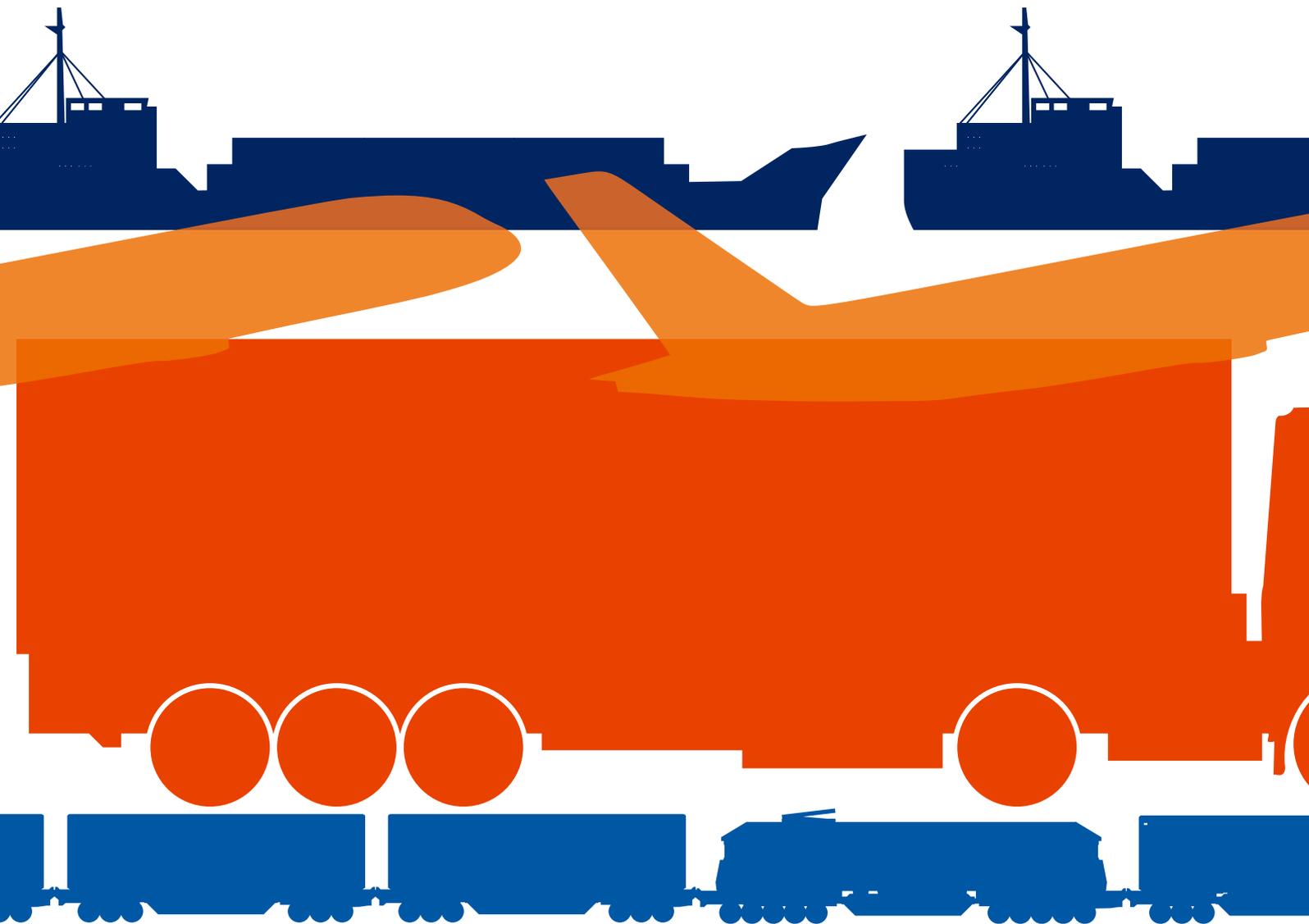


Nationally Recognised Qualifications in Freight Forwarding

BTEC Certificated
Awards From BIFA



BRITISH INTERNATIONAL
FREIGHT ASSOCIATION

BTEC Awards from BIFA

BIFA, the British International Freight Association, has for many years provided a range of technical training courses for personnel within freight forwarders and other companies specialising in international trade and Customs procedures.

Although widely recognised within the industry, the need to attract new entrants to freight forwarding and international trade was one of the drivers behind BIFA's decision to pursue accreditation for courses from a nationally recognised awarding body.

BTEC, the Business and Technology Education Council, part of the examinations body, Edexcel, was chosen as courses carrying the BTEC prefix are recognised as having an employment focus as opposed to being purely academic.

For information regarding scheduled course presentations and venues, please see the current training schedule published at www.bifa.org or contact BIFA Training Services, bifatraining@bifa.org for details.

The three awards in the BIFA programme currently accredited by BTEC at Intermediate Level are detailed on the following pages.

Structure, Testing and Certification



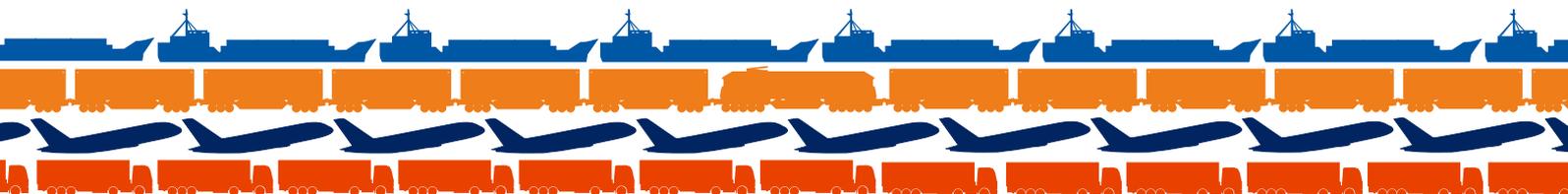
Each award requires a total study period of 60 hours and involves five days of classroom study combined with directed self-study under the control of local management, supported by BIFA tutors.

Delegates will be expected to complete a number of assessments under examination conditions, and also to prepare a number of reports or Customs entries as part of their directed self-study. A variety of assessment methods may be used including testing, product evidence, questioning, observation and witness

testament. Assessed work will be checked by internal assessors and will be made available to external assessors as part of BTEC quality control requirements. Attendance on all five days is required in order to complete the course.

On successful completion, delegates will receive two certificates.

The BTEC award will be a pass certificate confirming that the delegate has attained a satisfactory level of competence. The BIFA certificate will be graded into Pass, Merit or Distinction in order to recognise the level of performance of the individual delegate.





BTEC Intermediate Award in Multimodal International Freight Procedures

BIFA Course code: MFT1

The Multimodal International Freight Procedures course is an intermediate level course covering sea, air, road and rail movements along with global logistics and international trade. Delegates will gain a detailed understanding of exports, imports, Customs procedures and documentation. This course is designed to enhance and formalise knowledge gained through on-the-job training and provide professional development for your personnel.

Units

- Incoterms
- Route and transport mode selection
- Insurance
- Key documentary requirements
- Packing and marking
- Modes and documentary requirements
- International trade and payments
- Documentation – its role in international movement
- Physical cargo movement
- Dangerous goods overview
- Cargo booking procedures
- The role of Customs
- Goods classification
- Customs regimes
- Duty calculation for imports
- Export procedures
- Import procedures
- Effect of the European Union on Customs procedures
- Weight to volume comparison
- Incoterms effect on costing
- Tariff structures and consolidations / groupages
- Freight calculations
- Commodity rates and general tariffs
- Detailing all the freight costs
- Detailing the supply chain door-to-door documentation
- Customer advice and options on mode selection
- Service improvements – improving the supply chain

Who should take this course:

anyone involved in any part of the freight process – forwarders, integrators, intermediaries, agents, shippers, carriers and operators in all transport modes, importers, exporters, distributors and logisticians.

BTEC Intermediate Award in Customs Export and Import Procedures

BIFA Course code: CM3

Originally developed by BIFA in conjunction with HM Revenue and Customs (previously HM Customs and Excise), this course will enable delegates to ensure accuracy in Customs declarations and assist customers in choosing the most appropriate Customs regime for their business.

Units

- Customs role in international trade
- The Customs tariff
- Classification of goods
- Incoterms and Customs valuation
- Customs handling of international trade
- The Harmonised System of Classification
- The National Export System (NES)
- Import Customs Procedure Codes
- Custom Freight Simplified Procedures (CFSP) and imports
- Duty and VAT calculation
- Payment of duty and VAT
- Import licensing and tariff quotas
- Anti-dumping Duty
- The C105 and valuation
- Inwards Processing Relief (IPR) application and operation
- Excise duty calculation
- Return Goods Relief
- Export licensing
- Customs documentation and declarations
- Export Customs Procedure Codes
- The ATA Carnet
- Origin of goods and Customs
- Outward Processing Relief (OPR) application and operation
- The Common Agricultural Policy
- VAT and international trade
- Community transit and NCTS
- Customs warehousing
- Customs and EU trade – Intrastats and Excise Management Control System (EMCS)
- Researching Customs operations
- Customs declarations and reporting for specific regimes
- Customs and customer communications
- Project – Customs and international trade procedures

Who should take this course:

anyone whose work requires a detailed knowledge of Customs procedures.

BTEC Intermediate Award in Customs Import Entry and Procedures

BIFA course code: CM5

An intermediate level course concentrating on procedures for import Customs entry and regimes including: Customs and the Customs tariff; the C88 and documentation; Duty / VAT calculation and payment; Customs regimes and controls; entry completion; Customs procedures and reporting.

Work-based assignments will include practising a range of import Customs entries under normal office conditions, supervised by local management.

Units

- Incoterms
- Customs role in international trade
- The Customs tariff
- Classification of goods
- Incoterms and Customs valuation
- The harmonised system of classification
- Communicating the Customs message to customers
- The C88 declaration format and use
- Invoices and documentation
- Import Customs Procedure Codes
- The ATA Carnet and imports
- Completing the C88
- Duty and VAT calculation
- Payment of Duty and VAT
- Import licensing and tariff quotas
- Anti-Dumping Duty
- The C105 and valuation
- Inwards Processing Relief (IPR)
- Excise duty calculation
- Return Goods Relief
- The Common Agricultural Policy
- Preferential rates of duty
- Customs terminology and definitions
- Direct Trader Input (DTI) and controlling import clearance
- Researching Customs procedures and correspondence
- Import entry completion for specific regimes
- Customs report preparation
- The office environment and Customs

Who should take this course:

anyone whose work requires a detailed knowledge of Customs import entry regimes.

For further details and a schedule of dates,
contact BIFA Training Services.

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**BRITISH INTERNATIONAL
FREIGHT ASSOCIATION**



Mixed Sources
Product group from well-managed
forests, controlled sources and
recycled wood or fiber
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