

*Ufford Park Hotel, Golf & Spa is the home of Suffolk Chamber International Training Courses*

**Suffolk Chamber of Commerce offers a wide range of training solutions to help unlock the international trade potential of your employees and boost your business performance, regardless of the size of your company or your international trade experience.**

Most of our courses are **British Chambers of Commerce accredited**, and equivalent to NVQ Level 2. Each accredited course successfully completed counts towards the nationally recognised Foundation Award in International Trade. Courses are worth **one** or **two** credits towards the six needed to gain the **Foundation Award in International Trade**.



### **Methods of Payment & Letters of Credit: 9:30am - 4:30pm, 5 February 2019\*\***

Can you describe the four main methods of payment and three types of letters of credit? With over 75% of letters of credit being rejected on first presentation to the bank, companies want to be able to avoid the extra costs involved. This full day course aims to provide delegates with knowledge and understanding of procedures involved to ensure they are paid for their goods.

### **Understanding Exporting: 9:30am - 4:30pm, 5 March 2019\***

Using simple everyday terms means this course demystifies elements of international trade so delegates leave equipped with a good overall understanding and knowledge of exporting. This can then be used to contribute towards your company's international trade success.

### **Introduction to AEO: 9:30am - 4:30pm, 2 April 2019**

The course will cover the full benefits of holding AEO status, the application process and the interaction with other trading nations who operate similar schemes under the Mutual Recognition Agreements (MRA).

### **Export Documentation: 9:30am - 4:30pm, 4 June 2019\***

Documents are there to help get the goods into the destination country quickly and efficiently. They also offer benefits to both the exporter and their overseas customer. This full day course looks at export documentation and explains why they might be required, what content is required and the benefits they offer.

### **Customs Procedures & Documentation: 9:30am - 4:30pm, 2 July 2019\***

Understanding complicated customs procedures is vital to help save you time and money when importing and exporting goods. This full day course will provide you with the information you need to be able to understand how to comply with customs and the procedures in place.

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**Understanding Incoterms®: 9:30am - 4:30pm, 3 September 2019\***

Do you know what an Incoterm® is and what one you should use for your export? Used in sales contracts worldwide, Incoterms define the risks and responsibilities of a buyer and seller in an international sales contract. This full day course looks at the Incoterms rules from a practical point of view and explains all the costs, delivery and risk implications and where you can go for further information.

**Export Documentation: 9:30am - 4:30pm, 1 October 2019\***

Documents are there to help get the goods into the destination country quickly and efficiently. They also offer benefits to both the exporter and their overseas customer. This full day course looks at export documentation and explains why they might be required, what content is required and the benefits they offer.

**Import Procedures: 9:30am - 4:30pm, 5 November 2019\***

This full day course will explain import documentation and giving knowledge of the key elements of important procedures, including where to go for sources of information and assistance. It will also cover how to comply with customs procedures.

**Managing Agents & Distributors: 9.30am – 4.30pm, 3 December 2019\***

This course covers the vital area of agency and distribution. It examines the differences, EU legislation, and finding, appointing and motivating your partners as well as highlights the pitfalls and costs. You will also learn how to find agents or distributors, sources of help, changing an agent or distributor, sample agreements, memorandum of understanding and how to minimise legal costs.

**IPR & OPR** – for more information contact: [rachel@suffolkchamber.co.uk](mailto:rachel@suffolkchamber.co.uk)

**Preferential Rules of Origin** – for more information contact: [rachel@suffolkchamber.co.uk](mailto:rachel@suffolkchamber.co.uk)

**Costs per course:**

**Members - £255  
Non-Members - £300**

**Accreditation Package:**

**book six credits worth of courses and receive  
5% discount on your block booking  
\*one credit \*\*two credits**

Full fee payable if cancelled less than seven days before training.  
For more information please contact: [rachel@suffolkchamber.co.uk](mailto:rachel@suffolkchamber.co.uk)