



Northern Ireland
Chamber of Commerce
and Industry

INTERNATIONAL TRADE TRAINING COURSES

APRIL - SEPTEMBER 2022



CHAMBER
CUSTOMS®

CUSTOMS
DECLARATIONS



EXPORT
DOCUMENTATION



TRAINING
AND EVENTS



INTERNATIONAL
TRADE ADVICE

NI Chamber's International Division helps local companies to grow globally.

Our suite of business support services includes advice, export documentation, customs documentation and events, as well as training.

To find out more about the suite of support services we offer, please visit our website or contact a member of the team.



Northern Ireland
Chamber of Commerce
and Industry



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.

Our International team are trusted advisors 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.

Can't find what you're looking for?

Every business is unique and we recognise that your training needs might be too. NI Chamber is available to provide bespoke training solutions, tailored specifically to your requirements. These can be delivered to individuals or groups of people in an organisation.

To discuss this flexible option further, please contact Marta.Gajewska@northernirelandchamber.com

Quality Assured and Globally Connected





THE EXPORT DOCUMENTATION SERIES

ONLINE MAY | SEPTEMBER 2022

Join NI Chamber's British Chambers of Commerce Accredited International team throughout the months of May or September to up skill and refresh your knowledge on current export documentation requirements such as **UK Certificates of Origins, EUR1 Certifications, Carnets and legalisation documents**. Each series will last for 90 minutes and will provide attendees with the opportunity to talk to our team and ask any relevant questions.

Course dates

Friday 6, Friday 13, Friday 20
& Friday 27 May, 10.00 - 11.30

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

Cost

NI Chamber members £50 + VAT

Non-members £75 + VAT

Delivery

Online

Booking and more information

Email Marta Gajewska

marta.gajewska@northernirelandchamber.com



GETTING IT RIGHT CUSTOMS DECLARATIONS ON CDS

ONLINE APRIL | SEPTEMBER 2022



A new CPD approved training course, developed by NI Chamber which focuses on import customs declarations.

The 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

Friday 13 April 2022
09:00 - 16:00

Wednesday 21 September 2022
09:00 - 16:00

Cost

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

Delivery

Online

Booking and more information

Email Marta Gajewska

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RULES OF ORIGIN

APRIL | JUNE 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. On request, delegates who complete this training will obtain a British Chambers of Commerce Accredited Certification after successfully completing the associated assessment.

This half day training course will cover:

- An explanation of Origin
- Rules for non-preferential Origin
- Certificates of Origin, UK and Arab
- Rules for preferential Origin
- Movement certificates - EUR1
- The EU - UK Trade Agreement and Northern Ireland
- Preference on imports to include General System of Preference (GSP)
- Commodity Codes and the Tariff

Course dates

Thursday 7 April 2022
09:30 - 12:30 or 13.30 - 16.30

Monday 20 June 2022
09:30 - 12:30 or 13.30 - 16.30

Cost

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

Delivery

Online

Booking and more information

Email Marta Gajewska

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COMMODITY CODES

ONLINE MARCH | MAY 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 the goods, reporting to Intrastat, export and import documentation and many additional customs procedures.

This half day 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 and highlight the necessity and benefits of using the most appropriate code
- Review practical working examples while having the opportunity to ask questions.

Course dates

Tuesday 29 March 2022
09:30 - 12:30

Tuesday 31 May 2022
09:30 - 12:30 or 13.30 - 16.30

Cost

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

Delivery

Online

Delegates attending this training will obtain the British Chamber of Commerce Accredited Certification.

Booking and more information

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INCOTERMS 2020

ONLINE MAY 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

Thursday 12 May 2022
09:30 - 12:30 or 13.30 - 16.30

Cost

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

Delivery

Online

Delegates attending this training will obtain the British Chamber of Commerce Accredited Certification.

Booking and more information

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ACCREDITED FOUNDATION AWARD IN INTERNATIONAL TRADE



ONLINE APRIL - MAY 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.

The course is designed to equip attendees with a whole 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 people with experience, as well as those with no previous knowledge of international trading – full support will be provided to attendees at all levels.

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 accreditation purposes.

Booking and more information

Email Marta Gajewska

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Course dates

Understanding Export and Export Documentation (two credits)

Tuesday 5 April 2022 | 09:30 – 15.30

International Documentation and Customs Procedures (one credit)

Thursday 14 April 2022 | 09:30 – 15.30

Import Procedures Including Special Procedures (two credits)

Wednesday 4 May 2022 | 09.30 – 15.30

Letters of Credit and Methods of Payments (two credits)

Monday 23 May 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

UNDERSTANDING EXPORT AND EXPORT DOCUMENTATION

ONLINE APRIL 2022



If you need to understand the total flow of export work, from receipt of the enquiry to successful delivery of goods and payment, this is the course for you.

It explains the internal functions in the exporting company, the support network available to help, along with the full export process, including basic mechanics and terminology and 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 good 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 5 April 2022
09:30 – 15.30

Cost

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

Delivery

Online

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INTERNATIONAL DOCUMENTATION AND CUSTOMS PROCEDURES



ONLINE APRIL 2022

The course will consider the impact of the latest UK Customs Procedures as they have evolved under the Union Customs Code on 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, and also the need to produce a proof of removal for VAT reconciliation.

The course will also briefly 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:

- Export Definition, Process and Intrastats
- Incoterms 2020 and Insurance
- Overview of International Document Types
 - Licences
 - Invoices
 - Packing Lists / Dangerous Goods Notes
- Commodity Codes, Proving Origin, Free Trade Agreements & Preference Documents
- Transport Documents & Proof of Export
- Customs Compliance
 - HMRC Role
 - CPC Codes
 - Special Procedures
 - AEO Status
 - HMRC Audits and managing them
- General good practice

Course dates

Thursday 14 April 2022
09:30 – 15.30

Cost

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

Delivery

Online

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IMPORT PROCEDURES INCLUDING SPECIAL PROCEDURES



ONLINE MAY 2022

This import training course will offer practical guidance on the latest procedures, terminology and documentation required for successful importing. It will highlight some of the pitfalls that often cause importers to incur unnecessary costs and delays in arrival of goods and suggest some ways of avoiding these. It will increase understanding of Customs rules and compliance procedures and look briefly at some of the duty reliefs available.

This course will cover:

- Definition of an Import & Process Flow
- Making the Enquiry - Incoterms 2020
- Provide the Purchase Order
- Moving the Goods / Document Requirements
 - Pre-Shipment Inspections
 - Clearing Agents
 - Import Licences
 - Commodity Codes
 - Certificate of Origin
 - Preference - EUR1 / ATR / GSP / REX
 - Packing
- Import Clearance / Documents
- Customs
 - Role of HMRC / CHIEF
 - CPC Codes
 - Special Procedures
 - Duty & VAT
- Other Considerations and General Good Business Practice

Course dates

Wednesday 4 May 2022
09:30 - 15.30

Cost

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

Delivery

Online

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LETTERS OF CREDIT AND METHODS OF PAYMENTS

ONLINE MAY 2022



The use of Letters of Credit has increased significantly by UK exporters and importers because of different global and local factors (Economic, Political etc.). The major international banks report that between 60% and 70% of documentary submissions by exporters are rejected on first presentation because of non-compliance with the conditions of the LC.

These failures can lead to increased costs for all parties, loss of goodwill, delayed payment and possible default. This module will examine the Letter of Credit process in detail and offer guidance on how to create a workable 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

Monday 23 May 2022
09:30 – 15.30

Cost

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

Delivery

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EXPORTING FOR BEGINNERS

JUNE 2022

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

This training course is suitable for businesses new to export. It will provide an opportunity to understand the basic export processes and documentation requirements now that the UK has left the EU. It also covers the requirements businesses in Northern Ireland must adhere to.

This course is for beginners who are new to their role as it provides a high-level overview of the export process. It also includes a practical session creating a commercial invoice from a pre-defined set of documents.

The training course will cover:

- Export definition and the process flow
- Questions to ask prior to sending goods overseas
- Requesting a shipment quotation
- Export documentation
- Packing lists and labels
- Creating an invoice
- Booking and managing the shipment collection
- Buyer/customer communication
- Proof of export/delivery

Course dates

Wednesday 29 June 2022
09:30 – 15:00

Cost

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

Delivery

Online

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