

BCC FOUNDATION AWARD IN INTERNATIONAL TRADE

2024 Course Content.

Dates and Pricing.



INTERNATIONAL TRADE TRAINING & COURSES



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Develop your global knowledge with our training programme

We offer an extensive training programme including British Chamber of Commerce Accredited Foundation Award in International Trade.

The courses, led by accredited trainers with international trade experience, provide invaluable skills for small and large companies.

British Chambers of Commerce (BCC) Foundation Award in International Trade

The BCC Foundation Award is designed to equip businesses and increase understanding in the processes of international trade and runs year-round. Candidates completing six or more modules qualify for the Foundation Award. We compliment this with bespoke topics not covered by the BCC curriculum, but still expert led.

*With international trade membership you receive up to 50% off all training modules.

If you are interested in any of our training courses or would like further information please get in touch: international.trade@necc.co.uk

Courses

Understanding export

The UK is only 4% of global GDP so 96% of the world's market could be open to you. The world is more and more connected, so it is easier than it has ever been to trade internationally.

This is an introduction to exporting and the practical considerations needed. The course covers the requirements of sales and purchase orders, an introduction to Incoterms®, packaging considerations, general compliance issues and commodity codes. The importance of export documentation is explained, along with sources of help and guidance.

Course contents:

- Why export?
- Commercial considerations, pricing and getting paid
- Practicalities including Incoterms®, packaging, transportation, and compliance
- Export documentation
- Sources of help and advice

Who should attend?

This course is suitable for administrators, managers, directors, and owners of businesses who want to grow through international trade. It will be valuable for companies who are already exporting reactively so they can ensure they have the correct processes in place and are meeting their compliance obligations. The course is valuable for both newcomers wanting an introduction and overview, and experienced staff needing a refresher on current requirements.

Incoterms®

An introduction to Incoterms® and their importance to international trade. Understand the history and purpose of Incoterms®, how they are used, the practical issues to be considered, and sources of additional help and information. Commercial matters will also be discussed including the impact of Incoterms® on costs and profitability. The definition of each Incoterm® will be covered as well as practical topics such as why EXW is not suitable for international trade. An understanding of Incoterms® is fundamental to international trade. Course contents:

- History and background of Incoterms®
- The Incoterms® rules and how to use the terms
- What they do and what they don't do
- A review of each of the terms
- Why EXW is not suitable for international trade and what to use instead
- Sources of help and advice

Who should attend?

This course is fundamental to anyone involved in international sales and purchases including sales teams, purchasing teams, finance, import and export administrators and managers. The course is valuable for both newcomers wanting an introduction and overview, and experienced staff needing a refresher on current requirements. As Incoterms® are so important and widely used in international trade, it is a "must do" course for everyone in international trade.

Export documentation

An introduction course providing candidates with fundamental skills and knowledge to prepare and process the documents required for exporting goods overseas. It is fully supported with user friendly and up-to-date notes (including copies of completed documents) to ensure the skills learned can be used effectively back in the workplace.

During the introduction course candidates 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 understand the documents required for international shipments and transportation and where to go for further help and advice.

Course contents:

- “The Foundations” including a look at information sources, legal requirements, record keeping and software systems
- The significance of documentary content - with specific reference to Incoterms® 2020, how to prove origin and the commodity code
- Exporters commercial documents - quotations, invoices and packing lists
- The “origin documents” - including Country of Origin, EUR1s and ATRs
- Further official export documents – export licences, pre-shipment inspection, and C88 SAD
- 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 • Sources of help and advice

Who should attend?

This course is aimed at owner/proprietors of small businesses that manage their own export and customs processes and personnel who administer the functions within larger organisations. This includes staff working in export administration, export sales and freight moving who are required to deal with export documents within their organisation. The course is valuable for both newcomers wanting an introduction and overview, and experienced staff needing a refresher on current requirements. At the end of the course, candidates 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 their exports.

Rules of origin

This introduction course is aimed at those involved in the administration of international trade to ensure an understanding of rules of origin, product classification and item valuation to meet the demands of international trade in both exporting and importing. Understanding origin, tariffs and valuation is essential for correct calculation of taxation and duties, and 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.

Course contents:

- Preference and non-preference origin
- The rules determining preference rules of origin

- Understanding tariff codes
- Correctly classifying goods with examples
- Import valuation • Sources of help and advice

Who should attend?

International trade and finance administrators and managers needing to understand duties, taxes and compliance. Mistakes in this area can be costly and serious so companies must ensure they have the knowledge to manage this properly in their organisations. The course is valuable for both newcomers wanting an introduction and overview, and experienced staff needing a refresher on current requirements.

Customs procedures

This introduction course is aimed at anyone involved in international trade who needs to understand customs. The course will cover the role of HMRC and practicalities such as goods wholly produced in the UK, use of documentation including the EUR1, free circulation, AEO, VAT responsibilities, and the impact of Incoterms®. The course also provides an introduction to customs entries, classification of goods, valuation of goods on import duties, taxes and the Union Customs Code (UCC).

Course contents:

- HMRC and customs procedures
- Origin, classification of goods and valuation of goods
- Duties and taxes (UK Global Tariff) • The Union Customs Code (UCC)
- Sources of help and advice

Who should attend?

This course is suitable for administrators, managers, directors, and owners of businesses who need to understand customs procedures. This will enable them to administer documentation correctly, ensure efficient processes and meet compliance obligations. The course is valuable for both newcomers wanting an introduction and overview, and experienced staff needing a refresher on current requirements.

Import procedures including IPR & OPR

This introduction course is aimed at those involved in the importing of goods. The course will cover import documentation and procedures, commercial considerations, the importance of your purchase order, calculating VAT and duty, and how to reduce import customs clearance delays. Incoterms® and their impact on importing will be shown, along with an introduction to duty regimes to help importers.

Course contents:

- Import documentation and procedures
- Calculating VAT and duty • Incoterms®
- Customs regimes and import controls

- Sources of help and advice

Who should attend?

This introduction course is suitable for administrators, managers, directors, and owners of businesses who need to purchase from overseas. The course is valuable for both newcomers wanting an introduction and overview, and experienced staff needing a refresher on current requirements. It will be valuable for companies who are already importing so they can ensure they have the correct processes in place and are meeting their compliance obligations.

Commodity codes

An introduction course providing candidates with fundamental skills and knowledge to prepare and process a system of classifying their parts for both import and export. It is fully supported with user friendly and up-to-date notes (including practical experience on classifying products using the UK Global Tariff) to ensure the skills learned can be used effectively back in the workplace.

Candidates will, after attending this course, be aware of what commodity codes are and what they are used for. They will have a basic understanding of the process of how to classify goods and would have successfully classified a range of goods to gain experience in using the UK Global Tariff and where to go for further advice.

Letters of credit and methods of payment

This introduction covers the five main types of payment for International Trade.

Course contents:

- Identification of types of international payment methods
- Examination of documents required
- Types and levels of security
- What can go wrong?
- Top tips for success every time UCP600/ISBP
- Sources of help and advice

Who should attend?

This introduction course is ideal for personnel who administer the documentation, sales, purchasing, dispatch, logistics, Freight Forwarders and companies embarking into the export world. This is also an excellent refresher for those already working in International Trade and for those going into new territories. Essential learning for accounts, export and sales teams.

Agents and distributors

This course is designed for sales teams, administrators and managers planning international growth through agents and distributors overseas. The course covers the differences between agents and distributors, advantages and disadvantages of each, what to consider when appointing them, and an introduction to the legal implications. The course will also look at the importance of harmonising all sales channels so if you are already selling through these third parties, there is valuable information to learn about doing this effectively.

Course contents:

- Routes to overseas markets
- Roles of agents and distributors
- Legal implications
- Advantages and disadvantages of agents and distributors
- Harmonising your sales channels
- Sources of help and advice

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. The course is valuable for both newcomers wanting an introduction and overview, and experienced staff needing a refresher. It will also be valuable for those already using agents and distributors who want to ensure best practice and integrated sales channels.

Other Training Courses. (not part of the BCC foundation award)**Dangerous Goods**

This half day training course is suitable for anyone who handles, stores or transports dangerous goods in order to gain a basic understanding of the regulations, prevent accidents and avoid costly fines and penalties.

Course contents:

- What are Dangerous Goods?
- Modal regulations for Dangerous Goods transport
- How do the Dangerous Goods regulations intersect with Health and Safety regulations
- The Nine Classes of Dangerous Goods
- UN Numbers and Proper Shipping names
- What role does an SDS play in the transport of Dangerous Goods?
- What is UN specification packaging
- How to interpret and understand Dangerous Goods Transport Documents
- Specific 'deep-dive' on your products, outlining all of the key requirements for transport by Air, Road and Sea

Customs compliance & HMRC audits

Customs compliance is crucial for businesses involved in international trade to avoid regulatory issues, penalties and disruptions to their supply chain. This course is suitable for anyone that is involved in international trade and will provide knowledge, tools and insights to be compliant and ready for a customs audit.

Course contents:

- Record keeping requirements
- Checking accuracy of customs declarations
- Proof of export
- Claiming import preference
- Issuing export preference
- Commodity codes
- Reporting of irregularities
- Managing customs authorisations
- MSS data
- Preparing for a HMRC audit

Introduction to Export Licences

Export licensing systems are used to prevent goods from ending up in “the wrong hands” when they are exported. Under existing UK and non-UK legislation, exporters are responsible for ensuring that their goods, software, or technologies, are not unwittingly breaching any export controls when shipped or transferred intangibly abroad.

Whether you are new to export licensing, or you already have experience of export controls but need refresher training – this course is for you!

Attend this half day course and learn how to become more compliant with export controls legislation, as part of your commitment to being a responsible exporter.

Course Contents:

- What are controlled exports?
- Controlled goods, software and technology
- Dual use goods
- Military goods
- UK export control regulations
- End use, embargoes and sanctions
- Types of export licences
- How to check for an export licence
- How to apply for an export licence
- Record keeping & ECJU Audits

2024 Training Course Dates & Pricing

Module	Day	Date	Time	International Member	Non Member
Understanding Export	Tuesday	05. 03. 24	13:00-16:00	£195.00 + Vat	£350.00 + Vat
Export Documentation	Thursday	07. 03. 24	13:00-16:00	£195.00 + Vat	£350.00 + Vat
Incoterms	Tuesday	12. 03. 24	13:00-16:00	£195.00 + Vat	£350.00 + Vat
Rules of Origin	Thursday	14. 03. 24	13:00-16:00	£195.00 + Vat	£350.00 + Vat
Agents and Distributors	Tuesday	19. 03. 24	13:00-16:00	£195.00 + Vat	£350.00 + Vat
Commodity Codes and UK Trade Tariff	Wednesday	20. 03. 24	09:30-12:30	£195.00 + Vat	£350.00 + Vat
Import Procedures	Tuesday	09.04.24	09:30-16:00	£275.00 +Vat	£395.00 +Vat
Customs Procedures	Thursday	11.04.24	09:30-16:00	£275.00 +Vat	£395.00 +Vat
Dangerous goods	Thursday	18.04.24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
HMRC Audit	Tuesday	23.04.24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Letter of Credit & Methods of Payment	Thursday	25.04.24	09:30-14:30	£275.00 +Vat	£395.00 +Vat
Export Licensing	Monday	29.04.24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Understanding Export	Tuesday	04. 06. 24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Export Documentation	Thursday	06.06.24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Incoterms	Tuesday	11. 06. 24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Rules of Origin	Thursday	13. 06. 24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Commodity Codes and UK Trade Tariff	Wednesday	19. 06. 24	09:30-12:30	£195.00 + Vat	£350.00 +Vat
Import Procedures	Tuesday	25. 06. 24	09:30-16:00	£275.00 +Vat	£395.00 +Vat
Dangerous goods	Tuesday	02. 07. 24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Customs Procedures	Wednesday	03.07.24	09:30-16:00	£275.00 +Vat	£395.00 +Vat
HMRC Audit	Thursday	04. 07. 27	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Letter of Credit & Methods of Payment	Tuesday	09. 07. 24	09:30-14:30	£275.00 +Vat	£395.00 +Vat
Understanding Export	Tuesday	01. 10. 24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Export Documentation	Thursday	03. 10. 24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Incoterms	Tuesday	08. 10. 24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Rules of Origin	Thursday	10. 10. 24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Commodity Codes and UK Trade Tariff	Tuesday	15. 10. 24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
Import Procedures	Thursday	17. 10. 24	09:30-16:00	£275.00 +Vat	£395.00 +Vat
Customs Procedures	Tuesday	22. 10. 24	09:30-16:00	£275.00 +Vat	£395.00 +Vat
Letter of Credit & Methods of Payment	Wednesday	30. 10. 24	09:30-14:30	£275.00 +Vat	£395.00 +Vat
Dangerous goods	Tuesday	05. 11. 24	13:00-16:00	£195.00 + Vat	£350.00 +Vat
HMRC Audit	Thursday	07. 11. 24	13:00-16:00	£195.00 + Vat	£350.00 +Vat

Disclaimer - All pricing, dates and content correct at time going to print. Prices may be subject to change.