



Northern Ireland
Chamber of Commerce
and Industry

EVERSHEDS
SUTHERLAND



International Trade Training Courses 2023

NI Chamber helps local companies to grow globally.

Why train with us?

NI Chamber has been at the epicentre of trade and enterprise for 240 years.

Our team of experts works on the ground with businesses right across the province and fully understands the unique trading conditions importers and exporters of all sizes are operating within.

As businesses adapt to new trading conditions, we're here to help by providing training and sharing expertise. All of our courses are designed to help participants learn in a practical manner, enabling them to up-skill in areas which will improve processes and adherence to new requirements.

You can rely on NI Chamber for quality course content which is relevant and up to date. We are a CPD accredited training provider, which is assurance that we meet rigorous standards. As a globally connected businesses membership organisation, we draw 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 top 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 2023 training schedule and course content has been updated to reflect current trading conditions. It covers a variety of training from the basics of Import and Export to technical topics such as Commodity Codes and Incoterms, 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

Quality Assured and Globally Connected





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The Export Documentation Series

ONLINE MARCH | DECEMBER

Join NI Chamber's International team to up skill and refresh your knowledge on current export documentation requirements. Each practical course will last 90 minutes and will allow attendees to talk to our experienced team and ask any relevant questions.



Course dates

1st series: March 2023

- **Thursday 23 March:** UK Certificate of Origin
- **Friday 24 March:** UK EUR1 Certificates
- **Thursday 30 March:** ATA Carnets
- **Friday 31 March:** Arab Certificate of Origin and Legalised Documents

2nd series: December 2023

- **Thursday 7 December:** UK Certificate of Origin
- **Friday 8 December:** UK EUR1 Certificates
- **Thursday 14 December:** ATA Carnets
- **Friday 15 December:** Arab Certificate of Origin and Legalised Documents



Course time

10:00am – 11:30am



Cost

NI Chamber members £75 + VAT

Non-members £100 + VAT



Delivery

Online



Contact

marta.gajewska@northernirelandchamber.com

Training Testimonials



99%

agreed the training fulfilled its objectives



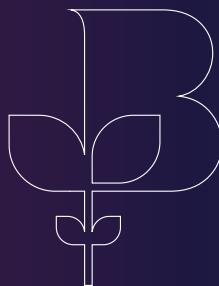
100%

of delegates agreed the training was structured well



98%

of delegates would recommend this training





Northern Ireland
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Rules of Origin

ONLINE APRIL | JUNE | OCTOBER

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 Scheme of Preference (GSP)



Course dates & times

Wednesday 26 April | 09.30 - 12.30

Wednesday 14 June | 13.30 - 16.30

Wednesday 11 October | 09.30 - 12.30



Cost

NI Chamber members £175 + VAT

Non-members £225 + VAT



Delivery

Online



Contact

marta.gajewska@northernirelandchamber.com

Training Testimonials



93%

agreed the
training fulfilled
its objectives



93%

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."



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Commodity Codes

ONLINE MARCH | MAY | DECEMBER

A half-day, interactive workshop that will focus on commodity codes, highlighting the importance of identifying the correct code for your business and ensure 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 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.
- An overview of when NI and UK Trade Tariffs should be implemented.



Course dates & time

Thursday 9 March | 09.30 – 12.30
Wednesday 31 May | 09.30 – 12.30
Wednesday 6 December | 09.30 – 12.30



Cost

NI Chamber members £175 + VAT
Non-members £225 + VAT



Delivery

Online



Contact

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Training Testimonials



96%
agreed the
training fulfilled
its objectives



93%
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 FEBRUARY | JUNE | SEPTEMBER

A half-day 'Incoterms 2020' course will help businesses better understand 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 & times

Wednesday 22 February | 09.30 - 12.30
Thursday 15 June | 09.30 - 12.30
Wednesday 27 September | 09.30 - 12.30



Cost

NI Chamber members £175 + VAT
Non-members £225 + VAT



Delivery

Online



Contact

marta.gajewska@northernirelandchamber.com

Training Testimonials



99%
agreed the
training fulfilled
its objectives



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."

Exporting Unpacked

ONLINE MAY | IN-PERSON NOVEMBER

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 & times

Wed 17 May | 09.30 – 15.00 | Online
Tues 14 Nov | 09.30 – 15.00 | In-Person



Cost

NI Chamber members £275 + VAT

Non-members £325 + VAT



Delivery

Online / In-person (NI Chamber Office)



Contact

marta.gajewska@northernirelandchamber.com

Training Testimonials



96%
agreed the
training fulfilled
its objectives



92%
of delegates would
recommend this
training

“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.”

Importing Unpacked

ONLINE MAY | IN-PERSON NOVEMBER

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

This training course will introduce attendees to the key requirements, processes, terminology and documentation involved in importing. It is recommended for beginners who are new to international trade.

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

- Import definition and the process flow
- An overview of:
 - Commodity Codes
 - Preferential and non-preferential origin
 - Incoterms
 - Goods Valuation to include duties / taxes
- The International Purchase Order & documentation
- Shipping methods & shipping quotation
- Clearance instructions
- Essentials of Import Declaration, record keeping and checks



Course dates

Fri 19 May | 09.30 – 12.30 | Online
Wed 15 Nov | 09.30 – 12.30 | In-Person



Cost

NI Chamber members £175 + VAT
Non-members £225 + VAT



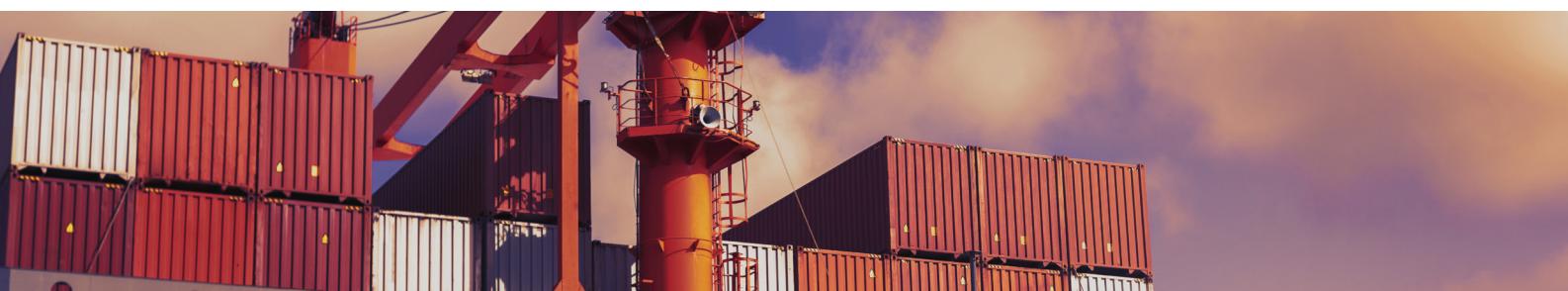
Delivery

Online / In-person (NI Chamber Office)



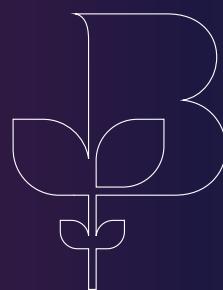
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90%

agreed the
training fulfilled
its objectives





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Accredited Foundation Award in International Trade

ONLINE APRIL & MAY | IN-PERSON OCTOBER & NOVEMBER

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**.



Delivery

Online / In-person (NI Chamber Office)



Contact

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Course dates

Understanding Export and Export Documentation (two credits)

Mon 24 Apr | 09.30 – 15.30 | Online
Wed 4 Oct | 09.30 – 15.30 | In-Person

International Documentation and Customs Procedures (one credit)

Thu 27 Apr | 09.30 – 15.30 | Online
Thu 5 Oct | 09.30 – 15.30 | In-Person

Import Procedures Including Special Procedures (one credit)

Thu 18 May | 09.30 – 15.30 | Online
Tue 21 Nov | 09.30 – 15.30 | In-Person

Letters of Credit and Methods of Payments (two credits)

Wed 24 May | 09.30 – 15.30 | Online
Wed 22 Nov | 09.30 – 15.30 | In-Person



Cost for individual modules:

NI Chamber members £275 + VAT

Non-members £325 + VAT

Complete course of modules:

NI Chamber members £1,000 + VAT

Non-members £1,200 + VAT

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

Training Testimonials



98%

agreed the training fulfilled its objectives



95%

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 APRIL | IN-PERSON OCTOBER

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. 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

Mon 24 Apr | 09.30 – 15.30 | Online
Wed 4 Oct | 09.30 – 15.30 | In-Person



Cost

NI Chamber members £275 + VAT

Non-members £325 + VAT



Delivery

Online / In-person (NI Chamber Office)



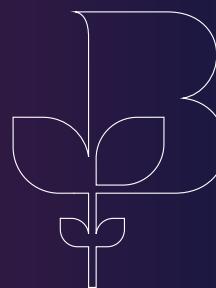
Contact

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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 APRIL | IN-PERSON OCTOBER

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:

- Who Supports International Trade?
 - Organisations
 - HMRC, their role and the Systems
- International Documentation and key Information
- Key Information Requirements to Export / Import Goods
 - Incoterms
 - Commodity Codes
 - Origin – Preference and Non-Preference to include EU and Non-EU Trade Agreements
 - Procedure Codes
- Overview of Customs Procedures
 - Export Process, Declarations and Proof of Export
 - Import Process, Declarations, Duties & Taxes and Goods Valuation
 - Preference on Imports
 - Duty Relief Schemes and other Customs Procedures
 - Audit
 - Approved Economic Operator (AEO)



Course dates

Thu 27 Apr | 09.30 – 15.30 | Online
Thu 5 Oct | 09.30 – 15.30 | In-Person



Cost
NI Chamber members £275 + VAT
Non-members £325 + VAT



Delivery

Online / In-person (NI Chamber Office)



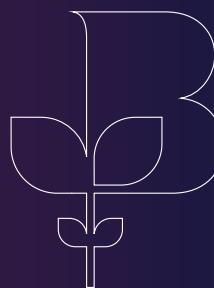
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Training Testimonials

"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 MAY | IN-PERSON NOVEMBER

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 - Commodity Code & Origin
 - Payment - Options & Risks
 - Import Controls - Licences & Certifications
 - Incoterms 2020 & Insurance
 - Transport - Leadtimes & Options
 - Documentation - Standard & Preference Documents
 - Costs - Have you considered all the costs?
 - Terms and conditions
- Provide the Purchase Order
- Movement of Goods
- Import Clearance
 - Documentation Requirements
 - Import Declarations and the Process
 - The Customs Declaration Service
 - Routing & GVMS
 - Import duties & Taxes
- An Introduction to Special Procedures
 - What they are
 - How to apply
 - Bills of Discharge



Course dates

Thu 18 May | 09.30 – 15.30 | Online
Tue 21 Nov | 09.30 – 15.30 | In-Person



Cost

NI Chamber members £275 + VAT
Non-members £325 + VAT



Delivery

Online / In-person (NI Chamber Office)



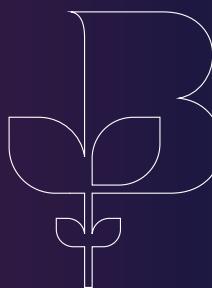
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Training Testimonials

"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 MAY | IN-PERSON NOVEMBER

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:

- Foreign currency transaction mitigation
- Methods of Payment – risks and benefits
 - Advance payment
 - Documentary collection
 - Open account
 - Letter of Credit
- The Letter of Credit process
 - Terminology
 - Advantages and disadvantages
 - LC types
 - UCP 600 rules
 - Management and presentation of the Letter of Credit
- Incoterms 2020 and insurance
- Shipping documents
- Best Practice for Letters of Credit – hints and tips
- Practical session



Course dates

Wed 24 May | 09.30 – 15.30 | Online
Wed 22 Nov | 09.30 – 15.30 | In-Person



Cost

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Non-members £325 + VAT



Delivery

Online / In-person (NI Chamber Office)

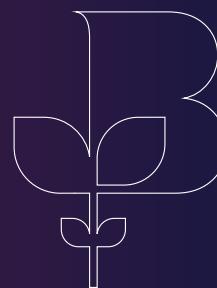


Contact

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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."



2022 Delegate Feedback

	48 sessions delivered		407 attendees		of delegates would recommend this training
					
Incoterms	99%		agreed the training fulfilled its objectives	82%	100%
Rules of Origin	93%		identified new ways of working within their business	77%	93%
Commodity Codes	96%			83%	93%
Customs Declarations on CDS	98%			82%	98%
BCC Accreditation Course	98%			78%	95%
Export Documentation Series	99%			73%	98%
Exporting Unpacked	96%			74%	92%
Importing Unpacked	90%			80%	87%

International Trade Training Contact

For further information please contact:

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