



Cambridgeshire  
Chambers of  
Commerce

# CHAMBER TRAINING



## **UNDERSTANDING EXPORTING**

**13 January, 10 May, 8 September**

This course covers all the basic key areas around exporting. It will explain the requirements for documentation, plus an overview of country of origin and incoterms.

## **INTRODUCTION TO IPAFFS**

**20 January, 21 April**

By the end of this course you will have the knowledge to successfully import live animals, their products and germplasm.

## **UNDERSTANDING IMPORTING**

**25 January, 19 May, 20 September**

This course covers all the basic key areas around importing and will explain the requirements for documentation, plus an overview of country of origin and incoterms.

## **UNDERSTANDING LOGISTICS**

**3 February, 19 July, 13 October**

Understand the process of managing how resources are acquired, stored, and transported to their final destination.

## **CUSTOMS PROCEDURES AND DOCUMENTATION**

**10 February, 7 June, 6 October**

The course looks at the procedures required to deal with customs. It is vitally important that importers and exporters understand the information required to be submitted, fines and inspections are things that no company wants to endure.

## **INCOTERMS 2020**

**22 February, 23 June, 18 October**

This seminar will explain Incoterms® and their importance in international trade contracts.

## **UNDERSTANDING A CUSTOMS DECLARATION**

**3 March, 5 July, 3 November**

This course will highlight what you need to know to complete customs declarations accurately for both the import and export of goods, including taking you step-by-step guidance on completing the SAD C88 form.

## **LETTERS OF CREDIT**

**15 March, 15 November**

This workshop covers the five 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.

## **INWARD AND OUTWARD PROCESSING**

**24 March, 1 December**

The course will cover special procedures and the benefits of using IP and OP in your compliance.

## **UNDERSTANDING RULES OF ORIGIN**

**29 March, 14 July, 6 December**

This course will explain all aspects of the Rules of Origin and Trade agreements and how to understand and comply with them to help companies be more competitive in export markets.

## **IMPORT/ EXPORT DIAGNOSTICS WORKSHOP**

**26 April, 11 August, 24 November**

This workshop shows companies how to look at their SOPs and compliance, going through key areas of procedures and compliance, preparing for trading Internationally either by exporting or importing.

These courses are held via Zoom from 9.30am-1.00pm.

Cost per course: £250.00 (plus VAT) Chamber members, £330.00 (plus VAT) non-Chamber members.

Booking details overleaf.

# New for 2022: Unlocking the Doors to Global Trade

## One-hour bitesize workshops

### **Bitesize workshop: Export Strategy** **3 February, 10 May, 8 September**

We will discuss the importance of Export Strategy, new or old. Building new international markets is the first stage.

Export Strategy:

- Market entry
- Barriers to understand and overcome
- Useful tools and website to help your journey
- Assessing needs of customers and capabilities
  - Making a procedure plan.

### **Bitesize workshop: Export Marketing** **10 February, 7 June, 20 September**

Find out how to market your products and services overseas.

- Understanding how countries adopt different methods when marketing your products
  - Origin plays a key role when dealing with some Countries
- Check best Trading Countries - we will show you some useful tools to use
  - Importance of FTA when Exporting.

### **Bitesize workshop: Documentation** **22 February, 23 June, 18 October**

Having the following set up allows Export and/or Import departments to move goods without delays and extra costs.

- Processing and Documentation
- Understanding Incoterms
- Understanding Commodity codes
- Correct Documentation and procedures.

### **Bitesize workshop: Logistics and Brokerage** **3 March, 5 July, 3 November**

Gain a snapshot of what is involved with logistics and brokerage:

- Engagement with Forwarders
  - Understanding Costs
  - Insurance
- Documentation - having a good broker and the importance.

These Bitesize courses are held via Zoom from 3.00-4.00pm.

Cost per course: £50.00 (plus VAT) Chamber members,  
£75.00 (plus VAT) non-Chamber members.

#### **How to book:**

Contact Sadie Parr on 01223 237414 or email [s.parr@cambscci.co.uk](mailto:s.parr@cambscci.co.uk) including your company name, all delegate names and job titles, and a contact telephone number.

Payment for the course is required at the time of booking.

Chamber members can book and pay via the Chamber website.