



2019

Devon & Plymouth Chamber of Commerce Accredited International Trade Training

Fully accredited by British Chambers of Commerce



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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 & Plymouth 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 businesses 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 & Plymouth 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.

You do not have to be a member of Devon & Plymouth Chamber of Commerce in order to make the most of the International Trade Services we provide as 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 and we would encourage you to join us!

www.devonchamber.co.uk

Telephone: 01752 220 471

Email: international-trade@devonchamber.co.uk



Could International Trade Training Help to Grow Your Business?

Devon & Plymouth Chamber of Commerce is your business's most important source of international trade advice and support. To further support those trading internationally or wanting to trade internationally, Devon & Plymouth Chamber of Commerce will again be running a series of special skills and international trade training courses, accredited by the British Chambers of Commerce (BCC) that cover the critical steps for any new or existing international trade. Our 2018 courses were highly successful and often fully booked. The 2019 programme has been updated based on feedback from attendees and new courses have been added to reflect current international trade practices. The courses will be constantly updated over the year, taking into account any changes to processes in this ever-changing world.

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 and your employees with the knowledge to trade internationally. The people who attend the courses include owners/proprietors of small businesses that manage their own import and export services, through to employees working in import/export departments in larger organisations. Some attend all the courses, others just attend those relevant to their role.

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 International Trade

29th January 2019: 09:30 to 16:30 | 2nd July 2019: 09:30 to 16:30

This course provides a sound introduction to the role of export and import and gives delegates an overall picture of how the many elements of international trade fit together. Delegates will explore the wider commercial implications of international trade for their company and learn about the global trade environment and many of the practicalities and terminology used.

This course gives newcomers to international trade a clear insight into basic procedures, good practice and the essential terms they are likely to meet. This is also an ideal course for people who are not directly involved in international trade but work with those who are. This is "International Trade for Non-Export/Import Managers".

Workshop Programme Details

- Overview of international trade
- Commercial considerations
- International trade environment
- International trade practicalities, including duty and customs drivers
- International trade strategies
- Sources of help

Who Should Attend

The course is aimed at staff new to an international trade role and those from departments including accounts, sales, production and shipping in a company that trades internationally. It is also ideal for owners and managers considering importing or exporting to grow their business. By the end of the course, delegates will have a broad knowledge of the environment and practicalities of international trade and the considerations for their company.



Export Documentation

12th February 2019: 09:30 to 16:30 | 30th July 2019: 09:30 to 16:30

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 A.TRs
- 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

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. 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.



New Incoterms® 2010

12th March 2019: 09:30 to 16:30 | 10th September 2019: 09:30 to 16:30

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

Who Should Attend

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.

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

8th May 2019: 09:30 to 16:30 | 12th November 2019: 09:30 to 16:30

This one day workshop covers the five 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 Letters of Credit?
- The eight main types of Letters of Credit
- Letters 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

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 Letters of Credit already and for those going into new territories. Essential learning for accounts, export and sales teams.



Working with International Agents & Distributors

NEW
COURSE

4th June 2019: 09:30 to 13:30 | 26th November 2019: 09:30 to 13:30

The British Chambers of Commerce assessment for this course focuses on what you have learnt about agents and distributors during the workshop as these are the most common options when entering a new market. However, we will explore all options for market entry during the day. Don't panic – everything is in bitesize chunks in an interactive learning environment.

Workshop Programme Details

- Your options on routes to overseas markets
- The difference between agents and distributors and their respective roles
- The legal implications and challenges of working with agents and distributors including authority, territory and competition law
- The advantages and disadvantages of the various options to market entry
- How to decide on the best option(s) for your business
- Pitfalls and practicalities when establishing an overseas presence
- Management of freight forwarders

Who Should Attend

This course is suitable for staff within an organisation, ideally middle or senior management, who have a responsibility for developing business in overseas markets.



Preferential and Non-Preferential Origin

NEW
COURSE

2nd April 2019: 09:30 to 16:30 | 1st October 2019: 09:30 to 16:30

This course will suit anyone involved in importing and exporting goods, arming you or your employees with the knowledge to efficiently trade internationally. Understanding this topic is essential to accurate reporting of international trade, leading to paying the correct taxes and duties. Getting this wrong can have significant implications and cost savings can be made when done correctly.

Workshop Programme Details

- Understand the terms “preference” and “origin” and the differences between preference and non-preference
- Understand the principles of free trade agreements
- Understand the use of origin documents
- Understand the use of preference documents
- Understand the principles of origin and how it is calculated
- Understand the 60% rule, and how it is applied
- Understanding “Ex Works” pricing
- Direct transportation rules, and more

Who Should Attend

This course is aimed at owners/proprietors of small businesses that manage their own import and export services and personnel who administer the documentation, sales, purchasing, despatch, logistics, freight forwarders and companies embarking on international trade.



Import Procedures and Customs Audit Procedures

NEW
COURSE

18th June 2019: 09:30 to 16:30 | 10th December 2019: : 09:30 to 16:30

This course will help anyone involved in importing and customs procedures understand how to implement these effectively in your organisation.

Workshop Programme Details

- Demonstrate an understanding of import documentation
- Demonstrate an understanding of importing procedures
- Demonstrate an understanding of the Customs tariff
- Demonstrate an understanding of Customs compliance
- Identify sources of information and assistance

Who Should Attend

This course is aimed at owners/proprietors of small businesses that manage their own import and customs processes and personnel who administer the functions within larger organisations.



Classification & Tariffs

NEW
COURSE

30th April 2019: 09:30 to 16:30 | 22nd October 2019: 09:30 to 16:30

This course is aimed at those involved in the administration of international trade to ensure an understanding of product classification to meet the demands of international trade in both exporting and importing. Understanding tariffs and commodity codes leads to correct calculation of taxation and duties, as mistakes leading to non-payment or underpayment are considered a serious matter by HMRC. They also lead to duty reliefs so getting this right could save you money.

Workshop Programme Details

- Overview of the harmonisation system
- Harmonisation system legal guidelines
- Correctly classifying goods with examples
- Understanding tariff codes
- General rules of interpretation
- Tools and sources of information

Who Should Attend

Anyone directly involved in the administration of international trade or who indirectly inputs to trade processes. This may include product designers, product engineers, production management, finance and purchasing.



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Costs

PRICE (per person) in 2019

Full Day

Member £280 + VAT

Non-member £340 + VAT

Half Day

Member £150 + VAT

Non-member £180 + VAT

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

To book your place please email nick.byrne@devonchamber.co.uk
or call **01752 220471**

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

All courses will take place at the Devon & Plymouth Chamber of Commerce offices:

Unit 5,
Brest Road,
Derriford Business Park,
Plymouth,
PL6 5QZ

Bespoke training package and in-house delivery available.



Programme Overview

Course	Dates & times	Credits
Introduction to International Trade	29th January 2019: 09:30 to 16:30 2nd July 2019: 09:30 to 16:30	1
Export Documentation	12th February 2019: 09:30 to 16:30 30th July 2019: 09:30 to 16:30	1
New Incoterms® 2010	12th March 2019: 09:30 to 16:30 10th September 2019: 09:30 to 16:30	1
Preferential and Non-Preferential Origin	2nd April 2019: 09:30 to 16:30 1st October 2019: 09:30 to 16:30	1
Classification & Tariffs	30th April 2019: 09:30 to 16:30 22nd October 2019: 09:30 to 16:30	1
Methods of Payments & Letters of Credit	8th May 2019: 09:30 to 16:30 12th November 2019: 09:30 to 16:30	2
Working with International Agents & Distributors	4th June 2019: 09:30 to 16:30 26th November 2019: 09:30 to 16:30	1
Import Procedures and Customs Audit Procedures	18th June 2019: 09:30 to 16:30 10th December 2019: 09:30 to 16:30	3



Achieving a Foundation Award

Hannah Briant

Hannah Briant has just recently completed her Foundation Award. She completed six of the International Trade training courses that were held by the Chamber. Hannah's role is currently in freight and shipping and she said: "On joining Paper Converting I initially came in as an administrative role, but my job quickly expanded into freight and shipping. I then realised that it was essential for me to gain the knowledge and make sure that we are doing everything efficiently and signed up to these courses. I have now become the 'go to' person in this area of the business and have got stuck in and just loved it."

"I applied to the Devon & Plymouth Chamber of Commerce as I had heard how good the courses were and a big factor in taking on the training courses with them was the fact that I would gain a qualification by going through them."

She continued: "This has helped me massively in my job role. This has enabled me to keep up-to-date with current affairs and with Brexit happening has prepared me going forward. This isn't just useful to me but also is an advantage to the business that I am up to speed with the international trade documents. The courses were really in depth and they were delivered exceptionally. I'm really looking forward to developing my career further."



Mark Fowler, Commercial Director at Paper Converting Machine Company, Hannah Briant, at Paper Converting Machine Company, Nick Byrne, International Trade Manager at the Chamber



All courses will take place at the
Devon & Plymouth Chamber of Commerce offices:

Unit 5 Derriford Business Park
Brest Road
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PL6 5QZ

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Email: international-trade@devonchamber.co.uk



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