

**Fife Chamber of Commerce is delighted to launch their new International Trade Courses which are part of a British Chambers of Commerce National Training Programme for exporters.**  
  
Delegates will have the opportunity to complete a test paper at the end the course which is marked externally and the candidate will receive a BCC accredited certificate.  If you choose to complete all 5 courses you will gain a Foundation Award in International Trade.   
  
These courses are mapped to Level 2 NVQ terminology and provide invaluable basic skills for small and large companies alike.  
  
You can choose to attend any of the courses or indeed all of them!  
  
[**19th October - Understanding Exporting**](http://www.fifechamber.co.uk/events/2015/october/understanding-exporting) **(full day)**  
Learning outcomes:

* Be able to prepare an export quotation
* Be able to organise the export office
* Understand export order processing and an overview of export documentation and terms of sale

[**3rd November - Incoterms**](http://fifechamber.us2.list-manage.com/track/click?u=baedf8335e6593617e5a81ec1&id=421abf2ba7&e=1c489b952a) **(half day)**  
Learning outcomes:

* Be able to understand why INCOTERMS were created and their purpose.
* Be able to understand the definitions of the INCOTERMS 2010 rules.
* Be able to identify the parties involved in INOTERMS, their roles and responsibilities.
* Be able to understand the benefits of INCOTERMS.
* Be able to identify where to go for help and information on INCOTERMS.

[**2nd December - Export Documentation**](http://fifechamber.us2.list-manage1.com/track/click?u=baedf8335e6593617e5a81ec1&id=69f05a074a&e=1c489b952a) **(full day)**  
Learning outcomes:

* Be able to understand how to produce the necessary documentation for an international shipment
* Be able to identify where to go for sources of international information and assistance
* Be able to identify modes of transport

[**26th January - Methods of Payment including Letters of Credit**](http://fifechamber.us2.list-manage.com/track/click?u=baedf8335e6593617e5a81ec1&id=5f6f209cbd&e=1c489b952a) **(full day)**  
Learning outcomes:

* Be able to identify the different methods of payment used in international trade.
* Be able to identify and understand the necessary documentation for payment.
* Be able to comply with the requirements of different methods of payment.
* Be able to identify the L/C procedure and identify the parties to an L/C
* Be able to identify the different methods of payment and the different types of Letters of Credit
* Be able to comply with the requirements of the Letter of Credit

**23rd February - Import Procedures (full day)**  
Learning outcomes:

* Be able to demonstrate an understanding of import documentation and procedures
* Be able to identify where to go for sources of international information and assistance
* Be able to comply with customs procedures

**Each course takes place at our offices in John Smith Business Park, Kirkcaldy and lunch is included with full day courses.**

**Members rates\* - full day £100+VAT / half day £60+VAT**

**Non-Members rates – full day £150+VAT / half day £90+VAT**

**Book online through the** [Members Portal](http://fifechamber.us2.list-manage1.com/track/click?u=baedf8335e6593617e5a81ec1&id=b6dfbab14d&e=1c489b952a) **or contact a member of the team on 01592 647740** [info@fifechamber.co.uk](mailto:info@fifechamber.co.uk?subject=International%20Trade%20Courses)

**Supported by the Fife Economy Partnership**

**\*Members of Dundee & Angus Chamber and Perthshire Chamber can attend at member rates.**