

SKILLS BOOTCAMPS IN INTERNATIONAL TRADE

SKILLS FOR LIFE SKILLS BOOTCAMPS

 **LANCASHIRE SKILLS
& EMPLOYMENT HUB**

 North & Western
Lancashire
Chamber of Commerce

 East Lancashire
Chamber of
Commerce



Funded by
UK Government

SKILLS BOOTCAMPS IN INTERNATIONAL TRADE.

What are the Skills Bootcamps?

Skills Bootcamps are flexible courses of up to 16 weeks, giving people the opportunity to build up sector specific skills.

The training and support available is aligned with local and national demand for skills, ensuring that people have direct line of sight to a job and support people to get skills for life.

We are delighted to announce that we have been awarded the contract by Lancashire County Council to deliver Skills Bootcamps in International Trade. These Skills Bootcamps in International Trade will run for two cohorts of ten learners each in 2024, valued at £3000 per learner. As an employer, your cost is just £300 for SMEs, increasing to £900 for larger companies.

Our Skills Bootcamps in International Trade are designed to provide individuals with sector-specific skills over a flexible course of up to 16 weeks. The training and support available are tailored to meet local and national demands for skills, ensuring participants are well-equipped for the job market and equipped with skills for life.

The Skills Bootcamps in International Trade will utilise blended learning, with morning classroom sessions followed by practical workshops in the afternoons. This approach will help participants apply theoretical knowledge to real-life situations relevant to them and their employers.

What are the employer's commitment?

Employers must release learners to attend 10 full-day training sessions within a 16-week timeframe and provide additional responsibilities or a new role within six months of completing the Bootcamp. Employers are expected to co-fund the training of existing employees based on their size.

Employees must be given additional responsibilities or a new role within the business within six months of completion of the Skills Bootcamps in International Trade.

Employers must co-fund the training of existing employees:

- 10% (£300) for SMEs
- 30% (£900) for larger companies with over 250 employees.

What are the learner's commitment?

Learners must attend all 10 full-day sessions within the specified timeframe, complete an initial assessment, demonstrate skills progression, and remain in contact after completion until they secure additional responsibilities or a new role.

Learners must complete an initial assessment to ensure that they have the requisite skills level, competency, and soft skills to complete the programme and gain additional responsibilities or progress in an existing role.

Learners must be assessed to demonstrate skills progression from completion of the Skills Bootcamps in International Trade.

Following completion of the Skills Bootcamps in International Trade, learners must remain in regular contact until they are able to evidence additional responsibilities or a new role within the business.

Learners' eligibility for the Skills Bootcamps in International Trade.

Participants must be aged 19 or above, work in the Lancashire area, be UK residents for at least three years, and undertake their first Skills Bootcamp in the funding year.

Working in the wider Lancashire area (as defined by the local authority areas covered by Lancashire County Council, and the unitary authorities of Blackburn with Darwen and Blackpool).

It is not possible to simultaneously fund Skills Bootcamps and Apprenticeship provision unless a learner is already on a Skills Bootcamp programme and intends to start an Apprenticeship programme within 4 weeks of completion of the Bootcamp programme.

Course Content*.

The course covers topics such as understanding exporting, INCOTERMS, export documentation, methods of payment, import procedures, customs procedures, rules of origin, agents and distributors, commodity codes, and support for exporters.

In each session, learners will engage in practical discussions, complete online assessments, and apply their learning to real-life scenarios in order to enhance their understanding and skills.

We look forward to supporting individuals and employers in Lancashire with our Skills Bootcamps in International Trade. Join us in building a skilled and knowledgeable workforce for the future of international trade.

- Understanding Exporting.
- INCOTERMS.
- Export Documentation.
- Methods of Payment.
- Import Procedures.
- Customs Procedures and Documentation.
- Rules of Origin.
- Agents and Distributors.
- Understanding Commodity Codes.
- Support with Growth for Exporters.

**We reserve the right to change the order of courses if required.*

1. Understanding Exporting.

The morning session consist of a training session that will explain what an export is and the process of sending of products overseas. It is designed for people who may be new to exporting plus experienced business people who may need to keep up with industry updates.

Key Learning Objectives and Outcomes.

- What is an export?
- The export process.
- Changes with the EU.
- Tariff codes- how to classify your goods.
- Sales contract.
- Incoterms 2020 - briefly describe each Incoterm and the advantages and risks of each.
- Export packing.
- Export regulations including embargoes, sanctions, and export licenses.
- Export documentation.
- Freight Forwarders.

In the afternoon session learners will be given time to complete an online assessment on the course contents.

Participants will be encouraged to bring examples from their workplace, and these will be discussed in a group session. We will utilise examples from their real-life experience and examining these in order to dive deeper into the issues affecting Lancashire employers.

Using workplace examples in the session will make learning more meaningful to participants. And it can help spark engagement in gaining knowledge about important issues.

2. INCOTERMS – International terms of Trade.

The morning training session has been designed to help people new to shipping or who only import or export occasionally. They may use Incoterms[®] such as Ex Works or FCA but have not yet had an opportunity to hear from an expert about how the different terms can impact their business.

Key Learning Objectives and Outcomes.

- What are Incoterms[®]?
- The different versions of Incoterms[®].
- Modes of transport.
- The functions of Incoterms[®].
- What Incoterms[®] do not cover.
- Where and when to use Incoterms[®].
- How to incorporate Incoterms[®].
- A description of each Incoterm[®].
- Common misunderstanding and pitfalls when using Incoterms[®].
- The importance of making sure your customers understand the terms being used for a shipment.

In the afternoon session learners will be given time to complete an online assessment on the course contents.

We will discuss the previous session and discuss feedback from the learners from practical experience returning to the workplace.

Participants will be encouraged to bring examples from their workplace, and these will be discussed in a group session. We will utilise examples from their real-life experience and examining these in order to dive deeper into the issues affecting Lancashire employers.

By simulating real-world experience in the session, we can in an effective way to show participants how something might play out in real life.

3. Export Documentation.

The morning training sessions takes a detailed look at export documents that takes a practical approach to why and when documents are needed. Includes background, uses and key information requirements for different documents.

Key Learning Objectives and Outcomes.

- Why are documents required to export goods?
- Export documents for trade with the EU.
- Standard Export documents:
 - Invoices.
 - Packing List.
 - Transport Documents.
- Essential pieces of information required on a commercial invoice.
- What are preference documents?
- What is the function of preference documents?
- Origin statements explained for export documents.
- Why would you be asked to provide a health certificate?
- What is a certificate of free sale used for?
- What is a certificate of origin and the difference between a non-preference document and a preference document?
- The importance of keeping a full audit trail of documents for each export.
- Sources of Information.

In the afternoon session learners will be given time to complete an online assessment on the course contents.

We will discuss the previous session and discuss feedback from the learners from practical experience returning to the workplace.

Participants will be encouraged to bring examples from their workplace, and these will be discussed in a group session. We will utilise examples from their real-life experience and examining these in order to dive deeper into the issues affecting Lancashire employers.

Additionally, learners will be assisted in developing the knowledge and skills needed in international trade enabling them to take on additional responsibilities.

4. Methods of Payment.

In the morning training session we will cover the 5 main types of payment for exports, from advance payment to open account, including Sight Documentary Collection, Term Documentary Collection and Documentary Letters of Credit. It includes the use of Bills of Exchange with and without documents.

Over 75 percent of first presentations to banks against documentary letters of credit are rejected, resulting in delayed payments to exporters, additional costs, and breached delivery deadlines. Knowledge and understanding are reinforced through the use of exercises, tips on getting the credit you want and working examples of documentary credits.

Essential learning for accounts, export, and sales teams.

Key Learning Objectives and Outcomes.

- Examination of documents for advance payment, documentary collections and open account.
- Types and levels of security.
- What is a letter of credit?
- The 8 main types of letters of credit.
- Letter of credit administration, procedures, content, and costs.
- What can go wrong?
- Top tips for success every time with UCP600/ISBP.

In the afternoon session learners will be given time to complete an online assessment on the course contents.

We will discuss the previous session and discuss feedback from the learners from practical experience returning to the workplace.

Participants will be encouraged to bring examples from their workplace, and these will be discussed in a group session. We will utilise examples from their real-life experience and examining these in order to dive deeper into the issues affecting Lancashire employers.

Learners will be encouraged to apply theory to real-life situations pertinent to both themselves and their employers.

5. Import Procedures.

The morning training is an introductory session is aimed at those involved in the importing of goods.

The course will cover import documentation and procedures, commercial considerations, the importance of your purchase order, calculating VAT and duty, and how to reduce import customs clearance delays. Incoterms® and their impact on importing will be shown, along with an introduction to duty regimes to help importers.

Key Learning Objectives and Outcomes.

- Import documentation and procedures.
- Calculating VAT and duty.
- Incoterms®.
- Customs regimes and import controls.
- Sources of help and advice.

In the afternoon session learners will be given time to complete an online assessment on the course contents.

We will discuss the previous session and discuss feedback from the learners from practical experience returning to the workplace.

Participants will be encouraged to bring examples from their workplace, and these will be discussed in a group session. We will utilise examples from their real-life experience and examining these in order to dive deeper into the issues affecting Lancashire employers.

Practical discussions on the complexities of importing directly related to the participants companies and provide insights into particular issues companies are experiencing and how they can be resolved.

6. Customs Procedures and Documentation.

The morning training will cover the role of HMRC and practicalities such as goods wholly produced in the UK, use of documentation including the EUR1, free circulation, AEO, VAT responsibilities, and the impact of Incoterms®.

The course also provides an introduction to customs entries, classification of goods, valuation of goods on import duties, taxes and the Union Customs Code (UCC).

Key Learning Objectives and Outcomes.

- HMRC and customs procedures
- Origin, Classification of goods and Valuation of goods
- Duties and taxes (UK Global Tariff)
- The Union Customs Code (UCC).
- Sources of help and advice

In the afternoon session learners will be given time to complete an online assessment on the course contents.

We will discuss the previous session and discuss feedback from the learners from practical experience returning to the workplace.

Participants will be encouraged to bring examples from their workplace, and these will be discussed in a group session. We will utilise examples from their real-life experience and examining these in order to dive deeper into the issues affecting Lancashire employers.

Participants will be encouraged to bring in examples of paperwork that can be reviewed and discussed.

7. Rules of Origin.

This session is aimed at explaining the administration of international trade to ensure an understanding of rules of origin, product classification and item valuation to meet the demands of international trade in both exporting and importing.

Understanding origin, tariffs and valuation is essential for correct calculation of taxation and duties, and mistakes leading to non-payment or underpayment are considered a serious matter by HMRC.

They also lead to duty reliefs, so getting this right could save you money.

Key Learning Objectives and Outcomes.

- Preference and Non-Preference Origin
- The rules determining preference rules of origin.
- Understanding tariff codes
- Correctly classifying goods with examples
- Import Valuation
- Sources of help and advice

In the afternoon session learners will be given time to complete an online assessment on the course contents.

We will discuss the previous session and discuss feedback from the learners from practical experience returning to the workplace.

Participants will be encouraged to bring examples from their workplace, and these will be discussed in a group session. We will utilise examples from their real-life experience and examining these in order to dive deeper into the issues affecting Lancashire employers.

An in-depth discussion will be held on why it is vitally important to not assume that UK purchases are UK origin. Supplier's Declarations are an important part of the evidence and can be subject to verification resulting in the supplier also being audited by HMRC.

8. Agents and Distributors.

This morning training session looks at planning international growth through Agents and Distributors overseas. The session covers the differences between Agents and Distributors, advantages, and disadvantages of each, what to consider when appointing them, and an introduction to the legal implications.

We will also look at the importance of harmonising all sales channels so if you are already selling through these third parties, there is valuable information to learn about doing this effectively.

Key Learning Objectives and Outcomes.

- Routes to overseas markets.
- Roles of Agents and Distributors.
- Legal implications.
- Advantages and disadvantages of Agents and Distributors.
- Harmonising your sales channels.
- Sources of help and advice.

In the afternoon session learners will be given time to complete an online assessment on the course contents.

We will discuss the previous session and discuss feedback from the learners from practical experience returning to the workplace.

Participants will be encouraged to bring examples from their workplace, and these will be discussed in a group session. We will utilise examples from their real-life experience and examining these in order to dive deeper into the issues affecting Lancashire employers.

Examples of the differing types of routes of entry will be provided and participants will be encouraged to discuss why a particular route may be most applicable to their companies.

9. Understanding Commodity Codes.

This final morning training session will provide an insight into what commodity codes are and how getting them wrong can have a big impact on your business.

Commodity codes are used worldwide to determine the customs duty and other charges levied on the goods when importing and exporting. They also determine any preferential treatments or restrictions and prohibitions that may apply to the goods and are used for monitoring trade volumes and applying international trade measures.

Key Learning Objectives and Outcomes.

- Awareness of what a commodity code is and what it is used for.
- Understand the process of how to classify goods.
- Successfully classify a range of goods.
- Understand the importance of getting your commodity codes correct.

In the afternoon session learners will be given time to complete an online assessment on the course contents.

We will discuss the previous session and discuss feedback from the learners from practical experience returning to the workplace.

Participants will be encouraged to bring examples from their workplace, and these will be discussed in a group session. We will utilise examples from their real-life experience and examining these in order to dive deeper into the issues affecting Lancashire employers.

Participants will be asked to bring examples of commodity codes they use at work and will be reviewed and discussed.

10. Support with growth for Exporters.

In this final session we will look at things to think about if you're considering expanding your export business, and where you can get help and support.

Areas of Support:

- Government.
- Trade.
- Insurance.
- Chambers of Commerce.
- Online resources.
- Finance:
 - Banks.
 - Accountants.
 - Finance.

Expanding into new markets takes careful planning. Even if you already have some experience of exporting, all markets are different, so it's vital to research each one thoroughly to assess demand, competition, and trends. You'll also need to think about any tariffs and duties and how changes to them might affect you in the future.

Key Learning Objectives and Outcomes.

- Export Sales & Marketing.
- Routes to Market.
- Partner profiling
- Business Culture
- Finding Partners

A round up of the programme will be held with feedback encouraged. We will discuss all nine previous sessions to obtain feedback from the learners from practical experience they will be using when returning to the workplace.