

INTERNATIONAL TRADE CENTRE



UNDERSTANDING EXPORT

This one day course will explain what an export is and give newcomers to international trade a clear insight into basic procedures, good practice and the essential documents they are likely to encounter. It will take delegates through the whole export process from receiving a quote through to receiving proof of export and the VAT implications.

COURSE PROGRAMME:

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

Modes of transport

Freight forwarders

Why, as an exporter, you must be aware of embargoes and sanctions

Which types of goods are typically controlled with export licences

HMRC

Incoterms

Understand the reasons for accurate export documentation

Where to go for sources of information

COURSE OUTCOME:

Delegates will have a broad knowledge of the export process, which will enable them to make a productive contribution to the efficient working of an export office.

WHO SHOULD ATTEND?

The course is designed for delegates who have between three months and five years experience. Employees involved in Export Shipping, Despatch, Sales, Marketing, Accounts or Customer Service will find most aspects of the course relevant.

This course is accredited by the British Chambers of Commerce and upon completion of a written revision paper, delegates will receive a BCC accredited certificate subject to a pass mark of 50% plus one credit towards the Foundation Award in International Trade. You will need to achieve 6 credits to be awarded with the Foundation Award, a nationally recognised qualification.

For further information or to book on to this course, please contact Lorraine Holt at l.holt@hull-humber-chamber.co.uk

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IN PARTNERSHIP WITH



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