

CHARTERED INSTITUTE OF EXPORT & INTERNATIONAL TRADE

QUALIFICATIONS
PROSPECTUS

ACADEMIC YEAR 25/26



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About the Chartered Institute

The Chartered Institute of Export & International Trade's purpose is to empower organisations and equip individuals with the expertise to trade effectively, sustainably and competitively.

Established in 1935, the Chartered Institute is trusted by governments, businesses and trade professionals around the world as a leading expert in international trade and the foremost association of exporters and importers.

It is committed to professionalising trade through education and training, while collaborating with national and international partners to facilitate the acknowledged mutual benefits of free, frictionless and legitimate trade.

The Chartered Institute of Export & International Trade is registered as a charity in the UK and operates globally.

Our range of professional qualifications, training courses and advisory services, along with our many membership benefits, have been designed to support learners throughout their professional development and career in international trade and customs.



Introduction

Thrive in your career and develop new skills

Studying with the Chartered Institute of Export & International Trade is an opportunity to get the in-depth trade knowledge and skills that individuals and businesses need.

Professional recognition

Chartered Institute qualifications are recognised by UK Government and the global industry.

Professional advantage

Keep up with the latest trends in international trade and changes to legislation to stay ahead of the game in any field of specialisation.

Participants' learning experience

This prospectus lists our qualifications, including a range of Awards, Certificates and Diplomas from Level 2 to Level 5. It also details our Master's offerings in conjunction with UK and international universities.

Ranging from the equivalent of GCSEs to a Master's degree, there is something for everyone – no matter what stage of their career they are at.

Our courses can be taken online, alongside work commitments. They are delivered by some of the UK's leading trade and customs specialists to the highest academic standards. The Chartered Institute is an awarding organisation with a number of qualifications regulated by Ofqual and CCEA.

The study experience we provide is designed to enhance and complement learners' careers, offering the advantages and benefits of a structured career pathway.

Employers often upskill their staff through our qualifications to ensure they have the expertise needed to grow their businesses compliantly and effectively.

The Chartered Institute qualifications

- **Level 3:** Customs Practitioner Award (2nd edition)
- **Level 3:** Award in Trade Finance Solutions
- **Level 3:** Certificate in International Trade
- **Level 3:** Certificate in Excise Practices and Procedures
- **Level 3:** Export Controls Award
- **Level 3:** Trading Across Borders Award
- **Level 3:** Supply Chain and Logistics Award
- **Level 4:** Diploma in International Trade
- **Level 4:** Customs Practitioner Award (2nd edition)
- **Level 4:** Award in Finance of International Trade
- **Level 4:** Award in International Marketing
- **Level 4:** Export Controls Award
- **Level 4:** Award in Supply Chain Logistics and Borders (Open)
- **Level 5:** Diploma in International Trade
- **Level 5:** Diploma in World Customs Compliance and Regulations
- **MSc** in International Trade, Strategy and Operations
- **MSc** in Export Management and International Trade

Level 3 Qualifications

Our Level 3 qualifications are suitable for those starting out in, or returning to, a career in international trade. Level 3 qualifications are 'introductory' and are similar to A-Level and T-Level in academic standards.

Qualifications

Level 3: Customs Practitioner Award (2nd edition)

Level 3: Award in Trade Finance Solutions

Level 3: Certificate in International Trade

Level 3: Certificate in Excise Practices and Procedures

Level 3: Export Controls Award



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Customs Practitioner Award (2nd edition)

This course is designed to broaden learners' understanding of customs procedures and documentation. Businesses involved in all aspects of international trade have an increasing need to comply with complex customs regulations. The four modules in this course have been designed to ensure learners develop a comprehensive understanding of the core compliance areas: classification, origin and valuation as well as import and export declaration procedures.

This course is regulated by Ofqual and CCEA.

Aimed at

This course is tailored for professionals working as, or seeking to work as, customs practitioners who need to comply with customs regulations.

Modules

The course is designed around four modules:

1. Customs Procedures and Documentation
2. How to Classify your Goods
3. Rules of Origin
4. Trading with the EU

Assessment

Learners will submit a summative assessment at the end of the four modules. The grade awarded determines the overall outcome of the course. All course content is delivered through our training courses, which are virtual classroom events and accessed by Microsoft Teams.

"Now, I find it much easier to navigate requirements when working with customs documentation and HMRC. This is not the end of my journey with the Chartered Institute, I'm currently working on my Level 4: Customs Practitioner Award."

Dominika Graffunder
Logistics analyst, Gardners

Key Information

Course fee

£1600
(registration and assessment fee included)

Course duration

50 hours

Delivery format

Microsoft Teams

Entry requirements

None

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Award in Trade Finance Solutions

This qualification highlights the importance of exporters managing competitive payment terms while balancing risks of late or non-payment, and addresses the impact of fluctuating exchange rates.

When trade finance products are not available from the private sector, it emphasises the role of the public sector in supporting exporters, encouraging a proactive approach to winning export business. This qualification highlights the benefits of using finance and insurance effectively to support exporters' financial needs. It further aims to shift businesses from a reactive to a proactive approach in using finance to win export business.

Within the short-term exports section, it showcases practical examples of public sector support in growing UK exports and winning overseas contracts. It also covers overseas investment insurance for non-OECD countries, protecting UK companies against political risks where private market coverage is insufficient.

Aimed at

Complete beginners and anyone who has been involved in trade finance and would like to refresh and update their knowledge.

Modules

The course is designed around three modules:

1. Ensuring security of payment – exporting with confidence in a competitive but safe environment
2. Using finance effectively to compete in export markets
3. Medium and long-term export finance support

Assessment

Learners will submit a summative assessment at the end of the four modules. The grade awarded determines the overall outcome of the course. All course content is delivered through our training courses, which are virtual classroom events and accessed by Microsoft Teams.

Key Information

Course fee

£718

(registration and assessment fee included)

Course duration

20-40 hours

Delivery format

Microsoft Teams

Entry requirements

None

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Certificate in International Trade

This introductory level qualification aims to help participants get started in international trade; no formal qualifications are required for entry on this course. The course is designed to fit around a full-time career, with online study supported by specialist tutors.

This course is regulated by Ofqual and CCEA.

Aimed at

Those who are new to employment in international trade or who are returning to a role in international trade.

Modules

The course is designed around four modules:

1. Fundamentals of international business
2. Introduction to international trade management
3. The global marketplace
4. International transport and documentation (we also offer this as a standalone module)

Assessment

Learners will submit a summative assessment at the end of the four modules. The grade awarded determines the overall outcome of the course. All course content is delivered through supported distance learning, which are virtual classroom events and accessed by Microsoft Teams.

“The Level 3: Certificate in International Trade has helped me to gain confidence in studying again and in the end gave me a clearer understanding of the complex nature of international trading.

I was unsure about returning to studying after over 20 years, the tutors and course material have made this the right choice for me.”

Viki Smith

Export customer service coordinator,
Mediterranean Shipping Company (UK) Limited

Key Information

Course fee

£1600

(registration and assessment fee included)

Course duration

281 hours

Delivery format

Microsoft Teams

Entry requirements

None

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Certificate in Excise Practices and Procedures

This is a collaborative qualification between Bonded Warehousekeepers Association (BWA) and the Chartered Institute of Export & International Trade.

The Level 3 Certificate in Excise Practices and Procedures (Alcohol) is an essential introduction and certification for participants if they work in, or aspire to work in, the alcohol excise arena. This qualification is the first of its kind and aims to provide them with the skills and supporting knowledge required by employers in excise.

This course has been validated by HMRC.

Aimed at

The qualification is appropriate for learners who have responsibility for the storage and movement of excise goods (alcohol) as part of their core work. The qualification will also support work-based learning within the industry.

Modules

The course is designed around five modules:

1. Introduction to excise
2. Authorisations and guarantees for excise goods
3. Receipt of duty suspended excise groups
4. Storage of goods in the excise warehouse
5. Removal of goods from an excise warehouse

Assessment

Learners will submit a summative assessment at the end of the 5 modules. The grade awarded determines the overall outcome of the course. All course content is delivered through supported distance learning, which are virtual classroom events and accessed by Microsoft Teams.

Key Information

Non-member course fee

£900

Member of the Chartered Institute or BWA course fee

£600

Course duration

121 hours

Delivery format

Microsoft Teams

Entry requirements

None

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Export Controls Award

The Level 3 Export Controls Award will provide learners with the skills required to manage export controls within their organisation. Learners will become trusted sources of export controls knowledge, driving compliance and business success.

This course provides practical knowledge and skills to streamline export processes, minimise delays, and optimise trade documentation management. Participants will be able to confidently apply knowledge of export control classification, licensing, and documentation in real-world trade scenarios.

This course is regulated by Ofqual and CCEA.

Aimed at

Professionals involved in the export compliance process in manufacturing, logistics, and freight forwarding businesses, and customs intermediaries.

Modules

The course is designed around four modules:

1. Customs procedures and documentation
2. Introduction to export licensing controls
3. Environmental, social and governance (ESG)
4. How to classify your goods

Assessment

Learners will submit a summative assessment at the end of the four modules. The grade awarded determines the overall outcome of the course. All course content is delivered through supported distance learning, which are virtual classroom events accessed by Microsoft Teams.

Key Information

Course fee

£1600

(registration and assessment fee included)

Course duration

50 hours

Delivery format

Microsoft Teams

Entry requirements

None

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Level 4 Qualifications

Our Level 4 qualifications are suitable for those already working in or with experience of international trade. Level 4 qualifications are 'intermediate' and are similar to first year undergraduate (CertHE), HNC or Level 4 NVQ in academic standards.

Qualifications

Level 4: Award in Finance of International Trade

Level 4: Award in International Marketing

Level 4: Customs Practitioner Award (2nd edition)

Level 4: Diploma in International Trade

Level 4: Export Controls Award



Award in Finance of International Trade

This award educates trade finance professionals about how financial tools and instruments operate in an international trade context, enhancing the support they provide to traders. Participants will be required to evaluate and attempt to reduce the various risks that are common to all international trade, including exchange risk, country and buyer credit risk, and to choose and operate the most appropriate methods of payment.

This course is regulated by Ofqual and CCEA.

Aimed at

Those who currently work, or are experienced in, working within international trade with a focus on managing customs risk.

Modules

The course comprises a single module from our Level 4 Diploma in International Trade and is split into three sections, each on a different aspect of international trade finance:

- A. Finance for businesses trading internationally
- B. Managing financial and commercial risks in international trade
- C. Methods of payment and trade finance perspectives

Assessment

Learners will submit a summative assessment at the end of the three sections. The grade awarded determines the overall outcome of the course. All course content is delivered through supported distance learning, which are virtual classroom events accessed by Microsoft Teams.

Key Information

Course fee

£798

(registration and assessment fee included)

Course duration

50 hours

Delivery format

Microsoft Teams

Entry requirements

None

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Award in International Marketing

The Level 4 Award in International Marketing will provide participants with an understanding of the basic marketing concept and the principles and practices of international marketing, developing an understanding of the part culture plays in the sales process.

They will learn how to interpret the market environment, carry out appropriate research, analyse information accurately and devise appropriate marketing plans for the international environment.

Aimed at

Those who are currently marketers who wish to develop their understanding of business practices within international sales processes.

Modules

The course comprises a single module from our Level 4 Diploma in International Trade, split into two sections:

- A. International marketing analysis
- B. The international marketing programme

Assessment

Learners will submit a summative assessment at the end of the two sections. The grade awarded determines the overall outcome of the course. All course content is delivered through supported distance learning, which are virtual classroom events accessed by Microsoft Teams.

Key Information

Course fee

£798

(registration and assessment fee included)

Course duration

50 hours

Delivery format

Microsoft Teams

Entry requirements

None

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Customs Practitioner Award (2nd edition)

This course is an advanced version of our Level 3 Customs Practitioner Award. It comprises of six modules of learning delivered through online training courses.

By the end of the award, participants will feel confident as a customs practitioner working in an international trade environment, with an understanding of the resources available to effectively manage customs risk.

This course is regulated by Ofqual and CCEA.

Aimed at

Those who currently work, or are experienced in, working within international trade with a focus on managing customs risk.

Modules

The course is designed around six modules:

1. Customs Special Procedures
2. Incoterms
3. Moving Goods Using Transit
4. Excise Duties and Procedures
5. Valuation
6. Advanced Exporting

Assessment

Learners will submit a summative assessment at the end of the four modules. The grade awarded determines the overall outcome of the course. All course content is delivered through supported distance learning, which are virtual classroom events accessed by Microsoft Teams.

Key Information

Course fee

£2600
(registration and assessment fee included)

Course duration

60 hours

Delivery format

Microsoft Teams

Entry requirements

None

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Diploma in International Trade

The Level 4 Diploma in International Trade is the core operational qualification for international trade professionals. The learning materials are delivered through our online campus, so participants can access them wherever and whenever is suitable for them. They will not be left on their own to study, however, as they will receive support from their tutors. Participants will get a detailed knowledge of all the principles, procedures and documentation they need to know for a successful career in international trade.

For those wishing to extend their knowledge and skills even further, the Level 5 Diploma in International Trade follows on from this course.

This course is regulated by Ofqual and CCEA.

Aimed at

Those who already work in international trade and are looking to get a more thorough understanding of core operational procedures and documentation.

Modules

The course is designed around four modules:

1. The business environment
2. Finance of international trade
3. International marketing
4. International physical distribution

Assessment

Learners will submit a summative assessment at the end of the six modules. The grade awarded determines the overall outcome of the course. All course content is delivered through supported distance learning, which are virtual classroom events accessed by Microsoft Teams.

After you have passed the Level 4 Diploma in International Trade you can apply for Associate Membership of the Chartered Institute which will give you the post nominal of AMCIEx.

Key Information

Course fee

£2600

(registration and assessment fee included)

Course duration

396 hours

Delivery format

Microsoft Teams

Entry requirements

4 GCSE/GCE O Levels
A-C Grades or NVQ Level 2
in International Trade
Services

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Export Controls Award

This award will provide learners with a deep understanding of export controls, ensuring smooth and compliant international trade. This course ensures learners can confidently navigate complex export controls rules and regulations, driving compliance and success for their organisations. It is particularly relevant for the defence and aerospace sectors, where stringent regulations apply, as well as government bodies and consultancies involved in trade compliance. This course is regulated by Ofqual and CCEA.

Aimed at

This qualification is essential for professionals navigating the complexities of UK export controls, including export compliance officers, international trade and logistics professionals, and SMEs dealing with sensitive or dual-use goods. Additionally, freight forwarders and customs brokers will benefit from a deeper understanding of export control requirements to ensure smooth and compliant international trade operations.

Modules

The course is designed around six modules:

1. Advanced compliance
2. Introduction to Incoterms®
3. Customs special procedures
4. Understanding dual use controls
5. Authorised economic operator (AEO) accreditation
6. Understanding US and UK export controls

Assessment

Learners will submit a summative assessment at the end of the six modules. The grade awarded determines the overall outcome of the course. All course content is delivered through supported distance learning, which are virtual classroom events accessed by Microsoft Teams.

Key Information

Course fee

£2600

(registration and assessment fee included)

Course duration

60 hours

Delivery format

Microsoft Teams

Entry requirements

None

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Level 5 Qualifications

Our Level 5 qualifications are suitable for those who are already experienced in international trade and have completed our Level 4 diploma or already have a degree in a related field.

Level 5 qualifications are 'advanced' and are similar to second year undergraduate (DipHE), a foundation degree in academic standards.

Qualifications

Level 5: Diploma in International Trade

Level 5: Diploma in World Customs Compliance and Regulations



Diploma in International Trade

The Level 5 Diploma in International Trade examines participants' ability to manage the broader managerial aspects of International Trade and make the right decisions when problems arise.

The Level 5 Diploma in International Trade is the core strategic qualification for international trade professionals. Designed to fit around a full-time career, with online study supported by tutors.

Aimed at

This course is aimed at dedicated international trade professionals who are existing or aspiring leaders and managers in the field.

Modules

The course is designed around four modules:

1. International marketing strategy
2. International logistics and purchasing
3. Management of international trade
4. Practical global trading

Assessment

Learners will submit a summative assessment at the end of the four modules. The grade awarded determines the overall outcome of the course. All course content is delivered through supported distance learning, which are virtual classroom events accessed by Microsoft Teams.

On successful completion of the Level 5 Diploma, participants will qualify for Graduate Membership of the Chartered Institute and will be entitled to use the post-nominal MCIEx (Grad).

Key Information

Course fee

£2,811

(registration and assessment fee included)

Course duration

82 hours

Delivery format

Microsoft Teams

Entry requirements

Level 4 Diploma in International Trade

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Click here

Diploma in World Customs Compliance and Regulations

This qualification covers a comprehensive and in-depth range of topics in customs and trade compliance and regulation and leads to a full Level 5 qualification in customs.

Aimed at

Customs professionals who have experience in international customs law and compliance and who have completed the Level 4 Diploma in International Trade or who already hold a recognised degree in a related area.

Modules

The course is designed around four modules:

1. Customs compliance and regulation – worldwide
2. Customs compliance and regulation – European Union
3. Customs compliance and regulation – United Kingdom
4. Project – drawing from the knowledge, skills and learning gained from previous Level 4 and Level 5 modules, learners are required to select and propose a work-based project which involves an international trade and customs compliance issue

Assessment

Learners will submit a summative assessment at the end of the modules. The grade awarded determines the overall outcome of the course. All course content is delivered through supported distance learning, which are virtual classroom events accessed by Microsoft Teams.

On successful completion of the Level 5 Diploma, participants will qualify for Graduate Membership of the Chartered Institute and will be entitled to use the post nominal MCIEx (Grad).

Key Information

Course fee

£3,786

(registration and assessment fee included)

Course duration

82 hours

Delivery format

Microsoft Teams

Entry requirements

Level 4 Diploma in International Trade

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Master's Qualifications

Our Master's courses are the most advanced we offer. They are developed and delivered with university partners. They are Level 7 courses which require a higher level of academic study.

It is expected that those studying on Master's courses hold a minimum of a Second-Class undergraduate degree or equivalent in order to be well prepared for the demands of study at this level.

Qualifications

MSc in International Trade, Strategy and Operations

MSc in Export Management and International Trade

MSc in International Trade, Strategy and Operations

Developed in collaboration with WMG at the University of Warwick, this MSc will provide you with a thorough knowledge and understanding of the management and operational requirements necessary to trade successfully in international markets.

The programme is designed for you if you are looking to take on senior roles in companies which trade internationally. It is relevant to all organisations trading internationally, encompassing the engineering, retail, manufacturing, wholesale, financial services and service sectors. The programme is heavily focused on the application of theory into practice and how the skills developed throughout the learner's studies will be used to best advantage in a professional environment.

The breadth of the programme enables participants to gain a clear overview of all the elements of international trade, whilst giving the opportunity to also focus or specialise on a particular aspect of interest to them, including transportation and logistics, customs and the legal aspects of international business, business development, relationship management and negotiation, and implementation of strategy.

Course duration

1 year – full time

Aimed at

Managers of all organisations trading internationally, as well as trade advisors in sectors including engineering, retail, manufacturing, wholesale, financial services and the service sector.

Modules

This interdisciplinary course integrates the three principle pillars within trade and business management: international trade, strategy, and operations management.

Participants will be expected to complete eight modules. This is made up of the seven core modules and an elective module.

Core modules

1. International trade
2. Global business environment and markets
3. International business strategy, analytics and management
4. Global digital marketing strategy
5. Operations management and sustainability
6. International business development
7. Interdisciplinary research methods

Optional modules

8. Trade policy
9. Corporate and international trade finance
10. Transport techniques and management

MSc in International Trade, Strategy and Operations

Continued...

Assessment

The project is worth 50% of the final grade and supports you in developing your personal research skills. Work on your project runs concurrently with your module work. You are expected to devote an appropriate proportion of your time and intellectual effort to the project during the course i.e. approximately 900 hours or 6 months study.

The project should relate to one or more of the following aspects of trading in an international context:

- **International sales and marketing**
- **Transport, logistics, supply chain and customs compliance**
- **Financial management**
- **Legal aspects of international trade**
- **Business management and trade strategy**
- **Operations and service management**



Key Information

Course duration

12 months

Delivery format

mixture of traditional lectured material, syndicate/group work, large-scale delivery, practical work, online learning and forum activities

Entry requirements

Second Class undergraduate degree (or equivalent)

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For details of the course structure, please visit the following page:

MSc International Trade, Strategy and Operations

University of Warwick

Click here

MSc in Export Management and International Trade

The Master's degree in Export Management and International Trade has been designed by two prestigious institutions, Università degli Studi Guglielmo Marconi (Unimarconi) and the Chartered Institute of Export & International Trade in consultation with international trade specialists. In a globalised and complex context, this Master's has been designed to meet the current needs of the market, aiming to train international trade managers in facilitating and optimising international business transactions and ensuring the smooth flow of goods and services across borders.

This partnership was established with the goal to be able to provide individuals with the best level of education, as well as provide access to a wealth of international trade experience and insight to aid with the success of participants' studies and development of their careers.

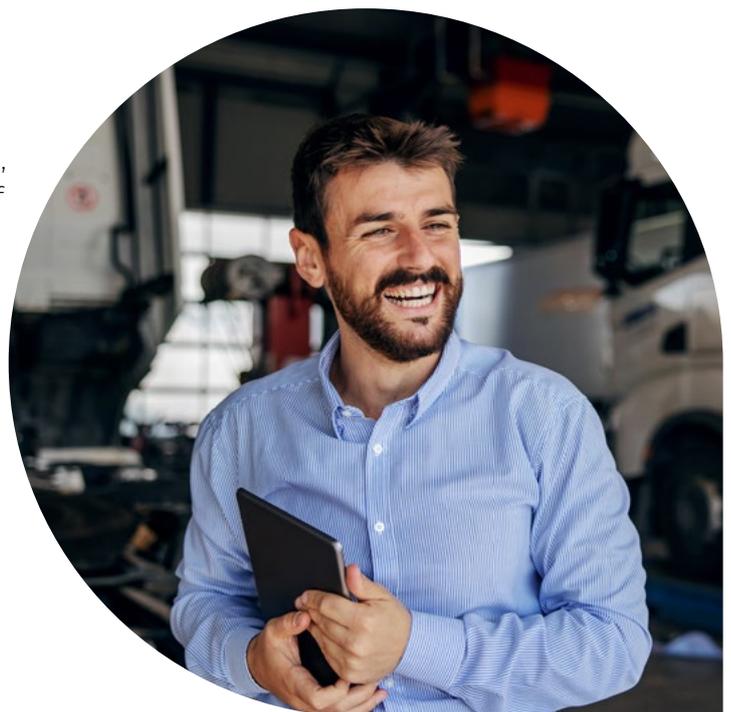
To be effective in this role, managers and professionals should possess a combination of skills and knowledge, including:

- Ability to conduct market research to identify potential markets, assess market trends and address challenges related to export operations.
- Competencies in project planning, organisation and execution to ensure successful export operations.
- Understand financial aspects related to international trade – including pricing strategies, currency exchange and payment terms – and of the modes for assessing and mitigating risks associated with international trade.
- Have a good working knowledge of international trade regulations.

- Aptitude to build and maintain strong relationships with clients, distributors, buyers and partners, developing effective communication skills to interact with them in an effective way.
- Flexibility to adapt to different cultures, business practices and regulatory environments.
- Familiarity with export management software and tools, new technologies and social media and with artificial intelligence systems capable of optimizing internationalisation strategies.

Aimed at

This programme is designed for individuals aiming to become specialists in export management and international trade, including entrepreneurs seeking to grow their businesses abroad, managers and professionals aspiring to leadership roles in the field, graduates wishing to launch international careers with major companies, and anyone interested in gaining a deeper understanding of the global business landscape.



MSc in Export Management and International Trade

Continued...

Modules

The course is designed around six modules:

1. Fundamentals of international business
2. Environmental global marketplace analysis
3. International logistics, purchasing, distribution, transportation and documentation
4. International trade management and marketing strategy
5. Legal, finance and risk management
6. Export management in the age of digitalisation: how to find customs and commercial partners

Assessment

The final evaluation consists of a presentation of the project work in front of the Master's Scientific Committee.

For this task, learners will work independently but, if needed, they can request information from the teaching staff via email.

Key Information

Course fee

£7,650
(Pre-enrolment
fee included)

Course duration

12 months

Delivery format

Microsoft Teams

Entry requirements

Full undergraduate degree in a related field, or a Level 5 Diploma plus a minimum Level 6 year long top up in a related field.

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UK CUSTOMS ACADEMY QUALIFICATIONS



MAERSK



About the UK Customs Academy

The UK Customs Academy is an online academy for customs professionals working in the UK, EU and across the globe. It was developed by the Chartered Institute of Export & International Trade and Maersk, in collaboration with the Centre for Customs and Excise Studies, at the request of HM Revenue and Customs (HMRC). Its aim is to support UK businesses in overcoming customs challenges and seizing the potential that international trade presents.

The UK Customs Academy provides a broad and accessible range of high-quality qualifications. It gives businesses and individuals the opportunity to gain the knowledge and skills they need to thrive in international customs.

UK Customs Academy qualifications

- Level 2:** Customs Practice & Procedure Award
- Level 2:** Customs Practice & Procedure Award (EU)
- Level 3:** Certificate in Customs Compliance
- Level 3:** Certificate in Customs Compliance (EU)
- Level 4:** Certificate in Advanced Customs Compliance
- Level 5:** Diploma in Advanced Customs Compliance
- Level 5:** Bachelor of Border Management
- Level 6:** Graduate Certificate in Customs Administration
- Level 6:** Graduate Diploma of Customs Administration
- Level 7:** Master's of Customs Administration

Customs Practice and Procedure Award

This entry-level qualification is designed to get people started in the customs profession. It introduces you to the fundamentals of customs practice and procedure, including the basics of how to prepare customs declarations for exports and imports.

On successful completion of this introductory course you will gain a general understanding and knowledge of the key concepts, relevant processes and terminology of the customs profession, and an awareness of the resources available to you to advance your professional knowledge and skills.

Aimed at

This is an entry-level qualification, designed to help learners get started in the customs profession.

Modules

The course is designed around six modules:

1. Introduction to trade and customs
2. Customs processes and procedures
3. Calculating import duty
4. Customs declarations
5. Export and import controls
6. Other matters

Assessment

You will be expected to answer a series of questions as you progress through each module of the course. Questions take a variety of forms, including multiple choice, multiple response, fill in the blanks, drag and drop and hotspot.

Once you have completed all the modules, you will receive a Certificate showing the grade you have obtained:

- **Pass:** 60% to 74%
- **Credit:** 75% to 84%
- **Distinction:** 85% and above

If you do not achieve a score of 60% or higher, you will need to undertake a supplementary assessment at the end of the course.

Key Information

Qualification fee:

£600

Course duration

40 hours

Delivery format

Study online through webinars, videos and step-by-step guides.

Entry requirements

None

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Customs Practices and Procedure Award (EU)

This course covers the fundamentals of customs practice and procedures, including the basics of how to prepare customs declarations for exports and imports. Learners will gain a general knowledge and understanding of the key concepts, relevant processes and terminology of the customs profession, and an awareness of the resources available to you to advance their professional knowledge and skills.

Course duration

Learners will study at their own pace but, as a guide, the usual study period is four months.

Aimed at

This is an entry-level qualification, designed to help learners get started in the customs profession. It has been created to support both those already working in and those looking to work in an EU customs environment.

Modules

You will study six core modules:

1. Introduction to trade and customs
2. Customs processes and procedures
3. Calculating import duty
4. Customs declarations
5. Export and import controls
6. Other matters

Assessment

You will be expected to answer a series of questions as you progress through each module of the course. Questions take a variety of forms, including multiple choice, multiple response, fill in the blanks, drag and drop and hotspot.

Once you have completed all the modules, you will receive a Certificate showing the grade you have obtained:

- **Distinction:** 70% and above
- **Credit:** 60% – 69%
- **Pass:** 40% to 59%
- **Fail:** 0% – 39%

If you do not achieve a score of 40% or higher, you will need to undertake a supplementary assessment at the end of the course.

Key Information

Qualification fee:

£1,195

Course duration

40 hours

Delivery format

Study online through webinars, videos and step-by-step guides

Entry requirements

None

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Certificate in Customs Compliance

The qualification is designed to give a comprehensive understanding of customs processes and procedures, learners will gain a sound understanding of the core compliance areas of classification, origin, valuation and duty calculation, as well as comprehensive knowledge of import and export declaration procedures and requirements.

This is the minimum qualification considered necessary to prepare and lodge customs declarations with HMRC.

Aimed at

This course is aimed at those with some prior experience in customs matters and those who have completed the Level 2 Award. It is designed for those who have recently begun work in an international trade environment, who must prepare customs declarations and require a clear awareness of the resources available to effectively manage customs risk.

Modules

The course is designed around six modules:

1. Customs law and regulation
2. Customs processes and procedures
3. Tariff classification
4. Rules of origin
5. Customs valuation
6. Customs declarations

Assessment

Knowledge checks

Throughout the course you will be required to answer a series of questions relating to the module that you are studying.

These knowledge checks represent 75% of your final mark in the course.

Assignment

You will also be required to complete a 3000 word, written assignment that relates to the practical application of customs procedures in the working environment.

The assignment will represent 25% of your final mark in the course.

Grade

Once you have completed all the modules and the assessment, you will receive a Certificate showing the grade you have obtained

- **Pass:** 60% to 74%
- **Credit:** 75% to 84%
- **Distinction:** 85% and above.

If you do not achieve a score of 60% or higher, you will need to undertake a supplementary assessment at the end of the course.

Key Information

Qualification fee:

£1,195

Course duration

160 hours

Delivery format

Study online through webinars, videos and step-by-step guides.

Entry requirements

None

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Certificate in Customs Compliance (EU)

The Level 3 Certificate in Customs Compliance is designed to give learners a comprehensive understanding of customs processes and procedures, including import, export and special procedures. They will also gain a sound understanding of the core compliance areas of classification, origin, valuation and duty calculation, as well as comprehensive knowledge of import and export declaration procedures and requirements.

This is the minimum qualification considered necessary to prepare and lodge customs declarations with the ICS.

Course duration

Learners will study at their own pace but, as a guide, the usual period of study is 6 months.

Aimed at

This course is aimed at those with some prior experience in customs matters and those who have completed the Level 2 Award. It is designed for those who have recently begun work in an international trade environment, who need to be able to prepare customs declarations and require a clear awareness of the resources available to effectively manage customs risk.

Modules

You will study six core modules:

1. Customs law and regulation
2. Customs processes and procedures
3. Tariff classification
4. Rules of origin
5. Customs valuation
6. Customs declarations

Assessment

You will be expected to answer a series of questions as you progress through each module of the course. Questions take a variety of forms, including multiple choice, multiple response, fill in the blanks, drag and drop and hotspot.

Once you have completed all the modules, you will receive a Certificate showing the grade you have obtained:

- **Distinction:** 70% and above
- **Credit:** 60% – 69%
- **Pass:** 40% to 59%
- **Fail:** 0% – 39%

If you do not achieve a score of 40% or higher, you will need to undertake a supplementary assessment at the end of the course.

Key Information

Qualification fee:

£1,195

Course duration

160 hours

Delivery format

Study online through webinars, videos and step-by-step guides.

Entry requirements

None

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Certificate in Advanced Customs Compliance

The Level 4 Certificate in Advanced Customs Compliance is designed to give learners a sound understanding of the core compliance areas of classification, origin, valuation and duty calculation and will provide a sound knowledge of import and export declaration procedures and requirements. Learners will also gain advanced knowledge of excise duties and procedures, export licensing controls and Authorised Economic Operator (AEO) requirements.

This qualification requires the completion of the six Level 3 modules plus the three 'capstone' modules: Authorised Economic Operator Status, Excise Duties and Procedures and Export Licensing Controls. If you have already completed the Level 3 Certificate in Customs Compliance you will only study the additional three 'capstone' modules to achieve the Level 4 Certificate.

Aimed at

This course is aimed at those with experience and knowledge of customs compliance who wish to further advance their knowledge to be able to lead on the management of customs risk.

Modules

The course is designed around nine modules:

1. Customs law and regulation
2. Customs processes and procedures
3. Tariff classification
4. Rule of origin
5. Customs valuation
6. Customs declarations
7. Understanding of AEO requirements
8. Excise duties and procedures
9. Export licencing controls



Certificate in Advanced Customs Compliance

Continued...

Assessment

Knowledge checks

Throughout the course you will be required to answer a series of questions relating to the module that you are studying. Questions take a variety of forms, including tariff classification, duty calculation, declaration completion and more.

These knowledge checks represent 50% of your final mark in the course.

Assignments

You will also be required to complete the following:

A 2000-word, written assignment that relates to the practical application of customs procedures in the working environment.

A Video Presentation, that explores key challenges faced in one of the major excise sectors.

The assignments will represent 50% of your final mark in the course.

Grade

Once you have completed all the modules and the assessment, you will receive a Certificate showing the grade you have obtained:

- **Pass:** 60% to 74%
- **Credit:** 75% to 84%
- **Distinction:** 85% and above.

If you do not achieve a score of 60% or higher, you will need to undertake a supplementary assessment at the end of the course.

Key Information

Qualification fee

£1,795

Course duration

250 hours

Delivery format

Study online through webinars, videos and step-by-step guides.

Entry requirements

None

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Diploma in Advanced Customs Compliance

This qualification covers a comprehensive range of topics in customs compliance and regulation. Successful completion of this award, combined with the Level 4 Certificate in Advanced Customs Compliance, will provide learners with the necessary knowledge and skills to competently perform the wide range of activities expected of a customs professional, both in the UK and overseas. Throughout the course learners will have access to a tutor to answer enquiries related to the syllabus and to provide explanations and further reading. You can choose to study the full Level 5 Diploma in Advanced Customs Compliance, or you can study two modules to achieve a Level 5 Certificate in Advanced Customs Compliance. Learners will also receive free access to the Legislation Finder and Declaration Portal tools.

Aimed at

This course is aimed at those with advanced experience and knowledge of customs compliance who wish to further their knowledge and lead on the management of customs risk.

Modules

The course is designed around ten modules and split into four areas:

International perspective

1. Customs at the global level
2. International customs conventions and instruments

International application

3. Practical aspects of customs: the harmonized system
4. Practical aspects of customs: international valuation rules
5. Practical aspects of customs: rules of origin

Regional perspective

6. EU customs legislation and regulation
7. Union customs code

National perspective

8. UK customs regulation and procedures
9. UK import and export licensing controls
10. Declaring goods to HMRC

Diploma in Advanced Customs Compliance

Continued...

Assessment

Knowledge checks

Throughout the course you will be required to answer a series of questions relating to the module that you are studying. Questions take a variety of forms, including tariff classification, duty calculation, declaration completion and more.

These knowledge checks represent 50% of your final mark in the course.

Assignments

You will also be required to complete two written assignments that relate to the practical application of customs procedures in the working environment.

Each of these two assignments represent 25% of your final mark in the course.

Grade

Once you have completed all the modules and assessments, you will receive a Certificate showing the grade you have obtained:

- **Pass:** 60% to 74%
- **Credit:** 75% to 84%
- **Distinction:** 85% and above.

If you do not achieve a score of 60% or higher, you will need to undertake a supplementary assessment at the end of the course.

Key Information

Qualification fee

£3,600

Course duration

380 hours

Delivery format

Study online through webinars, videos and step-by-step guides.

Entry requirements

None

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Bachelor of Border Management

This degree is awarded by Charles Sturt University (CSU), Australia, through its Centre for Customs and Excise Studies.

The course is practical and draws heavily on case studies and assessments directly relevant to the learners' workplace, enabling them to integrate their learning with their work through disciplines including law, public administration and management. Graduates will gain advanced knowledge and expert skills in the field of international trade regulation, trade facilitation and administration for professional work in commerce or the public sector.

Course duration

- **6 Years:** Part-time
- **3 Years:** Full-time

Aimed at

This course is aimed at learners anywhere in the world, including those who have already taken qualifications with either the UK Customs Academy.

Modules

The course is designed around ten modules:

10 Core Subjects

1. Border agencies and principles of border management
2. Regulating and facilitating trade
3. Customs procedures
4. International trade terms and documentation
5. Introduction to tariff classification
6. Introduction to customs valuation

7. International trade treaties and conventions
8. International air and sea passengers
9. Border management ethics and governance
10. Supply chain security

8 Electives

Eight elective subjects are required to be completed to complement the core subjects. These can be chosen from the border management specific units below:

11. Maritime regulation and enforcement
12. Principles of cargo control
13. Duty suspension regimes
14. Immigration law, policy and practice

The remainder of the electives can be chosen from available subjects offered by the Australian Graduate School of Policing and Security (AGSPS) or School of Policing Studies (SOPS) or other CSU subjects with the approval of the Course Director.

Bachelor of Border Management

Continued...

Entry Requirements

Applicants must meet one of the following admission requirements:

- A completed High School Certificate (or equivalent) with an ATAR of at least 65.00 (including adjustment factors)
- Successful completion of at least two Bachelor degree level subjects (or Australian Qualifications Framework (AQF) equivalent) or higher in any discipline
- A completed Vocational Education and Training (VET) Certificate IV or higher, studied at a TAFE or Registered Training Organisation (RTO), or equivalent
- A completed Tertiary Preparation Certificate (TPC) or bridging programme studied at a TAFE, Registered Training Organisation (RTO) or University, or equivalent
- Partial completion of a Vocational Education and Training (VET) Diploma, of at least 50% from a TAFE or Registered Training Organisation (RTO), or equivalent
- Work experience, within the same industry as the course profile, of at least two years full time or equivalence, demonstrated by a detailed resume

Assessment and Delivery

Visit our website to request more information about the assessment, delivery and fees of this qualification.

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Graduate Certificate in Customs Administration

This degree is awarded by Charles Sturt University (CSU), Australia, through its Centre for Customs and Excise Studies. Learners will develop advanced technical skills in traditional and topical aspects of international customs law and administration. They will prepare to effectively apply complex policy and practice in the workplace with a focus on cross-border trade. Learners will also develop enhanced judgement skills, adaptability and responsibility as a practitioner dealing with or working in customs administration.

Course duration

- **1 year** part-time or **6 months** full-time

Aimed at

Those who have already taken qualifications in customs or a related field, including those who have taken qualifications with the UK Customs Academy. The course deals with advanced technical skills and complex policy and practice. It is therefore expected that course applicants hold an undergraduate degree or a minimum of three years' work experience in customs or a related area.

For those applying to the course through the experience route, written verification from their employer will be required. Learners on this course need to be proficient in English, for those with English as an Additional Language, IELTS at 6.0 or equivalent is required.

Modules

The course consists of two modules, one core and one of the two optional modules.

Core module

1. Customs management theory and practice

Optional modules

2. International customs law
3. European customs law

Entry Requirements

Applicants for the Graduate Certificate in Customs Administration should hold:

1. An undergraduate degree or equivalent from a recognised university or tertiary institution

Or

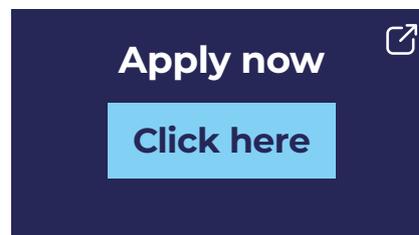
2. A minimum of three years' appropriate work experience in customs or a related area and provide written verification from their employer

And

3. English language proficiency (IELTS 6.0 or equivalent)

Assessment and Delivery

Visit our website to request more information about the assessment, delivery and fees of this qualification.



Graduate Diploma in Customs Administration

This degree is awarded by Charles Sturt University (CSU), Australia, through its Centre for Customs and Excise Studies. The course is accredited by the World Customs Organisation (WCO) and teaches from an international perspective. Learners will focus on practical elements of global customs management.

This course integrates technical skills with specialised customs administration theory and practice and serves as a pathway to further learning. The course is part of an articulated programme of study and provides credits for the first two modules of the Master of Customs Administration.

Course duration

- **2 years** part-time or
- **1 year** full-time

Aimed at

Individuals from a variety of backgrounds, including customs and other public sector agencies and businesses involved in cross-border trade. Learners will apply advanced knowledge and skills in a range of professional customs administration contexts. This is an advanced course, and learners will be expected to have prior experience of academic study.

In order to apply for the course, learners should hold an undergraduate degree (or equivalent) from a recognised university or tertiary institution or have successfully completed the Level 6 Graduate Certificate in Customs Administration.

Modules

The course consists of two core modules and two electives:

Core Subjects

1. Customs management theory and practice; and either
2. International customs law or
3. European customs law

Electives

Option 1 (graduate diploma only) choose one of the following electives:

4. International trade policy and practice
5. Border revenue
6. Customs research methods (and one elective)
7. International trade policy and practice
8. Border revenue

Option 2 (for progression to Master's) choose one of the following electives:

9. Customs research methods (and one elective)
10. International trade policy and practice
11. Border revenue

One elective from the following seven subjects, or a subject chosen from other CSU postgraduate offerings with the agreement of the course director:

12. Environment taxation
13. Excise
14. Customs reform and modernisation
15. International supply chain management
16. International air law
17. Maritime enforcement

Graduate Diploma in Customs Administration

Continued...

Entry Requirements

Applicants for the Graduate Certificate in Customs Administration should hold:

1. An undergraduate degree or equivalent from a recognised university or tertiary institution

Or

2. Graduate Certificate in Customs Administration from Charles Sturt University or an equivalent postgraduate award

And

3. English language proficiency (IELTS 6.0 or equivalent)

Assessment and Delivery

Visit our website to request more information about the assessment, delivery and fees of this qualification.

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Master's of Customs Administration

This degree is awarded by Charles Sturt University, (CSU), Australia through its Centre for Customs and Excise Studies. This course is accredited by the World Customs Organisation (WCO) and teaches from an international perspective. Learners will have opportunities to apply knowledge and skills to a diverse range of problems faced by practitioners in, or those who interact with, border administrations.

This includes different approaches to managing the import, export and transit of goods from the perspective of private and public sector organisations involved in cross-border trade.

Learners will have opportunities to apply knowledge and skills to a diverse range of problems faced by practitioners in, or those who interact with, border administrations. This includes different approaches to managing the import, export and transit of goods from the perspective of the private and public sector organisations involved in cross-border trade.

Course duration

- **3 years** part time or
- **1.5 years** full time

Aimed at

Existing customs practitioners seeking career advancement in customs administration, public sector agencies and businesses involved in cross-border trade. Learners will develop skills and knowledge that will be highly attractive to employers in these fields.

Modules

The course consists of the following subjects:

4 Core Subjects

1. Customs management theory and practice
2. Either international customs law or european customs law
3. Customs research project
4. Customs research methods

8 Electives

5. International trade policy and practice
6. Border revenue
7. Excise
8. Customs reform and modernisation
9. International supply chain management
10. Environment taxation
11. International air law
12. Maritime enforcement

Entry Requirements

Applicants for the Master of Customs Administration should hold:

1. An undergraduate degree or equivalent from a recognised university or tertiary institution

Or

2. Graduate Certificate or Graduate Diploma in Customs Administration (or an equivalent award in the same discipline)

And

3. English language proficiency (IELTS 6.0 or equivalent)

Assessment and Delivery

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