Online Import and Export Documents and Procedures: International Trade Standards and Regulations Compliant –
Leading to Diploma–Postgraduate in Import and Export Documents and Procedures (Double-Credit)
Online Import and Export Documents and Procedures: International Trade Standards and Regulations Compliant — Leading to Diploma–Postgraduate in Import and Export Documents and Procedures (Double-Credit)
Course Coordinator/ Programme Coordinator:
Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) (University of London)};
- MEd. Management (University of Bath);
- Advanced Dip. Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of Academy of Management (MAoM), within the following Management Disciplines:
  - Human Resources;
  - Organization and Management Theory;
For Whom This Course is Designed
This Course is Designed For:

- Business Executives, Managers and Strategic Planners of companies engaged in international trade;
- Import/Export Managers;
- Import/Export Controllers;
- Importers and Exporters;
- Import/Export Merchants;
- Shipping Department Personnel;
- International Marketing Managers;
Legal and Contract Administrators;
Purchasing Managers and Directors of Procurement or Logistics;
International Freight Forwarders Officers;
Export Compliance Officers;
Lawyers;
Traffic personnel who are responsible for import/export compliance;
Businesses considering entering the global market-place or looking to further develop their current global presence.

Duration: 24 Days

Cost: £8,040.00 Per Delegate

Please Note:
- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Our Video-Enhanced Online Mode of delivery of this course is the same as being in a classroom – but virtually.

- This Video-Enhanced Online mode of delivery is Revolutionary and currently unique to HRODC Postgraduate Training Institute.
- The tutor will meet the group on Video and present the course, in the same way as though in a classroom.
- Where there is more than one participant, they will be able to see and interact with each other, and with the tutor.
- They will watch and discuss the various video cases and demonstration videos that form an integral part of our courses.
Assessment is structured in the same way as it is done in a classroom setting.

The Video-Enhanced Online mode of training usually starts on the 1st of each month, with the cut-off date being the 20th of the previous month. This cut-off date means that Admission should have been granted and fee payment received;

It will last twice as long as the classroom-based deliveries. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, meeting the Institute’s required 30 Credit-Hours.

The cost of the Video-Enhanced Online mode is 67% of the classroom-based course.

For example, a 5-day classroom-based course, which costs Five Thousand Pounds, costs only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

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**Online Import and Export Documents and Procedures: International Trade Standards and Regulations Compliant**

**Leading to Diploma-Postgraduate in Import and Export Documents and Procedures (Double Credit)**

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**Course Contents, Concepts and Issues**

**Module 1**

**Export Documents and Procedures**

**M1. Part 1: Export and Import Operations: Organisation**

- The Export Department:
  - Export Organisational Chart;
  - Export Order Processing.
- The Import Department;
- Combined Export and Import Departments;
- Manuals of Procedures and Documentation;
- Record-Keeping Compliance;
Online Import and Export Documents and Procedures: International Trade Standards and Regulations Compliant – Leading to Diploma–Postgraduate in Import and Export Documents and Procedures (Double-Credit)

- Software;

**M1. Part 2: Export Sales Documents: Isolated Sales Transactions**

- Significance of Written Agreement;
- E-mail Orders;
- Drafting of Sales Agreements;
- Types of Sales Agreements:
  - Price Lists;
  - Quotation and Costing Sheets;
  - Purchase Orders;
  - Purchase Order Acknowledgements and Acceptances And Sales Confirmation;
  - Pro Forma Invoices;
  - Commercial Invoices;
  - Seller And Buyer Sales Documentation;
  - Side Agreement.

**M1. Part 3: Export Sales Documents: Ongoing Sales Transactions**

- Correlation with Documentation for Isolated Sales Transactions;
- Provisions in International Sales Agreements:
  - Selling and Purchasing Entities;
  - Quantity;
  - Pricing;
  - Currency Fluctuations;
  - Payment Methods;
  - Export Financing;
  - Security Interest;
  - Transfer of Title, Delivery and Risk Of Loss;
  - Warranties and Product Defects.
- Pre-Shipment Inspection;
- Export Licences;
- Import Licences and Foreign Government Filings;
- Governing Law;
- Dispute Resolution;
- Termination.

M1. Part 4: Export Sales Documents: Export Distributor and Sales Agent Agreements

- Distributor vs. Sales Agent;
- Export Distributor Agreements:
  - Territory and Exclusivity;
  - Pricing;
  - Minimum Purchase Quantities;
  - Handling Competing Products;
  - Effective Date and Government Review;
  - Appointment of Sub-distributors;
  - Use of Trade Names, Trademarks and Copyrights;
  - Warranties and Product Liability.
- Export Sales Agent Agreements:
  - Commissions;
  - Pricing;
  - Shipment;
  - Warranties;
  - Relationship of the Parties.
- Foreign Corrupt Practices Act Compliance.
M1. Part 5: Other Export Documents (1)

- Freight Forwarder’s Power of Attorney;
- Shipper’s Letters of Instructions;
- Commercial Invoices;
- Bills of Lading;
- Vessel Operating Common Carriers (VOCCs) and Non-Vessel Operating Common Carriers (NVOCCs);
- Packing Lists;
- Inspection Certificates;
- Marine and Air Casualty Insurance Policies and Certificates;
- Dock and Warehouse Receipts;

M1. Part 6: Other Export Documents (2)

- Consular Invoices;
- Certificates of Origin;
- Certificates of Free Sale;
- Delivery Instructions and Delivery Orders;
- Special Customs Invoices;
- Shipper’s Declarations for Dangerous Goods;
- Precursor and Essential Chemical Exports;
- Animal, Plant, and Food Export Certificates;
- Drafts for Payment;
- Letters of Credit;
- Electronic Export Information;
- Freight Forwarder’s Invoices;
- Air Cargo Security and C-TPAT.
M1. Part 7: Export Controls and Licences

- Concept;
- Scope of the Export Administration Regulation (EAR);
- Commerce Control List;
- Export Destinations;
- Customers, End Users and End Uses;
- Ten General Prohibitions;
- Licence Exemptions and Exceptions;
- Licence Applications and Procedures;
- Re-Exports;
- Export Documentation and Record-Keeping;
- Special Comprehensive Licences;
- Technology, Software, and Technical Assistance Exports;
- Validated End-User Programme;
- Violations and Penalties;
- Munitions and Arms Exports.

Module 2
Import Documents and Procedures

M2. Part 1: Import Purchase Documents: Isolated Purchase Transactions

- Significance of Written Agreement;
- E-mail Orders;
- Drafting of Sales Agreements;
- Types of Sales Agreements:
  - Price Lists;
  - Request for Quotation and Offers to Purchase;
  - Purchase Orders;
M2. Part 2: Import Purchase Documents: Ongoing Purchase Transactions

- Correlation with Documentation for Isolated Sales Transactions;
- Provisions in International Sales Agreements:
  - Purchasing and Selling Entities;
  - Quantity;
  - Pricing;
  - Currency Fluctuations;
  - Payment Methods;
  - Import Financing;
  - Security Interest;
  - Transfer of Title, Delivery and Risk of Loss;
  - Warranties and Product Defects;
  - Preshipment Inspection;
  - Export Licences;
  - Governing Law;
  - Dispute Resolution;
  - Termination.
M2. Part 3: Import Purchase Documents: Import Distributor and Sales Agent Agreements

- Distributor vs. Sales Agent;
- Import Distributor Agreements:
  - Territory and Exclusivity;
  - Pricing;
  - Minimum Purchase Quantities;
  - Handling Competing Products;
  - Effective Date and Government Review;
  - Appointment of Subdistributors;
  - Use of Trade Names, Trademarks and Copyrights;
  - Warranties and Product Liability.
- Import Sales Agent Agreements:
  - Commissions;
  - Pricing;
  - Shipment;
  - Warranties;
  - Relationship of The Parties.

M2. Part 4: Import Purchase Documents (1)

- Importer Security Filing and the 10+2 Program;
- Bills of Lading;
- Commercial Invoices;
- Pro Forma Invoices;
- Packing Lists;
- Inspection Certificates;
- Drafts for Payment;
- Arrival Notices;
- Pickup and Delivery Orders;
- Entry/Immediate Delivery;
Entry Summary;
Other Entries;
Reconciliation;
Special Programs;
Certificates of Origin;

M2. Part 5: Import Purchase Documents (2)

- Specialised Products Import Entry Forms;
- Examination and Detention;
- Liquidation Notices;
- Notices of Redelivery;
- Post Entry Amendment;
- Requests for Information;
- Notices of Action;
- Protests;
- Administrative Summons;
- Search Warrants;
- Grand Jury Subpoenas;

M2. Part 6: Import Purchase Documents (3)

- Seizure Notices;
- Prepenalty Notices;
- Penalty Notices;
- Customs Audits;
- Prior Disclosure;
- Court of International Trade;
- Appeals;
- Offers of Compromise;
- International Trade Centre (ITC) and Commerce Questionnaires.
M2. Part 7: Specialised Exporting and Importing

- Drawback;
- Foreign Processing and Assembly Operations;
- Plant Construction Contracts;
- Barter and Countertrade Transactions.

Diploma – Postgraduate – Short Course and Postgraduate Diploma Programme Regulation

Postgraduate Diploma and Diploma – Postgraduate: Their Distinction and Assessment Requirement

Delegates studying courses of 5-9 days’ duration, equivalent to 30-54 Credit-Hours (direct lecturer contact), will, on successful assessment, receive the Diploma – Postgraduate. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively. Delegates and students who fail to gain the required level of pass, at Postgraduate Level will receive a Certificate of Attendance and Participation. The Certificate of Attendance and Participation will not count, for cumulative purpose, towards the Postgraduate Diploma.

Courses carry varying credit values; some being double credit, triple credit, quad credit and 5-credit, etc. These, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.
Credit Value and Credit Hours examples of Diploma – Postgraduate Courses are as follows:

<table>
<thead>
<tr>
<th>Credit Value</th>
<th>Credit Hours</th>
<th>Award Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Credit</td>
<td>30-54</td>
<td>Diploma - Postgraduate</td>
</tr>
<tr>
<td>Double-Credit</td>
<td>60-84</td>
<td>Diploma – Postgraduate (Double-Credit)</td>
</tr>
<tr>
<td>Triple-Credit</td>
<td>90-114</td>
<td>Diploma – Postgraduate (Triple-Credit)</td>
</tr>
<tr>
<td>Quad-Credit</td>
<td>120-144</td>
<td>Diploma – Postgraduate (Quad-Credit)</td>
</tr>
<tr>
<td>5-Credit</td>
<td>150-174</td>
<td>Diploma – Postgraduate (5-Credit)</td>
</tr>
<tr>
<td>6-Credit</td>
<td>180-204</td>
<td>Diploma – Postgraduate (6-Credit)</td>
</tr>
<tr>
<td>7-Credit</td>
<td>210-234</td>
<td>Diploma – Postgraduate (7-Credit)</td>
</tr>
<tr>
<td>8-Credit</td>
<td>240-264</td>
<td>Diploma – Postgraduate (8-Credit)</td>
</tr>
<tr>
<td>9-Credit</td>
<td>270-294</td>
<td>Diploma – Postgraduate (9-Credit)</td>
</tr>
<tr>
<td>10-Credit</td>
<td>300-324</td>
<td>Diploma – Postgraduate (10-Credit)</td>
</tr>
<tr>
<td>11-Credit</td>
<td>330-354</td>
<td>Diploma – Postgraduate (11-Credit)</td>
</tr>
<tr>
<td>12-Credit</td>
<td>360</td>
<td>Postgraduate Diploma</td>
</tr>
</tbody>
</table>

360 Credit-Hours = Postgraduate Diploma

12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma
10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma

Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Award of Postgraduate Diploma, candidates must have accumulated at least the required minimum ‘credit-hours’, with a pass (of 70% and above) in at least 70% of the courses taken.
Delegates and students who fail to achieve the requirement for Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.

**Diploma – Postgraduate and Postgraduate Diploma Application Requirements**

Applicants for Diploma – Postgraduate – and Postgraduate Diploma are required to submit the following documents:

- Completed Postgraduate Application Form, including a passport sized picture affixed to the form;
- A copy of Issue and Photo (bio data) page of the applicant’s current valid passport or copy of his or her Photo-embedded National Identity Card;
- Copies of credentials mentioned in the application form.

**Admission and Enrolment Procedure**

- On receipt of all the above documents we will assess applicants’ suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly and sent Admission Letters and Invoices;
- One week after the receipt of an applicant’s payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary immigration documentation, to support their application;
- Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.
Modes of Study for Postgraduate Diploma Courses

There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. Intensive Full-time Mode (3 months);
2. Full-time Mode (6 month);

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.

Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length, the minimum being 5 days (Diploma – Postgraduate) – equivalent to 30 Credit Hours, representing one credit. As is tabulated, above, twelve 5-day short courses, representing twelve credits or the equivalent of 360 Credit Hours are, therefore, required for the Award of Postgraduate Diploma.

A six-day course (Diploma – Postgraduate) is, therefore, equivalent to 36 hours Credit Hours, representing one credit. Therefore, ten short courses, of this duration, equates to the required 360 Credit Hours, qualifying for the Award of Postgraduate Diploma. While double-credit courses last between ten and fourteen days, triple-credit courses range from fifteen to nineteen days. Similarly, quad-credit courses are from sixteen to nineteen days. On this basis, the definitive calculation on the Award requirement is based on the number of hours studied (aggregate credit-value), rather than merely the number of credits achieved. This approach is particularly useful when a student or delegate studies a mixture of courses of different credit-values.

For those delegates choosing the accumulative route, it is advisable that at least two credits be attempted per year. This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.
## Accumulated Postgraduate Diploma Award Titles

All Specialist Postgraduate Diploma Programmes have their predetermined Award Titles. Where delegates do not follow a Specialism, for accumulation to a Postgraduate Diploma, they will normally be Awarded a General Award, without any Specialist Award Title. However, a Specialist Award will be given, where a delegate studies at least seventy percent (70%) of his or her courses in a specialist grouping. These are exampled below:

1. **Postgraduate Diploma in Accounting and Finance;**
2. **Postgraduate Diploma in Aviation Management;**
3. **Postgraduate Diploma in Business Communication;**
4. **Postgraduate Diploma in Corporate Governance;**
5. **Postgraduate Diploma in Costing and Budgeting;**
6. **Postgraduate Diploma in Client or Customer Relations;**
7. **Postgraduate Diploma in Engineering and Technical Skills;**
8. **Postgraduate Diploma in Events Management;**
9. **Postgraduate Diploma in Health and Safety Management;**
10. **Postgraduate Diploma in Health Care Management;**
11. **Postgraduate Diploma in Human Resource Development;**
12. **Postgraduate Diploma in Human Resource Management;**
13. **Postgraduate Diploma in Information and Communications Technology (ICT);**
14. **Postgraduate Diploma in Leadership Skills;**
15. **Postgraduate Diploma in Law – International and National;**
16. **Postgraduate Diploma in Logistics and Supply Chain Management;**
17. **Postgraduate Diploma in Management Skills;**
18. **Postgraduate Diploma in Maritime Studies;**
19. **Postgraduate Diploma in Oil and Gas Operation;**
20. **Postgraduate Diploma in Oil and Gas Accounting;**
21. **Postgraduate Diploma in Politics and Economic Development;**
22. Postgraduate Diploma in Procurement Management;
23. Postgraduate Diploma in Project Management;
24. Postgraduate Diploma in Public Administration;
25. Postgraduate Diploma in Quality Management;
26. Postgraduate Diploma in Real Estate Management;
27. Postgraduate Diploma in Research Methods;
28. Postgraduate Diploma in Risk Management;
29. Postgraduate Diploma in Sales and Marketing;
30. Postgraduate Diploma in Travel, Tourism and International Relations.

The actual courses studied will be detailed in a student or delegate's Transcript.

Service Contract, incorporating Terms and Conditions

Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.


The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate’s subscription to our Policy Terms and Conditions, which are legally binding.

Prof. Dr. Ronald B. Crawford
Director
HRODC Postgraduate Training Institute