

BOOK NOW for one of ITRISA's popular import / export training courses! *(Note our new courses and briefing sessions!)*



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(Public courses conducted in Johannesburg only)

**EXPORT / IMPORT TRAINING SCHEDULE :
JANUARY – JUNE 2010**

I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY

Course/Workshop title	Alternative dates
<p><u>Getting Ready for Exports (1 day)</u></p> <p>A broad overview of the export process for the beginner: early considerations, the export sequence, customs issues, transportation, commonly used Incoterms, payment methods, export assistance programmes and the export service industry.</p>	<p>Fri 29th Jan 2010</p> <p>Fri 9th April 2010</p> <p>Fri 18th June 2010</p>
<p><u>Complete Export Administration Course (*5 days or modular)</u></p> <p><i>*Offered as a continuous 5-day programme OR as 3 separate courses:</i></p> <p>1. <u>Delivering Goods Internationally & Costing for Exports Course (2 days)</u></p> <p>Covers the export sequence, handling export enquiries, transportation, Incoterms 2000, export costing and marine insurance.</p>	<p>Mon 1st – Tues 2nd Feb 2010</p> <p>Mon 12th – Tues 13th April 2010</p> <p>Mon 21st – Tues 22nd June 2010</p>
<p>2. <u>Customs Procedures for Exports Course (1 day)</u></p> <p>Covers the structure of the Harmonised System of Classification, ordinary customs procedures for export, the export of samples, the SA Customs Act, the SA Tariff Book, duty refunds, rebates and drawbacks, rebate stores and bonded warehouses.</p>	<p>Wed 3rd Feb 2010</p> <p>Wed 14th April 2010</p> <p>Wed 23rd June 2010</p>
<p>3. <u>International Risk Management & Payment Procedures for Exports Course (2 days)</u></p> <p>Covers financial risk elements, international payment methods, factors influencing choice of payment method, foreign exchange aspects, VAT & exports, and export credit insurance.</p>	<p>Thurs 4th – Fri 5th Feb 2010</p> <p>Thurs 15th – Fri 16th April 2010</p> <p>Thurs 24th – Fri 25th June 2010</p>

Course/Workshop title ... contd	Alternative dates
<p><u>Practical Costing and Quoting for Exports (1 day)</u></p> <p>A case study-based workshop providing delegates with practical skills in export costing (according to the ICC's Incoterms) and the preparation of export quotations and proforma invoices.</p>	<p>Tues 23rd Feb 2010</p> <p>Tues 25th May 2010</p>
<p><u>Export Documentation Workshop (3 days)</u></p> <p>Covering all the documents (instruction, customs, transport, exchange control, etc.) used in effecting the export of a consignment by road, rail, air, sea or multimodal transport and receipt of payment under a documentary credit (L/C).</p>	<p>Wed 24th – Fri 26th Feb 2010</p> <p>Wed 26th – Fri 28th May 2010</p>
<p><u>VAT and Exports (1/2 day) (09.00 – 13.00)</u></p> <p>Designed to ensure that you do not fall foul of the taxman, this briefing covers the South African VAT Act as it pertains to exports and the VAT Incentive scheme: zero rating vs standard rating, salient interpretation notes, direct vs indirect exports, timelines and documentary requirements. Delegates are given practical examples of documents that are not VAT-compliant and are required to identify reasons for non-compliance.</p>	<p>Tues 9th Feb 2010</p> <p>Tues 18th May 2010</p> <p>NEW !</p>
<p><u>Complying with the Reserve Bank's New Exchange Control Requirements (1/2 day) (14.00 – 17.00)</u></p> <p>Covering the South African Reserve Bank's mandatory new requirements (effective 1 July 2009) for the SAD 500: the purpose of the Export Control number (ECN); generating of the Unique Consignment Reference (UCR) number; and how advance payments, part payments, part shipments and multi-party export transactions must be handled.</p>	<p>Tues 9th Feb 2010</p> <p>NEW !</p>
<p><u>How to Access Government Incentive and Other Assistance Programmes (1 day)</u></p> <p>The government both directly and indirectly (via other organisations) offers a number of incentives and other forms of assistance to companies (primarily SME and BEE) to both improve their competitiveness and assist in the development of export markets. This one-day programme covers some of the government offerings currently available (Enterprise Investment Programme, Critical Infrastructure Programme, Motor Industry Development Programme and its imminent replacement, Productive Asset Allowance and the Export Marketing and Investment Assistance scheme, etc.) and how to access them.</p>	<p>Thurs 11th Feb 2010</p> <p>Thurs 22nd April 2010</p> <p>Thurs 20th May 2010</p> <p>NEW !</p>
<p><u>Understanding Letters of Credit (1 day)</u></p> <p>A practical, case study-based workshop, covering different forms (irrevocable, and irrevocable and confirmed) and types (transferable, back-to-back, revolving, red clause, standby) of documentary credit (L/C) and their application. Attention is paid to the differences between the UCP 600 and 500, i.e. their effect on the use of documentation, while examples of simple to complex L/Cs, and their specific requirements, are explored.</p>	<p>Fri 19th Feb 2010</p> <p>Tues 8th June 2010</p> <p>NEW !</p>

Course/Workshop title contd	Alternative dates
<p><u>The Correct Usage of Incoterms 2000 (1 day)</u> <i>(with a sneak preview of changes to be implemented on 1 January 2011 – the so-called 'Incoterms 3000' revision)</i></p> <p>Covering the impact of the 13 Incoterms on import/export costing, transaction risk evaluation, and party (seller and buyer) obligations pertaining to consignment delivery under Incoterms 2000. The changes anticipated in the next revision of the terms are also discussed.</p>	<p>Mon 22nd Feb 2010</p> <p>Mon 24th May 2010</p> <p>NEW !</p>
<p><u>Product Classification Workshop (1 day)</u> <i>(Bring your copy of Schedule 1 of the SA Customs Tariff with you!)</i></p> <p>Correct product classification can prevent delays in the customs clearance of goods and, where duties are payable, often result in lower clearance costs. This workshop takes delegates step-by-step through the HS classification process as prescribed by the World Customs Organisation and the SA Customs and Excise Act, providing many examples and practical exercises to ensure that when they leave, delegates are familiar with the process.</p>	<p>Mon 15th March 2010</p> <p>Wed 9th June 2010</p> <p>NEW !</p>
<p><u>Claiming Duty Refunds, Drawbacks and Rebates (1 day)</u></p> <p>Covering all forms of rebates (industrial, miscellaneous and export), drawbacks (both permanent and temporary) and refunds (miscellaneous and export), this one-day workshop explores the circumstances in which each is used, the application requirements, the role of Customs vis-à-vis ITAC in their administration, and the documentary procedures and calculations for each. It concludes with a practical case study exercise.</p>	<p>Wed 10th Feb 2010</p> <p>Wed 19th May 2010</p> <p>NEW !</p>
<p><u>Managing Foreign Exchange Risk (2 days)</u></p> <p>This two-day programme covers the various scenarios in which currency exchange risk manifests itself, explores the methods available to measure a company's currency exposure and looks at various risk management strategies and mechanisms (forward exchange contracts, futures, options, insurance and financing tools) for managing currency risk.</p>	<p>Tues 4th – Wed 5th May 2010</p> <p>NEW !</p>

II. FOR IMPORTERS & the IMPORT SERVICE INDUSTRY

Course/Workshop title	Alternative dates
<p><u>Getting Ready for Imports (1 day)</u></p> <p>A broad overview of the import process for the beginner: early considerations, the import sequence, customs issues, the indent, transportation, commonly used Incoterms, payment methods, and the import service industry.</p>	<p>Thurs 28th Jan 2010</p> <p>Fri 7th May 2010</p>

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Course/Workshop title contd	Alternative dates
<p><u>Complete Import Administration Course (*5 days or modular)</u> <i>*Offered as a continuous 5-day programme OR as 3 separate courses</i></p> <p>1. <u>Organising International Transportation and Costing for Import (2 days)</u></p> <p>Covers the import sequence, transportation, handling import enquiries, Incoterms 2000, import costing and marine insurance.</p>	<p>Mon 8th – Tues 9th March 2010</p> <p>Mon 10th – Tues 11th May 2010</p>
<p>2. <u>Import Customs Procedures (2 days)</u></p> <p>Covers customs registration procedures, the structure of the Harmonised System, the SA Customs Tariff and Schedules, ordinary customs procedures for import, duty refunds, rebates and drawbacks, bonded warehouses and handling samples.</p>	<p>Wed 10th – Thurs 11th March 2010</p> <p>Wed 12th – Thurs 13th May 2010</p>
<p>3. <u>Payment Methods for Imports (1 day)</u></p> <p>Covers different international payment methods and their associated risks, payment documents, UCP 600 and URC 522, the workings of the foreign exchange market and different types of foreign exchange transaction.</p>	<p>Fri 12th March 2010</p> <p>Fri 14th May 2010</p>
<p><u>Import Costing Workshop (1 day)</u></p> <p>A case study-based workshop providing delegates with practical skills in accurately costing an import consignment to the point at which it has been delivered, customs cleared, at the importer's premises. Delegates will be provided with a simple Excel software programme to assist them with the task in the workplace.</p>	<p>Wed 17th March 2010</p> <p>Fri 11th June 2010</p>
<p><u>Import Documentation Workshop (3 days)</u></p> <p>Covering all the documents (instruction, customs, transport, etc.) used in effecting the import of a consignment by air, sea or multimodal transport, dealing with receipt of discrepant cargo, and releasing payment for goods. This workshop is heavily case study-based with delegates required to accurately complete the documents required to effect final delivery in different circumstances.</p>	<p>Mon 19th – Wed 21st April 2010</p>
<p><u>Product Classification Workshop (1 day)</u> <i>(Bring your copy of Schedule 1 of the SA Customs Tariff with you!)</i></p> <p>Correct product classification can prevent delays in the customs clearance of goods and, where duties are payable, often result in lower clearance costs. This workshop takes delegates step-by-step through the HS classification process as prescribed by the World Customs Organisation and the SA Customs and Excise Act, providing many examples and practical exercises to ensure that when they leave, delegates are familiar with the process.</p>	<p>Mon 15th March 2010</p> <p>Wed 9th June 2010</p> <p>NEW !</p>

Course/Workshop title ... contd	Alternative dates
<p><u>Customs Valuation and the Calculation of Duties (1 day)</u></p> <p>All individuals likely to be directly involved in importing, or the import clearance process, will benefit from this practical workshop. Covering the South African valuation process in detail (including new regulations relating to the customs valuation of containerised goods as per the Revenue Laws Amendment Act 60 of 2008), the programme includes the various means by which duties are calculated in South Africa and incorporates a number of practical exercises to consolidate delegates' understanding of the various procedures involved.</p>	<p>Tues 16th March 2010</p> <p>Thurs 10th June 2010</p> <p>NEW !</p>
<p><u>Claiming Duty Refunds, Drawbacks and Rebates (1 day)</u></p> <p>Covering all forms of rebates (industrial, miscellaneous and export), drawbacks (both permanent and temporary) and refunds (miscellaneous and export), this one-day workshop explores the circumstances in which each is used, the application requirements, the role of Customs vis-à-vis ITAC in their administration, and the documentary procedures and calculations for each. It concludes with a practical case study exercise.</p>	<p>Wed 10th Feb 2010</p> <p>Wed 19th May 2010</p> <p>NEW !</p>
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FEES

Standard fee for full-day course/workshop: R1 650 + VAT = R1 881 per person per day (inclusive of refreshments, all support documentation, assessment and certification).

If more than 1 delegate books from the same company, **each additional delegate will be entitled to a 10% discount**, i.e. will pay R1 485 + VAT = R1 693 per person per day.

Standard fee for morning briefing: R880 + VAT = R1 003 per person per session.

Standard fee for afternoon briefing: R660 + VAT = R752 per person per session. (A **10% discount** applies if **more than 1 delegate** books from the same company.)

For a course booking form and credit card application form (if required), **contact ITRISA** on:
e-mail: info@itrisa.co.za or tel: 011 807 5317 or fax: 011 807 5321

(Note: Bookings must be confirmed via proof of payment at least six working days prior to the commencement of a course. No bookings will be accepted thereafter. Bookings for which payment has not been made by the due date will be deemed to have been cancelled by the booking party.)

ITRISA **ALSO OFFERS** a comprehensive **distance learning programme in international trade** which leads to **accredited qualifications**, and **consults** to both public and private sector organisations on international trade and education matters. For **more information**, e-mail: info@itrisa.co.za.

ITRISA's qualification programmes, and the short courses derived from these, are also recognised as 'accredited' by the TETA (Transport Education and Training Authority) and, by association, the other SETAs.

ITRISA is the official Agent in South Africa for IATTO (International Association of Trade Training Organisations)