

INTERNATIONAL TRADE CENTRE



EXPORT DOCUMENTATION

This one day course provides delegates with the necessary skills and knowledge to prepare and process documents encountered when exporting goods overseas. It is fully supported with user friendly notes to ensure they can operate effectively in the workplace.

COURSE PROGRAMME:

Clear understanding of all documents required in the export process
Understand the key pieces of information required for each document
Country specific requirements and information
Documents required for temporary movements - beyond the EU
Preference documents
Contract of carriage and freight documentation
Marine Insurance
HMRC obligations

COURSE OUTCOME:

At the end of the programme delegates will have received training to ensure they can confidently deal with export documents within their organisation, ensuring both legal compliance and cost effectiveness for all of their exports.

WHO SHOULD ATTEND?

This course is suitable for all involved in export administration, export sales and freight moving. Newcomers and experienced staff needing a refresher programme on current requirements will benefit greatly from this programme.

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

INTERNATIONAL TRADE CENTRE

IN PARTNERSHIP WITH



Hull & Humber Chamber of Commerce
34 – 38 Beverley Road, Hull, HU3 1YE, United Kingdom
Tel: +44 (0) 1482 324976 Fax: +44 (0) 1482 213962
Email: itc@hull-humber-chamber.co.uk
Web: www.hull-humber-chamber.co.uk