

International Trade

TRAINING COURSE

OVERVIEW



INTERNATIONAL



Suffolk
Chamber of
Commerce



INTERNATIONAL 2025

INTERNATIONAL TRADE TRAINING COURSE OVERVIEW



SUFFOLKCHAMBER.CO.UK/INTERNATIONAL

UNDERSTANDING EXPORT

1 BCC Credit

Understand the total flow of export work, from receipt of the enquiry to successful delivery of goods and payment. It is also designed for experienced exporters who need to keep up with industry updates.

Key Learning Objectives and Outcomes:

- Understand what an export is
- Why is it important to know if you are trading in or outside the EU?
- Be aware of what is in a sales contract and purchase order
- Understand why Incoterms® 2010 are used in an international contract
- Understand packing and handling marks
- Why, as an exporter, you must be aware of embargoes and sanctions
- Which types of goods are typically controlled with export licences?
- Advantages of using freight forwarders
- Understand the reasons for accurate export documentation
- Where to go for sources of Information

IMPORT PROCEDURES

1 BCC Credit

This course will go over a number of documents and procedures involved with importing including; import documentation, the key elements of important procedures and where to go for sources of information and assistance. It will also briefly cover customs procedures.

Key Learning Objectives and Outcomes:

- Demonstrate and understanding of import documents and procedures
- Know what should be considered before importing
- Understand the content of an import purchase order and the instructions to the supplier
- Understand what determines how much duty and VAT is payable
- Know how to check and what to check on an import declaration
- Understand that the import of certain goods is controlled and where to go for sources of information and assistance

INCOTERMS® 2020

1 BCC Credit

Learn the incoterm rules, a set of contract terms for international freight delivery, and how they affect your business, including the seller and buyers' responsibilities, risks and costs.

Key Learning Objectives and Outcomes:

- What the Incoterms® rules are
- How Incoterms rules affect your business
- What you/your company needs to know about Incoterms
- Give a clear understanding of how Incoterms map out the tasks, costs and risks involved in the delivery of goods from sellers to buyers
- A practical guide to correctly applying Incoterms rules to your global sales and purchasing activities

These courses are **BCC Accredited**. You will be awarded the **Full BCC Foundation Award in International Trade** when you complete 6 of these courses. To find out more about our discounted 'Trade In 6' Package, please email events@suffolkchamber.co.uk



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PREFERENTIAL RULES OF ORIGIN

1 BCC Credit

Demystify the complex Preference Rules of Origin and gain an essential understanding of applicable import duties on the countries where your imported products are made.

Key Learning Objectives and Outcomes:

- Have a clear understanding of the differences between preferential and non-preferential origin
- Understand the rules determining preferential rules of origin
- Have an understanding of the percentage rules and how to apply them
- Know the different types of origin
- Know where you can go for help and identify sources of information

TRADE COMMODITY CODES

1 BCC Credit

Learn how to identify and use the right codes to establish duty rates, origin of goods, reporting for Intrastat, export and import documentation and many additional customs procedures

Key Learning Objectives and Outcomes:

- To understand the purpose of Trade Commodity Codes
- Understand how the codes are made up and structured - what it all means
- How a Trade Commodity Code is built
- To help individuals find the appropriate Trade Commodity Codes
- Provide ideas of ways to find the right Commodity Codes
- Provide guidance as to how to find the appropriate code for goods that are hard to classify
- Help delegates awareness of things they should consider in relation to deciding on a Trade Commodity Code

CUSTOMS PROCEDURES & DOCUMENTATION

1 BCC Credit

Understand how to comply with the sometimes complicated customs procedures to help save you time and money when importing and exporting goods.

Key Learning Objectives and Outcomes:

- Have an understanding of the role of HMRC, rules of origin and Intra EC trade
- Have an understanding of customs procedures and the UK trade tariff
- Which organisation regulates the rules of trade between nations
- Information on Authorised Economic Operator
- Understand your VAT responsibilities with regard to Intra-EU trade
- Understand what is Intrastat and why is it necessary
- Understand a basic customs entry process and the information used and provided
- Understand what an EORI is and CPC code
- Understand customs relief schemes available to imports and exporters

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METHODS OF PAYMENT & LETTERS OF CREDIT

2 BCC Credits

Learn about 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.

Key Learning Objectives and Outcomes:

- 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

EXPORT DOCUMENTATION

1 BCC Credit

This course looks at export documents, why they are used, what content is required and the benefits they offer. This course is suitable for all levels of exporters as the information can be used both operationally and commercially.

Key Learning Objectives and Outcomes:

- Understand which documents are necessary for an international shipment
- Know the key pieces of information required for each document
- Understand the importance of preferential trade agreements
- Completing the documents
- Rules of Origin
- Know the difference between shipping documents and what they are used for

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All above courses are delivered remotely via Teams | Full day courses are 9:30am - 3:30pm, Half day courses are 9:30am - 12:30pm - with plenty of breaks

ADDITIONAL & BESPOKE COURSES

Introduction To International Trade Course - 4 Day Workshop

Delivered by the Suffolk Chamber Innovation Skills Hub, this IOEE Accredited course will provide you with the basic knowledge and understanding of the key principles involved when trading internationally. To find out more please [get in touch with the events team](#).

Additional Courses

We can also offer alternative BCC Accredited courses in addition to our core offering listed above. Please see our website for more details and [get in touch with a member of the team](#) to discuss further.

Bespoke Courses

We can offer company bespoke International Trade Training, both virtual and in-house. To find out more and discuss further, please [email our events team](#) with a brief outline of what you are looking for.



INTERNATIONAL

INTRODUCTION TO INTERNATIONAL TRADE



The **'Introduction to International Trade'** course will provide businesses considering exporting/importing for the first time, with a basic understanding of the key principles involved when trading internationally.

The interactive training workshop is both informative and interactive and covers the procedures needed to encourage and provide Suffolk businesses with the confidence to trade globally.

This 4-Day Workshop Includes:

International trade is a growing and challenging market that can bring many advantages to businesses from increased revenues to better risk management. It is also known that companies that export become 34% more productive within the first year and 11% more likely to survive.

There can be areas of misunderstanding and confusion regarding international trade. Businesses can be deterred by false assumptions about what it means to import or export. Having a clear understanding of the processes and practicalities of international trade can broaden your awareness to explore the potential business opportunities available in the global markets.

Modules and Learning outcomes

- Understanding International Trade
- Incoterms & Tariff Commodity Code
- FTA and Rules of Origin
- Market Research & Routes to Market
- Support on Export/Import planning
- Understanding FX and Making Payments
- Cultural Awareness for International Business
- Develop your International Trade Business Plan

Target Audience

The course is designed for businesses considering exporting/importing for the first time incorporating an understanding of the key areas involved when trading internationally. This course is also suitable for employees or students to provide them with a great introduction to International trade

Cost

Face to Face Interactive Workshop provides a great opportunity to network with other employers

Member Rate £2000 + VAT
Non Members £2500 + VAT

This course is CPD Accredited and you will earn 24 points upon completion.

To find out more, please email international@suffolkchamber.co.uk

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