

# CHARTERED INSTITUTE OF EXPORT & INTERNATIONAL TRADE

TRAINING COURSE  
PROSPECTUS



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# Introduction

The Chartered Institute of Export & International Trade's training courses are presented by customs and trade experts, covering a range of key industry topics and requirements.

We frequently update and introduce new courses to help learners navigate the latest trade regulations and opportunities.

They can join our live, online public courses, or we can arrange to deliver training for their teams in-house.

Learners can also experience a range of elearning courses designed to enable them to study at their own pace, in their own place.

They can also delve into our practical workshops, which aim to empower participants with the knowledge and practical skills needed to successfully navigate trade.

## International trade and customs proficiencies

These international trade and customs proficiencies outline the core skills and competencies required for the various stages during learners' career progressions.

Definition	Description
<b>Stage 1 - Awareness</b>	
<p><b>Proficiency Stage 1</b> Applies to those who only need insight into the competency. This means that they do not need the competency to be able to perform a specific role, but is required of people that they will need to work with or manage, will increase understanding an efficiency</p>	<p>Has a general understanding of what the competency is all about. Has basic knowledge of the competency (e.g., understanding general concepts and processes, is familiar with related key terminology)</p>
<b>Stage 2 - Trained</b>	
<p><b>Proficiency Stage 2</b> Proficiency required to be able to perform standard tasks in competency independently</p>	<p><b>Stage 1 plus</b> Has a good working knowledge of this competency Can apply that knowledge in daily work Can perform standard activities with regards to this competency in an independent manner</p>
<b>Stage 3 - Advanced</b>	
<p><b>Proficiency Stage 3</b> Refers to the level of experience in a certain competency compared to "Stage 2 – Trained" Proficiency "Stage 3 – Advanced" refers to increased Stages of knowledge and skill because of experience</p>	<p><b>Stage 2 plus</b> Has broad and in-depth knowledge and skill with regards to this competency Can deal with a variety of exceptions and special cases related to the competency in an independent manner Can effectively share their knowledge and experience with more junior profiles</p>
<b>Stage 4 - Specialist</b>	
<p><b>Proficiency Stage 4</b> Requires additional competency specific experience and/or training to reach the status of "Senior Specialist" in a specific competency</p>	<p><b>Stage 3 plus</b> Has extensive expert knowledge and skills with regards to the competency Can highlight the (dis)advantages of each process related to this competency whilst linking them to the bigger picture (e.g., the impact on the supply chain, safety &amp; security, trade facilitation etc) Can provide tailored advice and to support the 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 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 learners through the stages and specific competencies required for the skill levels (roles) identified, supported by the relevant Chartered Institute training courses and practical workshops.

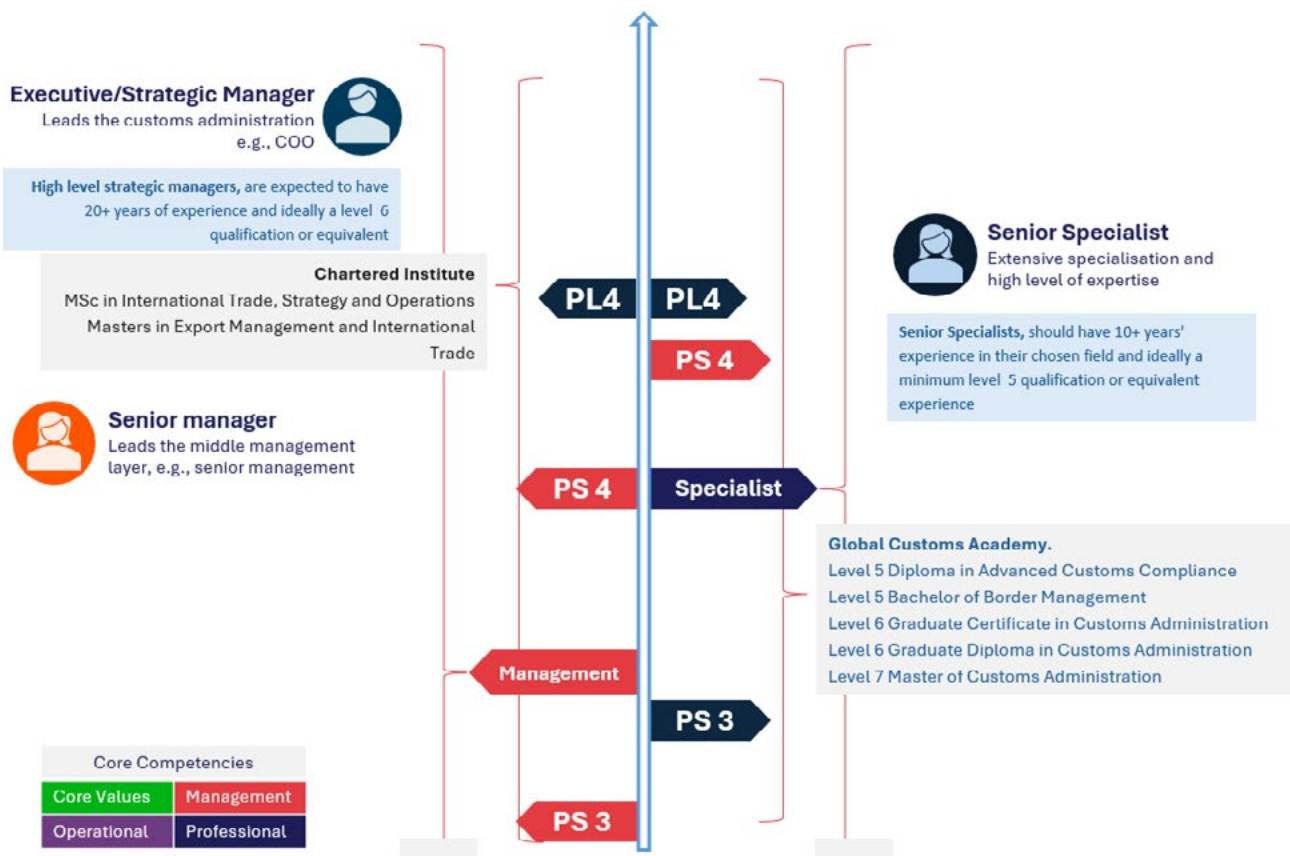
## International trade and customs core competencies

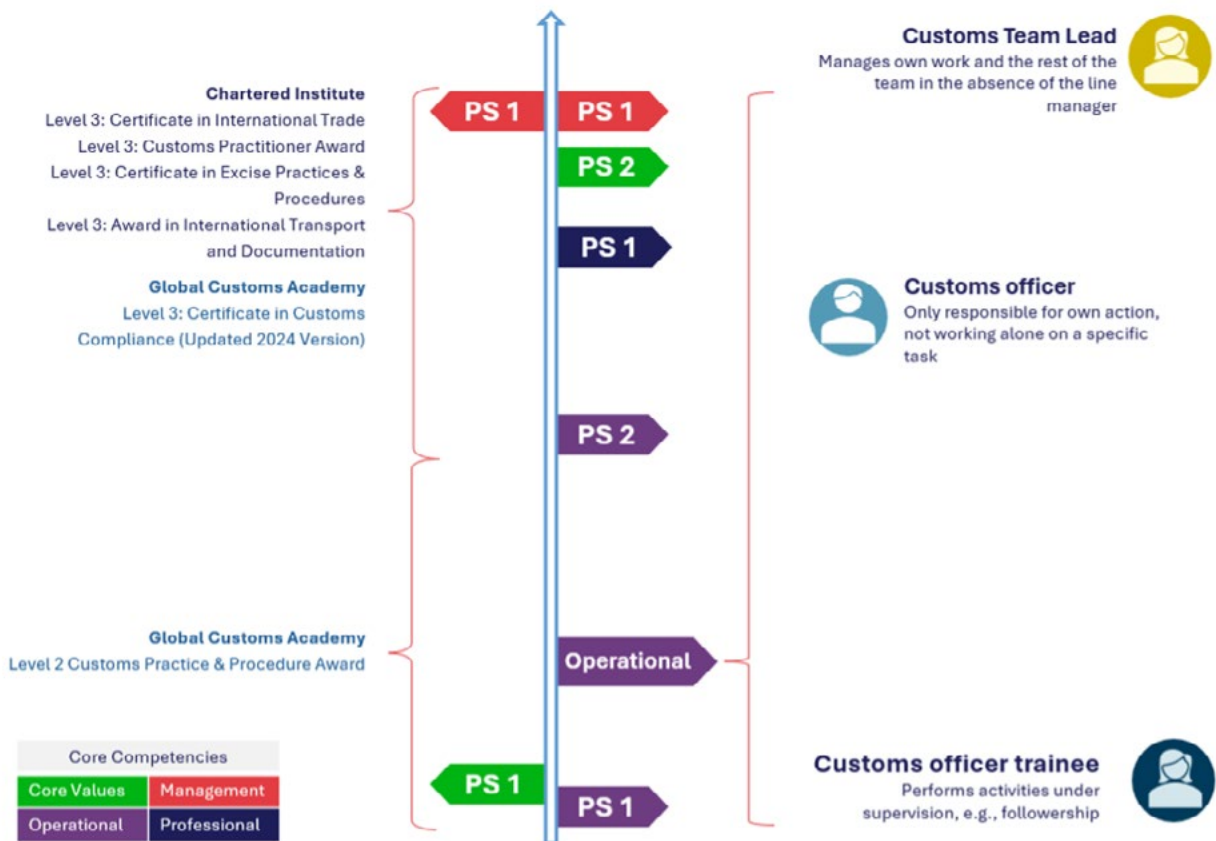
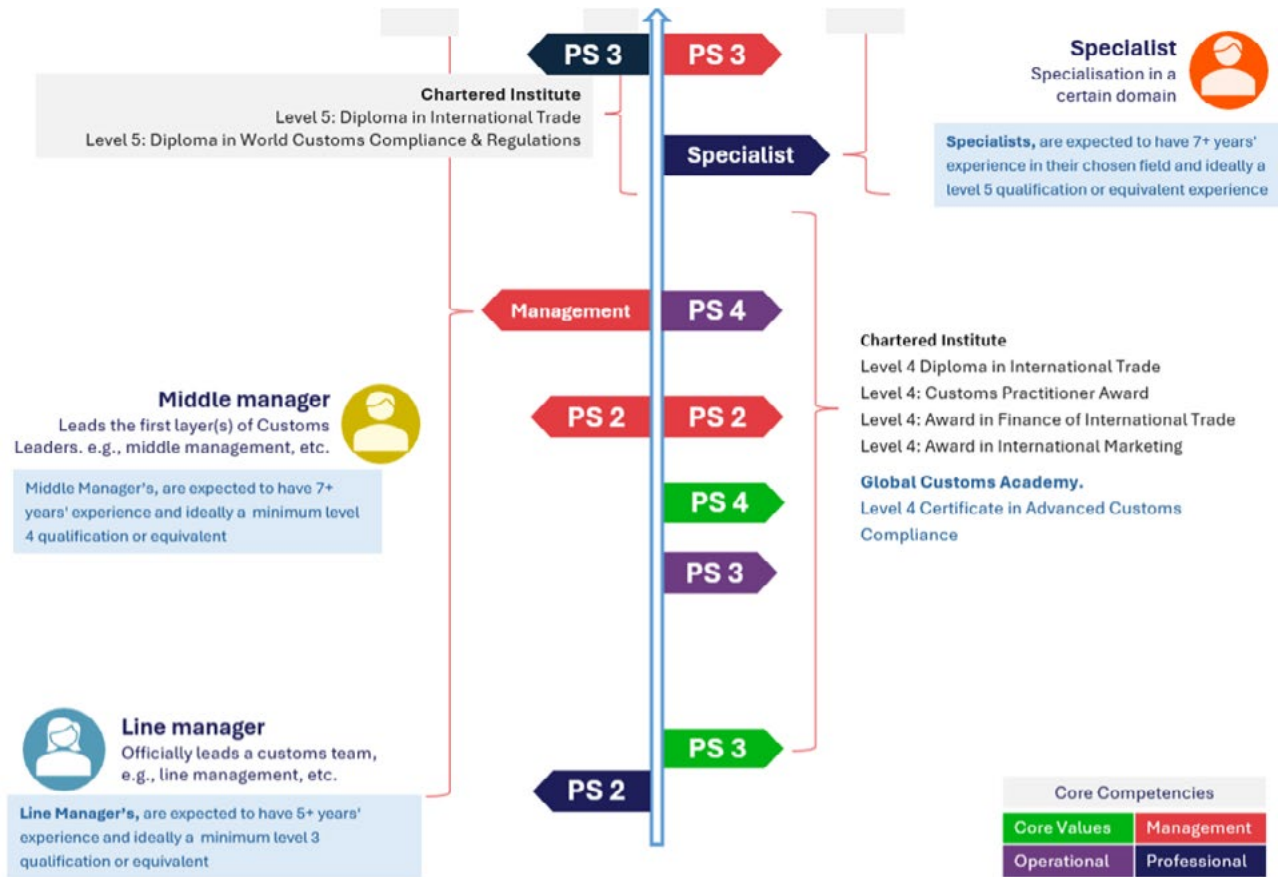
Core Values		
Strong Ethics	Cooperation with customs administrations	Continual learning and Professional Development
High integrity	Customs Compliance	Harmonized attitude and approach
Operational excellence		Safety and security focus

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





# Day Courses

## Introduction

The product list for our one-day training courses is designed to deliver intensive, high-quality training over the span of a single day. Here are the key details about our one-day courses:

- **Duration:** Approximately six hours of training
- **Breaks:** Two 15-minute breaks and a 45-minute lunch break
- **Content:** Each course comprises between 100 and 150 slides, depending on the topic
- **Schedule:** Courses begin promptly at 10:00 AM and conclude at 4:00 PM

Our one-day courses are crafted to ensure participants gain substantial knowledge and practical skills within a short timeframe, making them ideal for busy professionals seeking to enhance their expertise efficiently. Contained is the full list of our available one-day courses, each tailored to meet specific training needs within the realm of international trade and customs.

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## Introduction to Importing and Exporting

### Introduction

This course is designed to provide a comprehensive foundation in the principles and practices of international trade. Whether participants are new to the field or looking to refresh their knowledge, this course will equip them with the essential skills and insights needed to navigate the complexities of importing and exporting.

### Aimed at

This course is ideal for individuals and professionals who are new to international trade or those looking to enhance their understanding of the import and export processes. It is particularly suited for:

- New entrants to international trade: Individuals who are starting their careers in international trade and want to gain a solid grounding in the basics
- Small business owners: Entrepreneurs looking to expand their businesses into international markets and need to understand the import/export landscape
- Logistics and supply chain professionals: Those involved in managing the movement of goods who need to understand the import/export process to optimise their operations
- Trade compliance officers: Professionals responsible for ensuring their companies comply with international trade regulations

- **Procurement and purchasing managers:** Individuals responsible for sourcing goods from overseas suppliers and managing cross-border transactions
- **Students and academics:** Individuals studying international trade, business, or related fields seeking practical knowledge of import and export processes

### Topics covered

1. What is international trade & import/exports
2. Finding and selecting partners
3. Terms of trade and incoterms
4. Commodity codes, procedure codes and origin
5. Valuation and cost considerations
6. Import Export additional considerations
7. Arranging cross border payments
8. Entry process at the border
9. Managing documentation

## Advanced Exporting

### Introduction

This course aims to expand participants' knowledge and awareness of the challenges that exporting can pose for businesses. This course will recap the basics, but the main aim is to further develop the knowledge by diving deeper into the complexities of exporting goods and services.

### Aimed at

This course would typically be aimed at individuals and professionals who are already familiar with the basics of exporting but want to deepen their knowledge and expertise in this area. The course is designed for those who have some prior experience or basic understanding of the topic who are seeking to enhance their skills.

The target audience for the advanced exporting course may include:

- **Customs brokers:** Professionals who facilitate the export of goods on behalf of individuals and companies, ensuring compliance with customs regulations
- **Trade compliance managers:** Individuals responsible for overseeing and managing the export functions within an organisation, ensuring adherence to customs laws and regulations

- **Supply chain and logistics professionals:** Those involved in managing the movement of goods across international borders and ensuring compliance with customs requirements
- **International trade specialists:** Professionals engaged in international trade activities, dealing with export regulations and customs procedures
- **Export compliance officers:** Individuals responsible for ensuring compliance with customs laws and regulations related to international trade

### Topics covered

1. Recap the basics
2. Incoterms
3. Export controls
4. Digital trade
5. Value and origin
6. Moving the goods
7. Customs and VAT

## Advanced Importing

### Introduction

The Advanced Importing course is designed to deepen the understanding of the complexities involved in the importing process. By exploring advanced topics and best practices, this course will equip participants with the knowledge and skills necessary to navigate the intricacies of international trade and customs compliance effectively.

### Aimed at

This course is tailored for professionals who already have a basic understanding of importing processes and are looking to advance their expertise. It is ideal for:

- **Experienced import managers:** Individuals responsible for managing the import activities within their organisations who seek to refine their skills and knowledge
- **Trade compliance specialists:** Professionals ensuring that their companies adhere to international trade regulations and customs laws
- **Supply chain and logistics managers:** Those overseeing the movement of goods and seeking to optimise import processes and compliance



- **Procurement professionals:** Individuals involved in sourcing goods internationally and managing supplier relationships
- **Customs brokers:** Professionals facilitating the import of goods on behalf of clients, looking to stay updated with advanced customs procedures and regulations
- **Business owners:** Entrepreneurs who import goods and want to ensure compliance and efficiency in their import operations

### Topics covered

1. Roles of WTO and WCO
2. Selecting partners
3. Incoterms overview
4. CDS
5. Three pillars of customs
6. UK Global Tariff
7. Special procedures
8. Union customs code
9. AEO overview
10. A look ahead

## Advanced Compliance

### Introduction

This course aims to heighten awareness of the intricate challenges that trade compliance can pose for businesses.

It will provide insights into the optimal methods and best practices for incorporating essential compliance activities within trade roles, bolstering both businesses and individual skills.

### Aimed at

This course would typically be aimed at individuals and professionals who are already familiar with customs and international trade regulations, but want to deepen their knowledge and expertise. The course is designed for those who have some prior experience or basic understanding of customs compliance and are seeking to enhance their skills to a more advanced level.

The target audience for an advanced customs compliance course may include:

- **Customs brokers:** Professionals who facilitate the import and export of goods on behalf of individuals and companies, ensuring compliance with customs regulations

- **Trade compliance managers:** Individuals responsible for overseeing and managing the trade compliance functions within an organisation, ensuring adherence to customs laws and regulations
- **Supply chain and logistics professionals:** Those involved in managing the movement of goods across international borders and ensuring compliance with customs requirements
- **International trade specialists:** Professionals engaged in international trade activities dealing with import and export regulations and customs procedures
- **Import/export compliance officers:** Individuals responsible for ensuring compliance with customs laws and regulations related to international trade
- **Corporate compliance officers:** Professionals responsible for maintaining overall regulatory compliance within an organisation, including customs compliance

### Topics covered

1. Customs compliance best practice
2. Customs valuation methods
3. Classification and origin
4. Working with third parties
5. Returns and repairs
6. Export controls
7. Sanitary and phytosanitary measures
8. Freeports
9. Non-compliance and the future

## Customs Procedures and Documentation

### Introduction

The Customs Procedures and Documentation course is designed to provide a thorough understanding of the customs procedures and documentation required in international trade. By exploring key topics and practical applications, this course aims to equip participants with the knowledge and skills necessary to ensure compliance and efficiency in their customs operations.

## Aimed at

This course is ideal for individuals and professionals involved in customs and international trade who want to gain a comprehensive understanding of customs procedures and documentation requirements. It is particularly suited for:

- **Customs brokers:** Professionals who facilitate the import and export of goods, ensuring compliance with customs regulations
- **Trade compliance managers:** Individuals overseeing the trade compliance functions within an organisation
- **Logistics and supply chain professionals:** Those managing the movement of goods across international borders
- **Import/export managers:** Professionals responsible for handling import and export activities within their companies
- **Procurement and purchasing managers:** Individuals sourcing goods from overseas suppliers
- **Business owners:** Entrepreneurs involved in international trade who need to understand customs procedures to optimise their operations
- **Students and academics:** Individuals studying international trade, business, or related fields seeking practical knowledge of customs processes

## Topics covered

1. Legislation and regulatory bodies
2. Trade documentation
3. Classification
4. FTAs and Rules of Origin
5. Valuation
6. Procedure Codes
7. Customs requirements - imports
8. Customs requirements - exports
9. Customs Special Procedures
10. Other considerations

## Authorised Economic Operator (AEO) Accreditation

### Introduction

The Authorised Economic Operator (AEO) Accreditation" course is designed to provide a comprehensive understanding of the AEO accreditation process, its benefits, and the criteria required for obtaining and maintaining this prestigious status. By the end of this course, participants will be equipped with the knowledge and skills necessary to achieve and manage AEO accreditation, enhancing their organisations' compliance and efficiency in international trade.

### Aimed at

This course is ideal for professionals involved in customs and international trade who aim to secure AEO status for their organisations. It is particularly suited for:

- **Trade compliance managers:** Individuals responsible for ensuring that their organisations comply with international trade regulations and seeking to enhance their compliance status
- **Customs brokers:** Professionals facilitating the import and export of goods who want to offer additional assurance of compliance to their clients
- **Supply chain and logistics managers:** Those overseeing the movement of goods across borders who want to streamline their operations and reduce customs-related delays.
- **Import/export managers:** Professionals managing import and export activities within their companies who wish to achieve a higher level of compliance and security
- **Business owners:** Entrepreneurs involved in international trade who want to gain a competitive edge through AEO accreditation
- **Quality assurance and compliance officers:** Individuals responsible for maintaining regulatory standards and ensuring overall compliance within their organisations

### Topics covered

1. What is AEO?
2. Different AEO schemes
3. Who can apply
4. AEO criteria
5. Application process
6. Managing your AEO approval

## Advanced Guide to Customs Declarations

### Introduction

The Advanced Guide to Customs Declarations course is designed to provide in-depth knowledge and practical insights into the Customs Declaration Service (CDS). Participants will gain a thorough understanding of the processes involved at the border, essential guidance on navigating CDS regulations, and expert tips for accurately completing customs declarations.

### Aimed at

This course is ideal for professionals involved in customs clearance and international trade operations, including:

- **Customs brokers and agents:** Individuals facilitating the import and export of goods and ensuring compliance with customs regulations
- **Trade compliance managers:** Responsible for overseeing compliance with international trade laws and regulations within their organisations
- **Logistics and supply chain managers:** Those responsible for managing the movement of goods across borders and optimising customs clearance processes
- **Import/export managers:** Professionals managing import and export activities within their companies, aiming to enhance compliance and streamline operations
- **Business owners and entrepreneurs:** Individuals engaged in international trade seeking to improve their understanding of customs declaration processes
- **Quality assurance and compliance officers:** Responsible for maintaining regulatory standards and ensuring overall compliance within their organisations

### Topics covered

1. What is Customs Declaration Service?
2. Process at the border
3. Navigating CDS guidance
4. Determining required data
5. Guidance on completing declarations

## How to Classify Your Goods

### Introduction

The How to Classify Your Goods course is designed to equip participants with essential knowledge and practical skills in classifying goods for international trade. They will learn how to determine commodity codes, understand classification principles, and effectively use tools like the UK Global Tariff for accurate classification. By the end of this course, they will be prepared to classify goods confidently, ensuring compliance with customs regulations and optimising their international trade operations.

### Aimed at

This course is ideal for professionals involved in import/export operations, including:

- **Customs brokers and agents:** Individuals responsible for accurately classifying goods for customs clearance
- **Trade compliance managers:** Professionals ensuring compliance with international trade regulations within their organisations
- **Logistics and supply chain managers:** Those overseeing the movement of goods and optimising tariff management processes
- **Import/export managers:** Professionals managing import/export activities and seeking to improve classification accuracy
- **Business owners and entrepreneurs:** Individuals engaged in international trade who need to classify goods correctly for customs purposes
- **Quality assurance and compliance officers:** Responsible for maintaining regulatory standards and ensuring accurate product classification

### Topics covered

1. What are commodity codes?
2. Structure of CC
3. Classification basic principles
4. General Interpretative Rules
5. Classifying parts and accessories
6. Using UK Global Tariff
7. Finding overseas information
8. Export controls
9. Ongoing management

## Rules of Origin

### Introduction

The Rules of Origin course aims to provide participants with a comprehensive understanding of rules of origin in international trade. They will learn about free trade agreements, rules of origin criteria, and how to effectively claim preference to benefit from reduced tariffs and trade advantages. By the end of this course, they will be equipped with the knowledge to navigate rules of origin confidently and maximise the benefits for their international trade activities.

### Aimed at

This course is essential for professionals involved in international trade and customs compliance, including:

- **Trade compliance managers:** Responsible for ensuring adherence to rules of origin requirements
- **Customs brokers and agents:** Facilitating the import and export of goods under preferential trade agreements
- **Supply chain and logistics managers:** Overseeing global supply chains and optimising trade under preferential tariff schemes
- **Import/export managers:** Managing trade operations and seeking to maximise benefits under free trade agreements
- **Business owners and entrepreneurs:** Engaged in international trade and aiming to understand rules of origin to leverage trade advantages
- **Quality assurance and compliance officers:** Ensuring compliance with rules of origin and international trade regulations within their organisations

### Topics covered

1. Free trade agreements
2. Rules of Origin
3. Claiming preference
4. Recap

## Introduction to Incoterms

### Introduction

The Introduction to Incoterms course is designed to provide participants with a comprehensive understanding of Incoterms, essential for navigating international trade transactions. They will learn about the background, purpose, and practical application of Incoterms, as well as common pitfalls to avoid. By the end of this course, they will be equipped with the knowledge to effectively use Incoterms to manage risks and responsibilities in global trade.

### Aimed at

This course is suitable for professionals involved in international trade, logistics, and supply chain management, including:

- **Import/export managers:** Responsible for negotiating trade terms and managing logistics operations
- **Trade compliance managers:** Ensuring compliance with international trade regulations and optimising trade agreements
- **Logistics and supply chain managers:** Overseeing transportation and distribution of goods across borders
- **Sales and procurement managers:** Involved in purchasing and selling goods internationally
- **Business owners and entrepreneurs:** Seeking to understand Incoterms to optimise business operations and mitigate risks
- **Students and researchers:** Interested in learning about international trade terms and practices

### Topics covered

1. Background and history
2. What Incoterms do
3. The 11 terms
4. Using Incoterms
5. 2020 terms in detail
6. Common mistakes
7. Incoterms quiz

## Excise Duties and Procedures

### Introduction

The Excise Duties and Procedures course provides a comprehensive overview of excise duties, regulations, and procedures governing the import, production, storage, and export of excise goods. Participants will gain valuable insights into post-transition changes, specific product requirements, due diligence practices, and payment procedures associated with excise duties.

### Aimed at

This course is essential for professionals involved in customs compliance, tax management, and logistics within industries that deal with excise goods, including:

- **Customs brokers and agents:** Facilitating the import/export of excise goods and ensuring compliance with excise duty regulations
- **Tax and finance managers:** Responsible for managing excise duty payments and compliance within their organisations
- **Logistics and supply chain managers:** Overseeing the movement and storage of excise goods and optimising compliance processes
- **Production managers:** Managing the production and manufacturing processes of excise goods while adhering to regulatory requirements
- **Trade compliance officers:** Ensuring adherence to excise duty regulations and conducting due diligence to prevent non-compliance
- **Business owners and entrepreneurs:** Engaged in industries dealing with excise goods, seeking to understand regulatory requirements and compliance procedures

### Topics covered

1. Introduction
2. Post transition changes
3. Regulations
4. Import
5. Production
6. Payment
7. Storage
8. Export
9. Product specifics
10. Due diligence

## Moving Goods into or out of Northern Ireland

### Introduction

The Moving Goods into and out of Northern Ireland course provides essential insights into the regulatory frameworks and procedures for moving goods between Northern Ireland (NI), Great Britain (GB), the European Union (EU), and the Rest of the World (ROW). Participants will gain a comprehensive understanding of the Windsor Framework, product compliance requirements, and specific procedures for each type of movement.

### Aimed at

This course is designed for professionals involved in logistics, customs compliance, and trade operations within Northern Ireland and the broader EU, including:

- **Logistics managers:** Responsible for planning and managing the transportation of goods between NI, GB, EU, and ROW
- **Customs brokers and agents:** Facilitating the clearance and movement of goods across borders and ensuring compliance with regulatory frameworks
- **Trade compliance officers:** Ensuring adherence to trade regulations and customs procedures specific to goods moving in and out of NI
- **Supply chain managers:** Overseeing supply chain operations and optimising logistics processes for cross-border movements
- **Business owners and entrepreneurs:** Engaged in import/export activities between NI, GB, EU, and ROW, seeking to understand regulatory requirements and compliance procedures
- **Government officials:** Involved in policymaking and enforcement related to trade and customs regulations affecting NI

### Topics covered

1. Introduction
2. Windsor Framework
3. Moving goods from NI to GB
4. Moving goods from NI to EU
5. Moving goods between NI & ROW
6. Product compliance
7. Summary

## Moving Goods Under Transit

### Introduction

The Moving Goods Under Transit course provides a comprehensive overview of transit procedures, including Union and Common Transit systems, the TIR Convention, and essential tools like GVMS and NCTS. Participants will learn how to create Transit Accompanying Documents (TADs), manage transit guarantees, and navigate transit offices to facilitate the movement of goods across borders seamlessly.

### Aimed at

This course is essential for professionals involved in international logistics, customs clearance, and trade operations, including:

- **Customs brokers and agents:** Facilitating the movement of goods under transit procedures and ensuring compliance with transit regulations
- **Logistics and supply chain managers:** Overseeing transit operations and optimising transportation routes using transit systems
- **Trade compliance officers:** Ensuring adherence to transit regulations and managing transit documentation
- **Transportation managers:** Responsible for coordinating the transportation of goods under transit regimes
- **Business owners and entrepreneurs:** Engaged in international trade and seeking to understand transit procedures to streamline logistics operations
- **Government officials:** Involved in policymaking and enforcement related to transit systems and customs procedures

### Topics covered

1. What is transit?
2. Union and Common Transit
3. TIR convention
4. Transit offices
5. GVMS
6. NCTS
7. How to create a TAD
8. Transit guarantees

## Trading with the UK

### Introduction

The Trading with the UK course provides essential knowledge and practical insights into trading with the UK, covering various aspects from trade agreements to customs procedures, and regulatory compliance. Whether importing goods into the UK or exporting from the UK, this course will equip participants with the necessary information to navigate trade effectively.

### Aimed at

This course is ideal for professionals involved in international trade, logistics, customs compliance, and business operations, including:

- **Import/export managers:** Responsible for managing import and export operations between their countries and the UK
- **Customs brokers and agents:** Facilitating customs clearance and compliance for goods entering or leaving the UK
- **Logistics and supply chain managers:** Overseeing the transportation and distribution of goods to and from the UK
- **Trade compliance officers:** Ensuring adherence to trade regulations and customs procedures specific to trading with the UK
- **Business owners and entrepreneurs:** Engaged in international trade with the UK, seeking to optimise trade operations and compliance
- **Tax and finance managers:** Managing VAT and customs duties related to imports and exports with the UK

### Topics covered

1. UK EU TCA
2. BTOM
3. Intro to imports to the UK
4. Incoterms
5. Commodity codes
6. Intro to exports from UK
7. Trade documentation
8. Rules of Origin
9. Customs Special Procedures
10. Regulatory product compliance
11. E-commerce VAT
12. Summary

## Trading with the EU

### Introduction

The Trading with the EU course provides essential knowledge and practical insights into trading with the European Union (EU), covering various aspects from trade agreements to customs procedures and regulatory compliance. Whether importing goods from the EU or exporting to the EU, this course will equip participants with the necessary information to navigate trade effectively.

### Aimed at

This course is ideal for professionals involved in international trade, logistics, customs compliance, and business operations, including:

- **Import/export managers:** Responsible for managing import and export operations between their countries and the EU
- **Customs brokers and agents:** Facilitating customs clearance and compliance for goods entering or leaving the EU
- **Logistics and supply chain managers:** Overseeing the transportation and distribution of goods to and from the EU
- **Trade compliance officers:** Ensuring adherence to trade regulations and customs procedures specific to trading with the EU
- **Business owners and entrepreneurs:** Engaged in international trade with the EU, seeking to optimise trade operations and compliance
- **Tax and finance managers:** Managing VAT and customs duties related to imports and exports with the EU

### Topics covered

1. UK-EU Trade and Cooperation Agreement (TCA)
2. Border Target Operating Model (BTOM)
3. Imports from EU
4. Exports to EU
5. Incoterms
6. Commodity codes
7. International documentations
8. Rules of Origin
9. Customs Special Procedures
10. Product compliance
11. E-commerce VAT
12. Sustainability provisions

## Sanitary and Phytosanitary Controls

### Introduction

The Sanitary and Phytosanitary Controls course provides essential knowledge and practical insights into sanitary and phytosanitary (SPS) controls, focusing on regulations, processes, and responsibilities related to the import and export of goods. Whether they are involved in agriculture, food production, or trade logistics, this course will equip participants with the necessary information to navigate SPS controls effectively.

### Aimed at

This course is ideal for professionals involved in agriculture, food production, logistics, customs compliance, and regulatory affairs, including:

- **Agricultural and food safety inspectors:** Responsible for ensuring compliance with SPS regulations for imported and exported goods
- **Import/export managers:** Managing SPS compliance and documentation for agricultural and food products
- **Customs brokers and agents:** Facilitating customs clearance and compliance for goods subject to SPS controls
- **Logistics and supply chain managers:** Overseeing the transportation and distribution of agricultural and food products, ensuring compliance with SPS requirements
- **Quality assurance managers:** Ensuring product quality and safety standards in compliance with SPS regulations
- **Government officials:** Involved in policymaking and enforcement related to SPS controls and trade regulations

### Topics covered

1. UK post-Brexit border
2. New SPS rules and processes
3. Importance of commodity codes
4. Export Health Certificates
5. Phytosanitary Certificates
6. Other controlled goods
7. Trader responsibilities and obligations
8. IT systems inspections and checks

## Understanding US and UK Export Controls

### Introduction

The Understanding US and UK Export Controls course provides essential insights into export controls imposed by the UK and the US, covering regulations, classifications, licences, and compliance requirements. Whether participants are involved in exporting goods or technology, this course will equip participants with the necessary knowledge to navigate export controls effectively.

### Aimed at

This course is ideal for professionals involved in international trade, export compliance, logistics, and regulatory affairs, including:

- **Export managers:** Responsible for managing export operations and compliance with export control regulations
- **Compliance officers:** Ensuring adherence to export control laws and regulations in the UK and the US
- **Customs brokers and agents:** Facilitating customs clearance and compliance for goods subject to export controls
- **Technology and defence sector professionals:** Managing technology transfers of dual use and defence-related exports, including compliance with US ITAR and EAR regulations
- **Legal advisors:** Providing legal counsel on international trade control regulations and compliance legislation and obligations
- **Government officials:** Involved in policymaking, enforcement, and oversight of export control regulations

### Topics covered

1. Background to export controls
2. UK export classification
3. UK export licences
4. UK export compliance
5. US export controls
6. US ITAR
7. US EAR
8. US export compliance

## Introduction to Export Licencing Controls

### Introduction

The Introduction to Export Licensing Controls course provides a foundational understanding of export controls and licensing requirements, focusing on definitions, classifications, due diligence, and compliance obligations. Whether new to exporting or seeking to enhance participants knowledge of export licensing, this course will equip participants with essential information to navigate export controls effectively.

### Aimed at

This course is essential for professionals involved in international trade, export compliance, logistics, and regulatory affairs, including:

- **Export managers:** Responsible for managing export operations and ensuring compliance with export control regulations
- **Compliance officers:** Ensuring adherence to export control laws and regulations, including classification and licensing requirements
- **Customs brokers and agents:** Facilitating customs clearance and compliance for goods subject to export controls
- **Legal advisors:** Providing legal counsel on export control regulations and compliance obligations
- **Government officials:** Involved in policymaking, enforcement, and oversight of export control regulations

### Topics covered

1. What are export controls?
2. Export definitions
3. Military vs dual-use
4. ECCN classification
5. Due diligence and sanctions
6. Export licences and authorisations
7. SPIRE/LITE applications
8. Compliance
9. US export controls



## Dual-Use Licensing

### Introduction

This course aims to heighten awareness of the intricate challenges that exporting can pose for businesses. It will provide insights into the classification and control of dual-use goods and technology and explore methods and best practices for robust compliance programs.

By exploring best practices and understanding delegate's responsibilities as an exporter, they can mitigate any non-compliance risks when audited. This course covers everything from initial identification through to licence usage and closing the export loop.

### Aimed at

This course would typically be aimed at individuals and professionals who deal in dual-use products or new technologies that may come under dual-use. It is also designed for those who have some prior experience of the export process and are seeking to enhance their skills to a more advanced level.

#### This course is ideal for:

- Customs brokers
- Trade compliance managers
- Customer services
- Supply chain and logistics
- Accounts
- Quality and standards
- Export sales managers and administrators

#### Learning outcomes

- Participants will be able to demonstrate an understanding of dual-use products
- Understand the core issues surrounding dual-use goods
- Identify key challenges and complexities associated with the licence applications and requirements
- Understand the licensing requirements for dual-use goods
- Gain confidence categorising dual-use goods

## International Trade Finance and Letters of Credit

### Introduction

The "Introduction to Trade Finance" course provides a comprehensive overview of trade finance, focusing on tools, instruments and specific aspects of Letters of Credit (LOCs). Whether new to trade finance or seeking to deepen participant's understanding of LOCs, this course will equip participants with essential knowledge to navigate financial transactions in international trade.

### Aimed at

This course is ideal for professionals involved in international trade, finance, banking, logistics and business operations, including:

- **Trade finance managers:** responsible for managing financial aspects of international trade transactions
- **Finance officers:** involved in financial planning and management related to trade finance instruments
- **Import/export managers:** seeking to understand the financial implications and tools available for trade transactions
- **Logistics and supply chain managers:** interested in the financial instruments that impact trade operations and logistics
- **Business owners and entrepreneurs:** engaged in international trade and seeking to optimise financial aspects of trade transactions
- **Bankers and financial advisors:** providing financial services and advice related to international trade transactions

### Topics Covered

1. Introduction to trade finance
2. TF Tools & Instruments
3. Intro to letter of credit
4. LOC's fulfilment & costs
5. Impact of Incoterms on LOC
6. LOC do's and don'ts
7. Regulations around LOC

## VAT For GB Traders

### Introduction

The “VAT For GB Traders” course provides essential insights into Value Added Tax (VAT) for traders based in Great Britain (GB), covering fundamental concepts, export documentation, VAT implications in the EU, and specific considerations for trade between Great Britain and Northern Ireland (GB-NI), as well as trade with the rest of the world (ROW).

### Aimed at

This course is essential for professionals involved in international trade, finance, accounting, and business operations, including:

- **Finance Managers:** Responsible for VAT compliance and financial management in international trade.
- **Export Managers:** Ensuring proper documentation and VAT compliance for goods exported from GB.
- **Import Managers:** Handling VAT implications for goods imported into GB.
- **Tax Advisors and Consultants:** Providing advice on VAT regulations and compliance requirements.
- **Business Owners and Entrepreneurs:** Engaged in international trade and seeking to understand VAT implications to optimise business operations.
- **Customs Brokers and Agents:** Facilitating VAT-related documentation and compliance for goods entering or leaving GB.

### Topics Covered

1. VAT the basics
2. Maintaining Proof of Export
3. VAT in the EU
4. VAT for GB-NI Trade
5. VAT for ROW
6. Summary

# Half Day Courses

## Introduction

The product list for our half-day training courses is designed to deliver intensive, high-quality training over a span of up to 4 hours. Here are the key details about our half-day courses:

**Duration:** Approximately 4 hours of training

**Breaks:** Two 10–15 minute breaks depending on time available

**Content:** Each course comprises up to 90 slides, depending on the topic

**Schedule:** Courses begin promptly at 9:00 AM and conclude at 1:00 PM

Our half-day courses are crafted to ensure participants gain substantial knowledge and practical skills within a short timeframe, making them ideal for busy professionals seeking to enhance their expertise efficiently. Below, is a full list of our available one-day courses, each tailored to meet specific training needs within the realm of international trade and customs.

## Half day training courses include:

1. Introduction to Importing
2. Introduction to Exporting
3. Customs Special Authorisations/Procedures
4. Understanding Dual Use
5. Environmental, Social, and Governance (ESG) Awareness Course
6. Digital Identities
7. International Trade documentation Going Digital

## Introduction to Importing

### Introduction

The “Introduction to Importing” half-day course provides a comprehensive introduction to international trade and importing, covering essential topics such as finding partners, terms of trade, regulatory aspects like commodity codes and origin, valuation and cost considerations, import procedures, cross-border payments, entry processes at the border, and documentation management. Whether new to importing or seeking to deepen participant’s understanding, this course will equip participants with fundamental insights to navigate the complexities of global trade.

### Aimed at

This half-day course is designed for professionals involved in procurement, supply chain management, customs clearance, logistics, finance, and trade compliance, including:

- **Import managers:** responsible for overseeing import operations and compliance
- **Procurement officers:** involved in sourcing goods internationally and managing supplier relationships
- **Supply chain managers:** overseeing the movement of goods across borders and optimising import processes
- **Finance managers:** managing financial aspects related to import transactions, including payments and cost considerations
- **Trade compliance officers:** ensuring adherence to import regulations and customs procedures
- **Business owners and entrepreneurs:** engaged in importing activities and seeking to understand import procedures and compliance

### Topics Covered

1. What is international trade and importing?
2. Finding and selecting partners
3. Terms of trade
4. Commodity codes procedure codes and origin
5. Valuation and cost considerations
6. Imports additional considerations
7. Cross border payments
8. Entry process at the border
9. Managing documentation
5. Valuation and cost considerations

## Introduction to Exporting

### Introduction

The “Introduction to Exporting” course provides a foundational understanding of the exporting process, covering essential topics such as export procedures, exporter responsibilities, documentation requirements, regulatory aspects like commodity codes and country of origin, export controls, Incoterms, and developing an action plan for successful exports. Whether new to exporting or seeking to refresh their knowledge, this course will equip participants with essential insights to navigate international trade effectively.

### Aimed at

This course is designed for professionals involved in export operations, logistics, supply chain management, trade compliance, and business development, including:

- **Export Managers:** Responsible for overseeing and managing export operations.
- **Sales and Marketing Managers:** Involved in promoting products and expanding market reach through exports.
- **Logistics and Supply Chain Managers:** Managing the movement of goods across borders and optimising export processes.
- **Trade Compliance Officers:** Ensuring adherence to export regulations and customs procedures.
- **Business Owners and Entrepreneurs:** Engaged in exporting activities and seeking to expand into international markets.
- **Finance Managers:** Managing financial aspects related to export transactions, including cost analysis and pricing strategies.

### Topics covered

1. Export process
2. Exporter responsibilities
3. Basic export documents
4. Commodity codes
5. Country of origin
6. Export controls
7. Incoterms
8. Action plan

## Customs Special Authorisations / Procedures

### Introduction

The “Customs Special Authorisations/Procedures” half-day course delves into the intricacies of customs special procedures, focusing on their types, procedure codes, and specific authorisations. Whether involved in logistics, supply chain management, or trade compliance, this course equips participants with essential knowledge to optimise operations and ensure compliance with customs regulations effectively.

### Aimed at

This half-day course is designed for professionals involved in customs clearance, logistics, supply chain management, trade compliance, and business operations, including:

- **Customs managers:** responsible for overseeing customs compliance and procedures within their organisations
- **Supply chain managers:** overseeing the movement of goods and optimising supply chain operations
- **Trade compliance officers:** ensuring adherence to customs regulations and optimising trade compliance processes
- **Logistics managers:** managing transportation, storage, and distribution of goods across borders
- **Business owners and entrepreneurs:** seeking to understand and utilise customs special procedures to streamline operations and reduce costs

### Topics covered

1. What are customs special procedures
2. Procedure codes
3. Customs warehousing
4. Inward processing
5. Outward processing
6. Temporary admission
7. Authorised use
8. Temporary storage

## Understanding Dual Use

### Introduction

The “Understanding Dual Use” half-day course provides a comprehensive exploration of dual-use goods and their implications in export controls. Covering topics such as export control background, UK export classification, export licenses, and compliance, this course aims to equip participants with essential knowledge to navigate the complexities of exporting dual-use goods effectively.

### Aimed at

This half-day course is designed for professionals involved in export operations, compliance, logistics, supply chain management, and business development, including:

- **Export managers:** responsible for managing and overseeing export operations involving dual-use goods
- **Trade compliance officers:** ensuring adherence to export regulations, including controls related to dual-use goods
- **Logistics and supply chain managers:** overseeing the transportation and distribution of goods subject to export controls
- **Business owners and entrepreneurs:** engaged in exporting dual-use goods and seeking to understand regulatory requirements and compliance obligations
- **Legal and regulatory advisors:** providing guidance on export control regulations and compliance matters

### Topics covered

1. Background to export controls
2. UK export classification
3. UK export licences
4. UK export compliance

## Environmental, Social, and Governance (ESG) Awareness Course

### Introduction

The “ESG Awareness” half-day course provides a comprehensive understanding of Environmental, Social, and Governance (ESG) principles, their relevance to businesses and strategies for implementation.

Covering topics such as the definition of ‘ESG’, elements, strategies, compliance, challenges, case studies, and action plans, this course aims to equip participants with the knowledge and tools to integrate ESG considerations into business practices effectively.

### Aimed at

This half-day course is designed for professionals across various sectors, including:

- **Business leaders and executives:** responsible for corporate strategy, sustainability initiatives, and governance
- **CSR and sustainability managers:** involved in implementing ESG strategies and reporting on sustainability performance
- **Investment and financial professionals:** interested in ESG criteria for investment decision-making and risk management
- **Legal and compliance officers:** ensuring ESG compliance and integrating sustainable practices into legal frameworks
- **Consultants and advisors:** providing guidance on ESG strategies, compliance, and reporting to clients

### Topics Covered

1. ESG definition and function
2. Elements of ESG
3. ESG strategy for businesses and the role of stakeholders
4. ESG compliance, reporting and disclosures
5. Implementation challenges and common mistakes
6. Case studies
7. Frequently asked questions
8. ESG action plan
9. Summary

## Digital Identities

### Introduction

The “Digital Identities” half-day course provides an in-depth exploration of digital identities, focusing on the Legal Entity Identifier (LEI).

Participants will gain a comprehensive understanding of what an LEI is, its benefits, the process of obtaining LEI, associated costs and real-world case studies highlighting its implementation and impact.

### Aimed at

This half-day course is designed for professionals involved in finance, compliance, regulatory affairs, legal, and business operations, including:

- **Financial managers:** responsible for financial transactions and regulatory compliance.
- **Compliance officers:** ensuring adherence to regulatory requirements related to financial transactions.
- **Legal advisors:** providing guidance on regulatory compliance and financial transactions.
- **Business owners and entrepreneurs:** interested in understanding digital identity requirements and their implications for business operations.

### Topics covered

1. What is LEI
2. Benefits
3. How to obtain LEI
4. Costs
5. Case studies

## International Trade Documentation Going Digital

### Introduction

The “International Trade Documentation Going Digital” half-day course explores the transition towards digital trade documentation in international trade, focusing on the benefits, processes, legal recognition, interoperability frameworks and real-world case studies.

Participants will gain insights into the digital transformation of trade documentation and its implications for global trade efficiency and compliance.

### Aimed at

This half-day course is designed for professionals involved in international trade, logistics, supply chain management, trade finance, compliance and business operations, including:

- **Trade operations managers:** responsible for managing trade documentation processes.
- **Logistics and supply chain managers:** overseeing the movement of goods and optimising trade logistics.
- **Finance and treasury managers:** managing financial aspects related to international trade transactions.
- **Trade compliance officers:** ensuring adherence to regulatory requirements for trade documentation.
- **IT and digital transformation leaders:** involved in implementing digital solutions for trade documentation.

### Topics Covered

1. Digital trade
2. International trade documents
3. Processing documents digitally
4. Recognition of electronic trade documents – UK & global approach
5. Interoperable digitalisation frameworks
6. Case studies

# Elearning Courses

The Chartered Institute of Export & International Trade's training courses are available as elearning courses, so participants can learn at their own pace with the Canvas learning platform.

The course can be stopped, started and resumed at any point, providing participants with a flexible learning experience. There is a 90 day limit to complete the course and certificates are offered on successful completion.

## Course list

- Introduction to exporting
- Introduction to importing
- Introduction to CDS
- Advanced exporting
- Advanced importing
- Customs procedures and documentation

## Introduction to Exporting

The 'Introduction to Exporting' course covers all the key areas of international trade that a business will need to be familiar with to export successfully and with confidence.

This course is suitable for both new exporters and businesses who are looking to refresh their knowledge on the subject. This learning programme covers the new rules and processes that traders need to comply with to continue trading with EU and beyond.

After completing this course, participants will be able to:

- Understand the export process
- Learn which documents are required to successfully export
- Understand what commodity codes are
- Understand Incoterms
- Be able to set out an "export action plan" for a business

## Course structure

- Introduction
- Course overview
- International trade
- The export process
- Preparing goods for transportation
- Documents and procedures
- Evidence
- Classification
- Customs procedure codes
- Rules of origin
- Export controls
- Incoterms
- Feedback



## Key Course information

To provide participants with the best learning experience, the Chartered Institute of Export & International Trade hosts its elearning courses on Canvas (Instructure). When participants book this course, they will be redirected to the Canvas website and will be able to complete the purchase and get instant access to their learning materials

## Introduction to Importing

What will participants learn from this course?

Importing goods and supplies from around the world can give a business a competitive edge in its domestic market or make its production costs more cost-effective.

This introduction to importing course provides participants with an understanding of key trade and customs processes to grow their business and ensure they trade compliantly and with confidence.

It is suitable for both new importers and those who just want to refresh their knowledge. It also covers the new rules and processes traders need to comply with to continue trading with the EU.

After completing this course, participants will be able to:

- Understand the basic processes of importing
- Learn how to identify and select suppliers
- Appreciate the challenges of cross-border payments
- Understand documentary requirements
- Learn how to manage import process from start to finish

## Key course information

To provide participants with the best learning experience, the Chartered Institute of Export & International Trade hosts its elearning courses on Canvas (Instructure). When participants book this course, they will be redirected to the Canvas website and will be able to complete the purchase and get instant access to their learning materials.

## Introduction to CDS

What will participants learn from this course?

This elearning course will help participants understand the operation and requirements of completing customs declarations and using the CDS system to import and export across borders.

Businesses trading with the EU, and non-EU markets are legally required to complete customs declarations. This step-by-step course will walk participants through the process of preparing and submitting the SAD C88 declaration form and give them the knowledge to identify and complete each data field in the document confidently.

After completing this course, participants will be able to:

- Understand the costly mistakes commonly made when completing customs declarations
- Learn what each data field in the documents mean and how to fill them in correctly
- Complete customs declarations and how to submit them through CDS
- Export and import between the EU, UK and non-EU countries with confidence
- Participants will need to have a thorough understanding of customs law and procedures to meet the requirements of this obligation. This course provides them with a thorough grounding on how to get started

## How will this course support businesses?

With the old customs declaration platform CHIEF (Customs Handling Import and Export Freight) now having permanently switching over to CDS (Customs Declaration Service), it has never been more critical for exporters and importers to understand the new CDS platform.

By understanding how the new system operates and how to complete the SAD C88, participants will be better equipped to compliantly and successfully export and/or import from the UK to new markets overseas.

## Course structure

- Introduction
- Course overview
- Disclaimer
- Getting started
- Introduction to the UK Border Target Operating Model (BTOM)
- What is the Customs Declaration Service (CDS)?
- Navigating CDS
- CDS data determination
- CDS groups (A)
- CDS groups (B)
- Signing up for CDS
- Summary and feedback
- Key course information

## Key information

To provide participants with the best learning experience, the Chartered Institute of Export & International Trade hosts its elearning courses on Canvas (Instructure). When participants book this course, they will be redirected to the Canvas website and will be able to complete the purchase and get instant access to their learning materials.

## Advanced Exporting

### What will participants learn from this course?

This advanced course will allow participants to gain a thorough understanding of the rules and requirements for exporting, allowing them to optimise their trade processes and expand into markets overseas with confidence.

A major step-up from the introduction course, this elearning course goes in-depth into national and international customs regulations, suggesting best practice for completing required documents and ensuring compliance.

After completing this course, participants will be able to:

- Have an in-depth understanding of Incoterms
- Identify and understand the available payment methods and risks
- Understand implications of export controls

- Navigate customs rules and processes
- Learn best practices for completing documentation
- Understand HMRC proof of export requirements

Expanding into new markets overseas will allow participants to exponentially grow their brand and sales, and by understanding the national and international custom processes and documents on an expert-level they will be able to seamlessly navigate the exporting process.

Our advanced course provides participants with the opportunity to gain the expertise they need to mitigate export challenges as well as confidently and compliantly export into new territories.

## Course structure

- Introduction
- Course overview
- Recap: key elements
- Incoterms
- Export controls
- Digital trade
- Value and origin
- Moving the goods
- Customs and VAT
- Customs special procedures
- Feedback

## Key information

To provide participants with the best learning experience, the Chartered Institute of Export & International Trade hosts its elearning courses on Canvas (Instructure). When participants book this course, they will be redirected to the Canvas website and will be able to complete the purchase and get instant access to their learning materials.

## Advanced Importing

### What will participants learn from this course?

This course is designed to take participants to the next level with importing goods from overseas. They will achieve a in comprehensive understanding of the intricacies involved in international trade and customs compliance.

This course will enhance delegate's expertise and confidence in navigating the importing field. They will have the opportunity to explore key elements, including the definition of international organisations, selecting partners and critical aspects of customs procedures.

After completing this course, participants will be able to:

- Achieve advanced understanding of the roles and functions of the World Trade Organisation (WTO) and World Customs Organisation (WCO).
- Develop skills in selecting and managing international business partners.
- Have proficiency in navigating and applying Incoterms® for effective importing.
- Master the three pillars of customs procedures: classification, valuation and origin.
- Ability to effectively use the UK Global Tariff for tariff classifications.
- Familiarity with customs special procedures and their application.
- Understand the implications of the Union Customs Code within the European Union.
- Insight into the benefits and requirements of the Authorised Economic Operator (AEO) status.
- Have vigilant awareness of potential changes and trends in international trade and customs regulations

### How will this course support a delegate's business?

Importing can be a complex process, and businesses must ensure that remain compliant and efficient throughout the custom processes and regulations.

If a business or individual is importing goods from overseas territories, it is vital that they know how to identify and maintain effective partner relationships and navigate the import processes.

Completing this elearning course will give participants all the skills they need to import products successfully and with full compliance.

### Course structure

- Overview
- Roles of WTO and WCO
- Selecting partners
- Incoterms overview
- The Customs Declaration Service
- Three pillars of customs
- The UK Global Tariff
- Customs special procedures
- Union customs code
- AEO overview
- A look ahead
- Feedback

### Key information

To provide participants with the best learning experience, the Chartered Institute of Export & International Trade hosts its elearning courses on Canvas (Instructure). When participants book this course, they will be redirected to the Canvas website and will be able to complete the purchase and get instant access to their learning materials.

## Customs Procedures and Documentation

### What will participants learn from this course?

If a business moves goods internationally, it will need to be vigilant and aware of the latest customs rules and processes that govern cross-border trade.

This has become increasingly important since the UK left the EU customs union. Traders will now need to be able to complete customs declarations for all goods that are traded with the EU and beyond.

This elearning course will guide participants through all the customs procedures and documents they will need to understand and complete in order to successfully trade compliantly.

After completing this course, participants will be able to:

- Understand the critical role of HMRC and international customs authorities
- Understand and identify which customs documents are required to be completed for their trading activity
- Understand the data required to complete the documents
- Gain comprehensive understanding of customs classification, origin and valuation processes
- Gain awareness of the benefits of customs special procedures
- Learn how to use the “Tariff”

### How will this course support a business?

To guarantee compliant and cost-efficient exporting and importing habits, participants will need to have a thorough understanding on how to navigate customs processes and complete the required documents to an exceptional standard.

This elearning course will allow them to understand what steps are needed to successfully navigate cross-border customs procedures and how to identify and complete the customs declarations that allow them to move their goods.

### Course structure

- Overview
- Legislation and regulatory bodies
- Customs trade documentation
- Classification
- Rules of origin
- Valuation
- Customs procedure codes
- Customs requirements – import
- Customs requirements – export
- Customs special procedures
- Licences and certificates for special circumstances
- Feedback

### Key information

To provide participants with the best learning experience, the Chartered Institute of Export & International Trade hosts its elearning courses on Canvas (*Instructure*). When participants book this course, they will be redirected to the Canvas website and will be able to complete the purchase and get instant access to their learning materials.

# PRACTICAL WORKSHOPS



# Practical Workshops

## Introduction

The product list for the practical workshops training courses is designed to deliver intensive, high-quality training over a span of up to 4 hours. Here are the key details about the half-day courses:

- **Duration:** Approximately 4 hours of training
- **Breaks:** Two 10- 15-minute breaks depending on time available
- **Content:** Each course comprises up to 90 slides, depending on the topic
- **Schedule:** Courses begin promptly at 9:00 AM and conclude at 1:00 PM

The practical workshops are a more hands on approach to international trade. They are crafted to ensure participants gain substantial knowledge and practical skills within a short timeframe, making them ideal for busy professionals seeking to enhance their expertise efficiently.

The workshops have been crafted to provide participants with insights into the fundamental

concepts, methodologies and best practices in each of the topics. Whether participants are importers, exporters or professionals involved in international trade, these workshops will empower them to optimise their operations, ensure compliance with international regulations, and mitigate potential risks.

Below, is a full list of available practical workshops, each tailored to meet specific training needs within the realm of international trade and customs to participants who want to fully understand the core issues of the topic

- Practical Workshop **Classification**
- Practical Workshop **Export Licencing**
- Practical Workshop **Inward Processing (IP) & Outward Processing (OP)**
- Practical Workshop **Rules of Origin**
- Practical Workshop **Valuation**

## Practical Workshop Classification

### Introduction

The “Practical Workshop: Classification” half-day course provides a more hands-on approach that delves into the core issues surrounding the classification of goods in international trade, providing practical exercises and real-world case studies to enhance the understanding and application of classification principles.

### Aimed at

This practical workshop is designed for professionals involved in customs clearance, trade compliance, logistics, and supply chain management, including:

- **Customs brokers:** ensuring accurate classification of goods for import and export
- **Trade compliance officers:** managing compliance with classification regulations and requirements
- **Logistics managers:** overseeing the movement of goods and ensuring proper documentation
- **Import/export managers:** responsible for the correct classification of goods in trade transactions
- **Supply chain managers:** managing the flow of goods and information across borders

### Topics covered

Throughout this half-day workshop, participants will explore and engage with the following key topics:

#### Overview

Introduction to the workshop, objectives and the importance of accurate classification in international trade.

#### Core issues

In-depth discussion of the core issues and challenges in classifying goods, including common pitfalls and the impact of misclassification.

#### Recap the basics

Review of fundamental classification principles, including the Harmonised System (HS) and commodity codes.

### Exercises

Hands-on exercises to practice classifying goods, applying the principles learned, and addressing real-world scenarios.

### Quiz

Interactive quiz to test their understanding of classification concepts and reinforce learning.

### Case studies

Examination of real-world case studies to illustrate the application of classification principles and highlight best practices

## Practical Workshop Export Licencing

### Introduction

The “Practical Workshop: Export Licencing” half-day course is a hands-on workshop focusing on the core issues surrounding export licencing, providing practical exercises and real-world case studies to enhance delegate’s understanding and application of export licencing principles.

### Aimed at

This practical workshop is designed for professionals involved in export operations, compliance, logistics, and business development, including:

- **Export managers:** managing export operations and ensuring compliance with licencing requirements
- **Trade compliance officers:** ensuring adherence to export control regulations and licencing requirements
- **Logistics managers:** overseeing the transportation and documentation of goods for export
- **Business owners and entrepreneurs:** engaged in exporting goods and seeking to understand licencing regulations

**Legal and regulatory advisors:** providing guidance on export licencing and compliance matters

## Topics covered

### Overview

Introduction to the workshop, objectives and the importance of export licencing in international trade.

### Core issues

In-depth discussion of the core issues and challenges in obtaining and managing export licences, including common pitfalls and the impact of non-compliance.

### Recapping the basics

Review of fundamental principles of export licencing, including types of licences, application processes and regulatory frameworks.

### Exercises

Hands-on exercises to practice applying for export licences, navigating regulatory requirements and addressing real-world scenarios.

### Quiz

Interactive quiz to test delegate's understanding of export licencing concepts and reinforce learning.

### Case studies

Examination of real-world case studies to illustrate the application of export licencing principles and highlight best practices.

## Practical Workshop Inward Processing (IP) & Outward Processing (OP)

### Introduction

The "Practical Workshop: Inward Processing (IP) & Outward Processing (OP)" is a half-day course. This hands-on workshop focuses on the core issues surrounding IP and OP procedures, providing practical exercises and real-world case studies to enhance delegate's understanding and application of these customs' special procedures.

### Aimed at

This practical workshop is designed for professionals involved in customs compliance, international trade, supply chain management and logistics, including:

- **Customs brokers:** facilitating the movement of goods under ip and op regimes

- **Trade compliance officers:** ensuring adherence to customs regulations and procedures
- **Logistics managers:** overseeing the transportation and documentation of goods under IP and OP
- **Import/export managers:** managing IP and OP operations within their organisations.
- **Supply chain managers:** coordinating the flow of goods and information across borders under IP and OP procedures.

## Topics covered

Throughout this half-day workshop, participants will explore and engage with the following key topics:

### Overview

Introduction to the workshop, objectives, and the significance of IP and OP procedures in international trade.

### Core issues

In-depth discussion of the core issues and challenges in implementing IP and OP procedures, including common pitfalls and compliance requirements.

### Recap the basics

Review of fundamental principles of IP and OP, including eligibility criteria, application processes, and regulatory frameworks.

### Exercises

Hands-on exercises to practice applying IP and OP procedures, navigating regulatory requirements, and addressing real-world scenarios.

### Quiz

Interactive quiz to test delegate's understanding of IP and OP concepts and reinforce learning.

### Case Studies

Examination of real-world case studies to illustrate the application of IP and OP procedures and highlight best practices.



## Practical Workshop Rules of Origin

### Introduction

The “Practical Workshop: Rules of Origin” half-day course is a more hands-on approach workshop, which focuses on the core issues surrounding the rules of origin in international trade, providing practical exercises and real-world case studies to enhance delegate’s understanding and application of these principles.

### Aimed at

This practical workshop is designed for professionals involved in customs compliance, international trade, supply chain management and logistics, including:

- **Customs brokers:** facilitating the correct application of rules of origin for goods.
- **Trade compliance officers:** ensuring adherence to rules of origin regulations and requirements.
- **Logistics managers:** overseeing the transportation and documentation of goods with respect to their origin.
- **Import/export managers:** managing rules of origin compliance within their organisations.
- **Supply chain managers:** coordinating the flow of goods and information across borders in accordance with rules of origin.

### Topics Covered

Throughout this half-day workshop, participants will explore and engage with the following key topics:

#### Overview

Introduction to the workshop, objectives and the importance of rules of origin in international trade.

#### Core Issues

In-depth discussion of the core issues and challenges in determining and applying rules of origin, including common pitfalls and compliance requirements.

#### Recap the basics

Review of fundamental principles of rules of origin, including preferential and non-preferential rules and their impact on tariffs and trade agreements.

### Exercises

Hands-on exercises to practice determining the origin of goods, applying the principles learned and addressing real-world scenarios.

### Quiz

Interactive quiz to test delegate’s understanding of rules of origin concepts and reinforce learning.

### Case studies

Examination of real-world case studies to illustrate the application of rules of origin principles and highlight best practices

## Practical Workshop Valuation

### Introduction

The “Practical Workshop: Valuation” half-day course is a more hands on approach hands-on workshop which focuses on the core issues surrounding the valuation of goods in international trade, providing practical exercises and real-world case studies to enhance delegate’s understanding and application of valuation principles.

### Aimed at

This practical workshop is designed for professionals involved in customs compliance, international trade, finance and logistics, including:

- **Customs brokers:** ensuring accurate valuation of goods for customs purposes
- **Trade compliance officers:** managing compliance with valuation regulations and requirements
- **Logistics managers:** overseeing the documentation and valuation of goods in transit
- **Import/export managers:** responsible for the correct valuation of goods in trade transactions
- **Financial analysts:** assessing the value of goods for financial reporting and analysis

## Topics covered

Throughout this half-day workshop, participants will explore and engage with the following key topics:

### Overview

Introduction to the workshop, objectives and the importance of accurate valuation in international trade.

### Core issues

In-depth discussion of the core issues and challenges in valuing goods, including common pitfalls and the impact of incorrect valuations on duties and taxes.

### Recap the basics

Review of fundamental principles of valuation, including methods of valuation (transaction value, identical goods, similar goods, deductive value, computed value and fallback method).

## Exercises

Hands-on exercises to practice valuing goods using different methods, applying the principles learned, and addressing real-world scenarios.

## Quiz

Interactive quiz to test delegate's understanding of valuation concepts and reinforce learning.

## Case Studies

Examination of real-world case studies to illustrate the application of valuation principles and highlight best practices.

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# Next steps

If you would like to book any of our training courses, please visit our website for more details and available dates.

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