



Northern Ireland  
Chamber of Commerce  
and Industry

EVERSHEDS  
SUTHERLAND



# International Trade Training Courses

AUGUST - DECEMBER 2022



Northern Ireland  
Chamber of Commerce  
and Industry

# NI Chamber helps local companies to grow globally.

## Why train with NI Chamber?

NI Chamber has been at the epicenter of innovation and enterprise since 1783. We're on the ground with businesses right across Northern Ireland and deeply understand the unique trading conditions importers and exporters of all sizes are operating in.

You can rely on us for quality course content and learning. NI Chamber is a **CPD accredited** training provider, which is assurance that we meet rigorous standards. We are a globally connected businesses support organisation, drawing on connections from across the worldwide Chambers Network. We're also accredited by British Chambers of Commerce and members of the Chambers Ireland Network.

We have an in-house team of accredited training providers, with the experience and technical expertise businesses in Northern Ireland can rely on. The services we provide are trusted by the region's largest companies, including some of our biggest manufacturing and pharmaceutical exporters.

### Find the course that's right for you

Whether you are new to exporting, want to up-skill or learn more about how new trading arrangements impact your role and business operations, NI Chamber can help.

Our 2022 training schedule and course content has been updated to reflect current trading conditions. It covers technical training on Commodity Codes, Incoterms and Customs Declarations, as well as the complete suite of modules in the accredited Foundation Award in International Trade.

### Bespoke Training

NI Chamber can provide bespoke international training for your business on any of the training courses enclosed in this brochure.

Delivered virtually by expert trainers for your business, our suite of training courses can offer flexibility for your staff and be tailored to suit your business needs.

To discuss this flexible option further, please contact

[Marta.Gajewska@northernirelandchamber.com](mailto:Marta.Gajewska@northernirelandchamber.com)

### Quality Assured and Globally Connected





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# The Export Documentation Series

**ONLINE SEPTEMBER 2022**

Join NI Chamber's International team throughout the month of September to up skill and refresh your knowledge on current export documentation requirements. Each practical course will last for 90 minutes and will provide attendees with the opportunity to talk to our experienced team and ask any relevant questions.

- Friday 9 September: UK Certificate of Origin
- Friday 16 September: UK EUR1 Certificates
- Friday 23 September: Carnets
- Friday 30 September: Arab Certificate of Origin and Legalised Documents



## Course dates

Friday 9, Friday 16, Friday 23  
& Friday 30 September 2022, 10.00 - 11.30



## Cost

**NI Chamber members** £50 + VAT  
**Non-members** £75 + VAT



## Delivery

Online



## Contact

[marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

## Training Testimonials



**99%**

agreed the  
training fulfilled  
its objectives



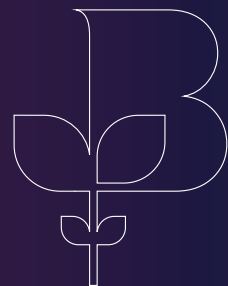
**100%**

of delegates agreed  
the training was  
structured well



**96%**

of delegates would  
recommend this  
training



# Customs Declarations on CDS

**ONLINE SEPTEMBER 2022**

A CPD approved training course which focuses on import customs declarations.

This training course will be delivered virtually by NI Chamber's accredited staff and will help delegates to understand the Northern Ireland Protocol and how to complete a customs declaration correctly for imports through **CDS (Customs Declaration Service)**.

This one day training course will:

- Give delegates an overview of the NI Protocol and what it means for businesses.
- Provide a practical walkthrough of the customs declaration process through CDS.
- Demonstrate the gathering of information to complete a customs declaration, while exploring a number of common errors when completing declarations.



## Course dates

Wednesday 21 September 2022  
09.30 - 16.30



## Cost

**NI Chamber members** £295 + VAT  
**Non-members** £355 + VAT



## Delivery

Online



## Contact

[marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

## Training Testimonials



**95%**

agreed the training fulfilled its objectives



**78%**

identified new ways of working within their business



**95%**

of delegates would recommend this training

"I found this course very interesting and informative. The NI Chamber team was both friendly and professional. Their delivery of the course was excellent. I will be sharing my experience and learnings with colleagues so we can continue to develop our understanding of the processes."



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# Rules of Origin

**ONLINE AUGUST | NOVEMBER | DECEMBER 2022**

A half day training course which focuses on the importance of successfully identifying the correct origin of your product.

**Rules of Origin** are the criteria used to determine the nationality of a product. Their importance is derived from the fact that duties and restrictions in several cases depend upon the source of imports.

This practical course is suitable for those working in an export or import environment who need further detailed information on origin calculations and how they affect sales and purchases.

This training course will cover:

- An explanation of Origin
- Rules for non-preferential Origin
- Rules for preferential Origin
- The EU - UK Trade Agreement and Northern Ireland
- Preference on imports to include General System of Preference (GSP)



## Course dates

Tuesday 23 August 2022  
09.30 - 12.30

Thursday 17 November 2022  
09.30 - 12.30 or 13.30 - 16.30

Wednesday 14 December 2022  
09.30 - 12.30



## Cost

**NI Chamber members** £140 + VAT  
**Non-members** £200 + VAT



## Delivery

Online



## Contact

[marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

## Training Testimonials



**91%**

agreed the training fulfilled its objectives



**80%**

identified new ways of working within their business



**87%**

of delegates would recommend this training

"The session was very informative and reinforced key points."

"I have gained a better understanding of how to use and navigate the government site for further information. I feel more confident going forward."





# Commodity Codes

**ONLINE SEPTEMBER | NOVEMBER 2022**

A half-day, interactive workshop that will focus on commodity codes, highlighting the importance of identifying the correct code for your business and ensuring you are customs compliant.

Identifying and using the precise commodity code is essential for establishing the correct duty rate, origin of goods, reporting to Intrastat, export and import documentation as well as many additional customs procedures.

This training course will:

- Provide delegates with an understanding of what commodity codes are, the terminology and systems used and how to successfully identify the correct code.
- Look at the international trade procedures related to tariff and commodity codes as well as highlight the necessity and benefits of using the appropriate code.
- Review practical working examples while having the opportunity to ask questions.



## Course dates

Thursday 22 September 2022  
09.30 – 12.30 or 13.30 – 16.30

Wednesday 23 November 2022  
09.30 – 12.30 or 13.30 – 16.30



## Cost

**NI Chamber members** £140 + VAT  
**Non-members** £200 + VAT



## Delivery

Online



## Contact

[marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

## Training Testimonials



**93%**

agreed the training fulfilled its objectives



**83%**

identified new ways of working within their business



**91%**

of delegates would recommend this training

“I feel more confident now that I have a better understanding of the type of information that is required. It has helped me in the day-to-day shipments I am raising, even though a customs declaration has not been required yet.”



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# Incoterms 2020

ONLINE OCTOBER | DECEMBER 2022

A half day 'Incoterms 2020' course to help businesses gain a better understanding of Incoterms and successfully identify the correct term.

**Incoterms** are a set of rules which define the responsibilities of sellers and buyers for the delivery of goods under sales contracts. Shippers worldwide use standard trade definitions (Incoterms) to spell out who is responsible for the shipping, insurance, and tariffs on an item.

With new administrative requirements for trade between Great Britain and Northern Ireland, it is important that businesses have a clear understanding of Incoterms and establish the correct term with their seller.

This half day training course will:

- Provide an understanding of Incoterms 2020, while focusing on both the history and background of Incoterms.
- Provide an overview of the key definitions and an understanding of what they do and do not cover.
- Review practical scenarios while having the opportunity to ask questions and learn from our experts.



## Course dates

Tuesday 4 October 2022  
09.30 - 12.30 or 13.30 - 16.30

Wednesday 7 December 2022  
09.30 - 12.30 or 13.30 - 16.30



## Cost

**NI Chamber members** £140 + VAT  
**Non-members** £200 + VAT



## Delivery

Online



## Contact

[marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

## Training Testimonials



**98%**

agreed the training fulfilled its objectives



**76%**

identified new ways of working within their business



**100%**

of delegates would recommend this training

"From this training, I was able to identify that we need to update our Incoterms. It was very informative."



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# Exporting Unpacked

**ONLINE DECEMBER 2022**

A digital training course which provides a high-level overview of the export process.

This training course will help attendees understand the export process and key documentation requirements that businesses must be aware of. It is for employees who are new to international trade or exporting, and for those involved in the export process who need some refresher training. Whether you are completing a purchase order, packaging a shipment to be exported or preparing export documentation, it is essential that you have a clear understanding of the processes involved.

Attendees will be provided with a high-level introduction to export practicalities, as well as an overview of key areas outlined below:

- Export definition and process flow
- Considerations for exporting goods overseas
- Requesting a shipment quotation
- Export documentation
- Packing lists and labels
- Creating a commercial invoice
- Booking and managing shipment collection
- Buyer/customer communication
- Proof of export/delivery



## Course dates

Tuesday 6 December 2022  
09.30 - 15.00



## Cost

**NI Chamber members** £250 + VAT  
**Non-members** £300 + VAT



## Delivery

Online

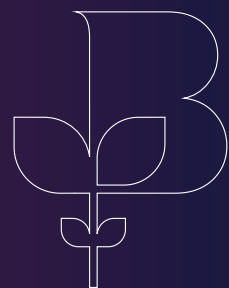


## Contact

[marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

## Training Testimonials

"Even though I have experience in exporting, it was beneficial to have this training. It was clear to understand and highlighted what needs considered when shipping goods."





# Accredited Foundation Award in International Trade

**ONLINE OCTOBER - DECEMBER 2022**

The British Chambers of Commerce (BCC) Accredited Foundation Award in International Trade is an invaluable opportunity for importers and exporters of all sizes to up-skill and attain a globally recognised qualification.

This course is designed to equip attendees with the spectrum of skills and technical knowledge that they need to trade and grow internationally. The content will be of particular interest to staff working in logistics, procurement and export functions. It is suitable for both individuals with experience as well as those with no previous experience or knowledge of international trading.

Those who pass a minimum of six modules will achieve a nationally recognised **Foundation Award in International Trade**.

Delegates are also welcome to enrol for any of courses individually, without needing to complete any assessments for certification purposes.



## Course dates

### Understanding Export and Export Documentation (two credits)

Tues 18 October 2022, 09.30 – 15.30

### International Documentation and Customs Procedures (one credit)

Tues 15 November 2022, 09.30 – 15.30

### Import Procedures Including Special Procedures (one credit)

Wed 30 November 2022, 09.30 – 15.30

### Letters of Credit and Methods of Payments (two credits)

Thurs 8 December 2022, 09.30 – 15.30



## Cost for individual modules:

**NI Chamber members** £250 + VAT

**Non-members** £300 + VAT

## Complete course of modules:

**NI Chamber members** £800 + VAT

**Non-members** £1,000 + VAT



## Delivery

Online



## Contact

[marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

## Training Testimonials



**98%**

agreed the training fulfilled its objectives



**76%**

identified new ways of working within their business



**91%**

of delegates would recommend this training

“I completed this course over the 4 modules and found the training days very good, thanks to the presenter’s skill and the content. I will certainly be able to put what I have learned into practice.”

# Understanding Export and Export Documentation

**ONLINE OCTOBER 2022**

This course will enable delegates to understand the total flow of export work, from receipt of the enquiry to successful delivery of goods and payment.

This course explains the internal functions in the exporting company, the support network available as well as the full export process, including basic mechanics and terminology, focusing on the NI Protocol and what that means for NI businesses. At the end of the course you will be equipped to set up a successful export deal.

This course will review and discuss the process from enquiry to despatch including:

- Receive the Enquiry
  - Responsibilities and roles
  - Incoterms 2020
  - Methods of Payment and the risk ladder
  - Export Controls and Licence Requirements
- Quotation
- Order Acknowledgment / Pro Forma Invoice
- Pre-Shipment Inspections / Packing
- Shipping Documents to include Invoices and Packing Lists
  - Commodity Codes
  - Origin
  - Preference Documents
  - Certificates of Origin
- Move the Cargo
  - Book the Shipment and Freight Forwarder Responsibilities
  - Transport documentation
- Proof of Export - Evidential Requirements
- General good business practice



## Course dates

Tuesday 18 October 2022  
09.30 - 15.30



## Cost

**NI Chamber members** £250 + VAT  
**Non-members** £300 + VAT



## Delivery

Online



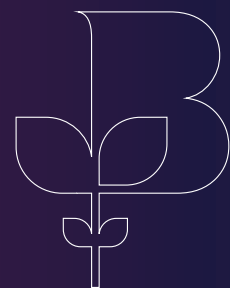
## Contact

[marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

## Training Testimonials

"I found this course very informative and useful in my understanding of Exports."

"The trainer was friendly and professional. I thought the delivery of the course was excellent."



# International Documentation and Customs Procedures

**ONLINE NOVEMBER 2022**

This course will consider the impact of the latest UK Customs Procedures which have evolved under the Union Customs Code (UCC) for both importers and exporters. It will outline the duties and taxes currently payable on entry of goods into the UK and the bases of calculation, as well as the need to produce a proof of removal for VAT reconciliation.

The course will also consider some of the duty relief regimes currently available. International traders must be aware of the need for accurate customs entries and we will look at the critical information required including Commodity, Tariff and Customs Procedure Codes.

This course will cover:

- Organisations involved in International Trade
- The Export Rules
  - Intrastats
  - Proof of Export
- International Documentation and key Information
  - Incoterms
  - Commodity Codes
  - Licences
- Rules of Origin
  - Preference
  - Non Preference
  - Preference on Imports
- Customs Compliance
  - HMRC - their role
  - Export Declarations
  - Procedure Codes and Additional Procedure Codes
  - Import Duties
  - AEO
  - Audit



## Course dates

Tuesday 15 November 2022  
09.30 - 15.30



## Cost

**NI Chamber members** £250 + VAT  
**Non-members** £300 + VAT



## Delivery

Online



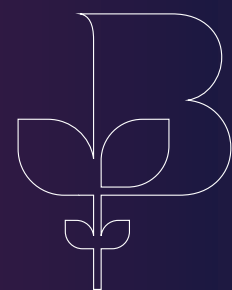
## Contact

[marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

## Training Testimonials

"I've learned the important details needed for Customs Clearance from this training."

"It was a great session, very helpful and informative."



# Import Procedures Including Special Procedures

**ONLINE NOVEMBER 2022**

This import training course offers practical guidance on the latest procedures, terminology and documentation required for importing successfully.

This course will teach attendees how to avoid pitfalls that often cause importers to incur unnecessary costs and delays in the arrival of goods. Delegates will also gain an understanding of customs rules and compliance procedures as well as a review of certain duty reliefs available.

This course will cover:

- Definition of an Import & Process Flow
- Making the Enquiry, areas to consider
  - Product
  - Payment
  - Import Controls
  - Incoterms 2020
  - Transport
  - Documentation
  - Costs
  - Terms and Conditions
- Provide the Purchase Order
- Movement of Goods
- Import Clearance
  - Documentation
  - Declarations
  - Import Duties
- An Introduction to Special Procedures



## Course dates

Wednesday 30 November 2022  
09.30 – 15.30



## Cost

**NI Chamber members** £250 + VAT  
**Non-members** £300 + VAT



## Delivery

Online



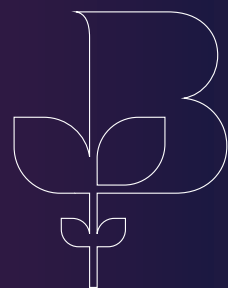
## Contact

[marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

## Training Testimonials

“I found this course very informative and it will help me in my current role.”

“I now have increased awareness of the importance of ensuring all imports are completed correctly and the consequences if they are not.”



# Letters of Credit and Methods of Payments

**ONLINE DECEMBER 2022**

This course will examine the Letter of Credit process in detail and delegates will receive guidance on how to create a workable Letter of Credit.

Letters of Credit are an important tool for international trade as they provide security to transactions which are often complicated, involve a number of parties and have potential risks involved. It is vital for businesses to ensure they understand and comply with the requirements of a Letter of Credit.

This course will cover:

- Methods of Payment
  - The Risk Ladder
  - Foreign Currency Transaction Mitigation
  - Advance Payment , Documentary Collections & Open Account
- Incoterms 2020 & their interaction with L/Cs
- How the Letter of Credit works - Management & Presentation
  - Advantages and Disadvantages
  - Types of L/Cs
  - Understanding the Rules (UCP600) and ISPB
  - Documentation
  - Insurance
- Best Practice for L/Cs - Hints and Tips
- Preparing Documentation



## Course dates

Thursday 8 December 2022  
09.30 - 15.30



## Cost

**NI Chamber members** £250 + VAT  
**Non-members** £300 + VAT



## Delivery

Online

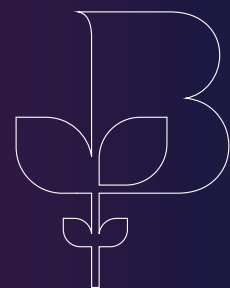


## Contact

[marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

## Training Testimonials

“The practical exercise at the end was excellent for learning a good method as well as reading and understanding a Letter of Credit.”







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# Delegate Feedback

JAN TO MAY 2022



**27**

sessions  
delivered



**263**

attendees

Incoterms

**98%**

Rules of Origin

**91%**

Commodity Codes

**93%**

Customs Declarations on CDS

**95%**

BCC Accreditation Course

**98%**

Export Documentation Series

**99%**



agreed the  
training fulfilled  
its objectives



identified new ways  
of working within  
their business



of delegates would  
recommend this  
training

**100%**

**87%**

**91%**

**95%**

**91%**

**96%**

## Export Training Contact

For further information please contact:

**Marta Gajewska**

International Trade Executive

E: [marta.gajewska@northernirelandchamber.com](mailto:marta.gajewska@northernirelandchamber.com)

T: +44 (0)78 1609 3750

Northern Ireland Chamber  
of Commerce and Industry  
40 Linenhall Street  
Belfast BT2 8BA

T +44 (0)28 9024 4113  
[mail@northernirelandchamber.com](mailto:mail@northernirelandchamber.com)  
[www.northernirelandchamber.com](http://www.northernirelandchamber.com)



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