

NEW FOR 2018

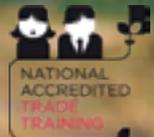
Devon Chamber of Commerce Accredited International Trade Training

Fully accredited by British Chambers of Commerce



Devon
Chamber of
Commerce

Working across Devon



Introducing our International Trade Services

Whether you're already exporting or planning your first overseas ventures, we can help you reach new markets, increase your potential profits and revenue.

Devon Chamber of Commerce is your most important source of international trade advice and support. With our many close working relationships with export/import agencies including the British Chambers Of Commerce Global Business Network, HM Revenue & Customs and the Department for International Trade (DIT) to name but a few, we provide support and advice to business in all areas of International Trade development. We also provide up-to-date country information together with advice on essential documentation.

We are authorised by HM Government and nationally accredited to certify Certificates of Origin (EC and Arab) EUR1 and A.TR certificates, invoices and other documents as required in International Trade.

Devon Chamber of Commerce can also offer:

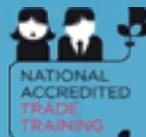
- Information advice and support to new or existing exporters
- Events and clinics on overseas opportunities
- A signpost to providers of international trade services
- A gateway to an international network of Chambers
- Assistance with ATA Carnets
- Foreign exchange services.

Best of all, you do not have to be a member of Devon Chamber of Commerce in order to make the most of the International Trade Services we provide. They are readily available to all businesses across the UK at a reasonable cost. However, our Chamber Members do receive a significant discount on our rates.

www.devonchamber.co.uk

Telephone: 01752 220 471

Email: international-trade@devonchamber.co.uk



Could International Trade Training help to grow your business?

To further support exporters and potential exporters across our county, Devon Chamber of Commerce has now introduced a series of special export skills and international trade training courses, developed by the British Chambers of Commerce (BCC) that cover the critical steps for any new or existing export drive. It may seem obvious, but training your staff to deliver your products or services right first time, every time, will lower your costs and improve the experience you deliver to your customers.

Choosing a great export training provider who understands about making a profit internationally can really help your company take off in your export markets. Combined with great quality and competitive prices, it makes our courses hard to beat.

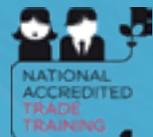
Who Can Benefit from the Courses?

These international trade training courses will suit anyone involved in importing and exporting goods and services, arming you or your employees with the knowledge to trade internationally. The types of people who attend the courses include owner/proprietors of small businesses that manage their own import and export services, through to employees working in import/export departments in larger organisations.

British Chambers of Commerce Accredited Courses

The British Chambers of Commerce (BCC) has developed a series of nationally recognised courses in International trade. By taking them you can learn about documentation, Letters of Credit and INCOTERMS, through to Preference Rules of Origin and how to work with agents and distributors. The courses form a curriculum that provides invaluable skills for small and large companies alike that will arm you with the knowledge to grow your business worldwide.

Using highly qualified and experienced trainers from Devon based company International Trade Matters, each course studied will be tested through an assessment process and marked by external examiners, so you won't have to worry about stressful exams. Each course you pass you'll receive a certificate; after taking six of the courses you will be awarded with a Foundation Award in International Trade, certified by the BCC which is equivalent to an NVQ 2 qualification.



Introduction to Exporting

20th February 2018: 09:15 to 12:30 | 24th July: 09:15 to 12:30

This course provides a sound introduction to the role of exporting, giving delegates an overall picture of how the many elements of international trade fit together. Delegates get hands-on experience of some of the administration involved in getting an export consignment ready for the journey, and learn the best ways to be sure of getting paid.

This course gives newcomers to International Trade a clear insight into basic procedures, good practice and the essential documents which they are likely to encounter.

Of equal importance is a discussion on the main pitfalls of non-compliance and how each of the elements examined contributes to prompt and profitable payment for the company.

Workshop Programme Details

- Export Office organisation
- Incoterms® 2010
- Transport modes
- Freight Forwarders
- Shipping Essentials
- Basic documentation
- Methods of international payment
- HM Customs and Excise

Course Outcome

By the end of the course, delegates will have a broad knowledge of the export process sufficient to enable them to make a productive contribution to the efficient working of an export office.

Who Should Attend

The course is aimed at managers and staff in the accounts, export sales, and shipping departments who need quickly to take on board the fundamentals of international trade procedures.



Export Documentation

20th March 2018: 09:15 to 17:00 | 21st August 2018: 09:15 to 17:00

This full-day practical programme provides delegates with the necessary skills and knowledge to prepare and process documents encountered when exporting goods overseas. It is fully supported with user friendly and up-to-date notes (including copies of completed documents) to ensure they can operate effectively back in the workplace.

During the programme delegates will study the principles and current industry practices required to ensure that they can process documents thus ensuring they operate both legally and cost effectively. They will study all of the critical documents - and will know how to complete them, what to do with them and WHY they are preparing them.

Workshop Programme Details

- “The foundations” - including a study of information sources, legal requirements, record keeping and software systems
- A study of the significance of documentary content - with specific reference to Incoterms 2010, how to prove origin and the commodity code
- The exporters commercial documents - quotations, invoices and packing lists
- The “origin documents” - including C/Os, EUR1s and ATRs
- Official documents - the export licence, pre-shipment inspection, and C88 SAD at Customs’ clearance
- Dealing with the freight forwarder - including ECSIs, SSNs,
- The proof of export documents - including Bills of lading, AWBS and CMR notes.
- Payment mechanisms and a review of the documents needed to ensure payment

Course Outcome

At the end of the programme delegates will have received training to ensure they can confidently deal with export documents within their organisation thus ensuring both legal compliance and cost effectiveness for all of their exports.

Who Should Attend

All those working in export administration, export sales and freight moving who are required to deal with export documents within their organisation. Newcomers and experienced staff needing a refresher programme on current requirements will benefit greatly from this programme.



New Incoterms® 2010

24th April 2018: 09:15 to 13:00 | 25th September 2018 09:15 to 13:00

This is the course for people who want a detailed and focused commercial view of the Incoterms standards. The main thrust of the course is how each of the terms, in turn, can affect costs and profitability for the organisation.

An understanding of Incoterms®2010 is fundamental to international trade. This course gives delegates a detailed view of the current Incoterms®2010 focusing on the commercial implications of each term - risks and costs. This feeds through into how a simple misunderstanding could affect profits in the company and gives them the ability to respond to any future international enquiry with confidence.

For example - "What's wrong with Ex Works internationally?" - an explanation of why Ex works may not be the appropriate term for your international transaction.

Workshop Programme Details

- History and background - Where and why they were drawn up.
- The New vs the Old.
- Key definitions.
- What do incoterms do?
- What incoterms don't do.
- A 'Deep Dive' into the terms - an interactive session.
- Frequently asked questions.
- Course review.

Course Outcome

At the end of the course, delegates will have sufficient knowledge to be able to understand the responsibilities and additional costs of international trade with absolute confidence and so optimise the profitability of any international sales agreement.

Who Should Attend

The course is designed for staff responsible for international sales negotiations and those involved in the production of export quotations. It would also be of value to staff newly appointed to an export role.



Methods of Payment & Letters of Credit (2 credits)

22nd May 2018: 09:00 to 17:00 | 23rd October 2018: 09:00 to 17:00

This one day workshop covers the 5 main types of payment for exports, from advance payment to open account, including Sight Documentary Collection, Term Documentary Collection and Documentary Letters of Credit. It includes the use of Bills of Exchange with and without documents.

Over 75 percent of first presentations to banks against documentary letters of credit are rejected, resulting in delayed payments to exporters, additional costs and breached delivery deadlines. This course is suitable for all staff who need to have a clear understanding of the procedures required to ensure payments for goods sold on documentary credit terms. Knowledge and understanding is reinforced through the use of exercises, tips on getting the credit you want and working examples of documentary credits.

Workshop Programme Details

- Examination of documents for Advance Payment, Documentary Collections and Open Account
- Types and levels of security
- What is a Letter of Credit?
- The 8 main types of Letters of Credit
- Letter of Credit administration and procedure
- Letters of Credit costs Letter of Credit content - getting the credit you want
- What can go wrong?
- Top tips for success every time UCP600/ISBP

Course Outcome

To have a clearer understanding of rules and regulations around Letters of Credit and methods of payment, and to gain confidence and experience preparing documentation

Who Should Attend

It is ideal for personnel who administer the documentation, sales, purchasing, despatch, logistics, Freight Forwarders and companies embarking into the export world. Excellent refresher for those working with L/C's already and for those going into new territories. Essential learning for accounts, export and sales teams.



Inward/Outward Processing

26th June 2018: 09:15 to 13:00 | 20th November 2018: 09:15 to 13:00

Since the introduction of UCC in May 2016, many features of these cash-saving measures for exporters and importers have changed. This course is the accredited 'update' for all users.

This course has been developed to introduce delegates to the methods of obtaining relief from customs duty and VAT on their international transactions through operating IP and OPR. The latest procedures - introduced by UCC regulations - are explained in detail, together with how they are best managed.

Workshop Programme Details

- OPR – types and authorisation
- Basic procedures
- IP – the outline
- IP types and applications
- IP reporting
- CPCs, Economic Codes and Rates of Yield
- Revised reporting formats

Course Outcome

Delegates will leave the course with the understanding to be able to assess whether these measures are suitable for their company together with the processes for application and the required returns. They will understand the need for a good internal audit trail and the necessary documents which are required to support a Customs audit.

Who Should Attend

Staff who are going to be involved in the process whether that be from a shipping or accounts perspective.



Import Procedures and Documentation

10th July 2018: 09:15 to 17:00 | 11th December 2018: 09:15 to 17:00

This course will lead delegates through the procedures and documentation required to successfully complete an import transaction.

Delegates will learn about the import process from initial contact with potential supplier to the import customs clearance process to ensure receipt of goods in time and within budget.

Workshop Programme Details

- Sources of information
- Typical import steps and import order administration
- Incoterms 2010
- Tariff and commodity codes
- Payment terms
- Modes of transport
- Using a freight forwarder and freight rates
- Documentation including insurance, transport and customs
- Trading with the EU
- Overview of other Custom regimes in particular IPR and OPR

Course Outcome

Delegates will understand the procedures and documentation required to ensure the import transaction is successful and avoid any possible problems.



Ez Cert Workshop – Certified Documents Online

10th April 2018: 09:30 to 13:00 | **9th October 2018:** 09:15 to 13:00

Cost Members: £10 **Non Members:** £20 per person

Course Overview

Designed with efficiency and ease of use in mind, an increasing number of companies are finding it quicker and cheaper to process their export documentation online via the e-z Cert system.

You can apply for your EC & Arab Certificates of Origin, EUR1's, A.TRs and ATA Carnet's online from the convenience of your office and receive the documents the next day (or same day if you choose to collect or use express). You can also apply for the certification of other documents such as commercial invoices and packing lists.

If you're new to this it couldn't be easier to get started. We are holding a half day training session suitable for anybody wanting to start doing their documentation online, would like to train new staff or for those who simply need to brush up on their skills and knowledge.

This handy session will cover everything you need to know and how to get started.



Costs

Our competitive pricing structure is designed to allow you to participate fully!

PRICE (per person) in 2018

Full Day

Standard £320 + VAT

Member £260 + VAT

Half Day

Standard £170 + VAT

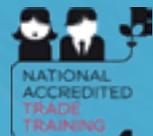
Member £140 + VAT

All costs are inclusive of the certification fee and lunch is provided for full day courses.

To book your place please email international-trade@devonchamber.co.uk
or call **01752 220471**

Or look at our website www.devonchamber.co.uk

**Book all six accredited courses at the same time
and receive a 10% discount.**



All courses will take place at the
Devon Chamber offices:

22 Lockyer St
Plymouth
PL1 2QW

www.devonchamber.co.uk

Telephone: 01752 220471

Email: international-trade@devonchamber.co.uk



All training is provided by
International Trade Matters

www.internationaltradematters.com

