
6. Other Matters

Level 3 Certificate in Customs Compliance (EU)

Introduction

The Level 3 Certificate in Customs Compliance is designed to give students a comprehensive understanding of customs processes and procedures, including import, export and special procedures. They will also gain a sound understanding of the core compliance areas of classification, origin, valuation and duty calculation, as well as comprehensive knowledge of import and export declaration procedures and requirements.

This is the minimum qualification considered necessary to prepare and lodge customs declarations with the ICS.

There are knowledge checkpoints throughout the course as well as a summative assessment, the marks from which contribute towards the overall grade of the award.

Aimed at

This course is aimed at those with some prior experience in customs matters and those who have completed the Level 2 Award. It is designed for those who have recently begun work in an international trade environment, who need to be

able to prepare customs declarations and require a clear awareness of the resources available to effectively manage customs risk.

Course duration

This course is designed to be completed online and at the student's own pace. As a guide, students should expect to study for a total of around 160 hours to complete all six modules.

Modules

1. Customs Law and Regulation
2. Customs Processes and Procedures
3. Tariff Classification
4. Rules of Origin
5. Customs Valuation
6. Customs Declarations

Visit the EU Customs Academy website:

<https://www.globalcustomsacademy.com/eu-customs-academy>

**Visit the
website**

Your next steps

Build the trade leaders of tomorrow with our qualifications.

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