

# Training Dates

**Winter 2022 - 2023**

**Public Training Schedule**

For our training approach and FAQs, see [here](#)

To book email [info@customsmanager.org](mailto:info@customsmanager.org)

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# CUSTOMS

## Customs For Business

An introductory course in customs procedures and processes for all newcomers to customs that wish to upskill fast. Develop a comprehensive understanding of what customs is about, what its stakeholders' goals are, its possible influence on their enterprises, and how customs are normally organized in a company.

Monday 7 <sup>th</sup> November 2022	Monday 5 December 2022	Monday 2 January 2022
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- Time: 9.30am-1.30 pm, GMT
- Location: Online, using Zoom
- Level of competence developed: 1
- Level of competence required: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Customs Classification

This course is designed to provide students with a comprehensive understanding of the rules, principles, and categorization systems. Students learn to perform regular classifications and apply the concepts of your national tariff to day-to-day tasks.

Monday 7 November 2022	Monday 5 December 2022	Monday 2 January 2023
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- Time: 2pm – 6 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Preference & Rules of Origin

This course provides a comprehensive examination of origin rules. You will understand the notion of origin of commodities for preferred and non-preferential origin in free trade agreements upon completion. You will understand norms of origin and be able to handle evidence (or Certificates) of origin. You will be conversant with important special programmes such as Approved Exporter and the Registered Exporter System (REX). We will analyse the trade agreements that matter most to participants, such as the EU-UK Trade and Investment Partnership and the US-Mexico-Canada Agreement. Simply inform us when booking.

Tuesday 8 November 2022	Tuesday 6 December 2022	Tuesday 3 January 2023
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- Time: 9.30am-1.30 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Inward & Outward Processing Relief

This course on Inward Processing and Outward Processing Relief provides exporters and importers with a chance to learn more about these processes and assess if they are advantageous to their businesses.

Tuesday 8 November 2022	Tuesday 6 December 2022	Tuesday 3 January 2023
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- Time: 2pm – 6 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Customs Valuation

This course teaches students about Customs value. It educates students about the Customs Valuation Agreement and how to manage conditions and actions in customs valuation, with a focus on the six valuation methodologies and transaction value.

Wednesday 9 November 2022	Wednesday 7 December 2022	Wednesday 4 January 2023
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- Time: 9.30am-1.30 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

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## Prohibitions & Restrictions

First, learn national, EU, and worldwide criteria for the import and export of forbidden and restricted items. Focus on international and national quotas and licences. Examine follow-up strategies and processes in case of irregularities. We will look at the prohibitions and restrictions that matter to participants. In the past, we looked at counterfeit and pirated items, drug precursor restrictions, cultural property rights, and endangered plant and animal species (including CITES).

Wednesday 9 November 2022	Wednesday 7 December 2022	Wednesday 4 January 2023
---------------------------	---------------------------	--------------------------

- Time: 2pm – 6 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Customs Legislation & Regulation

The Customs Legislation and Regulation course teaches national and international legislative rules and regulations Customs personnel must follow to fulfil their respective roles and activities. This course makes it easy for you to read laws and guidance documents. Looks at where to find, how to read and understand customs law, and explores the legal norms and regulations governing international customs. Examines policy guidelines and the importance of non-legal compliance guidance documents.

Thursday 10 November 2022	Thursday 8 December 2022	Thursday 5 January 2023
---------------------------	--------------------------	-------------------------

- Time: 9.30am-1.30 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Authorisation Management

This course teaches you how to get and handle a Customs licence competently and legally. Registration and management of authorisation procedures are included in Authorization Management. Learn how to register for customs purposes, get licences and authorizations, and acquire permission for simplifications and facilitations. Learn how to file an application for AEO status and manage customs licences and certifications. Students who finish this course satisfactorily are eligible to apply for all standard Customs licences and certifications.

Thursday 10 November 2022	Thursday 8 December 2022	Thursday 5 January 2023
---------------------------	--------------------------	-------------------------

- Time: 2pm – 6 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Customs Compliance Assurance

The Customs Compliance Assurance Course covers how customs inspectors ensure firms obey customs laws, protocols, and regulations. This course teaches you how to ensure regulations are obeyed.

Learn what Customs Administrations can do to enforce or review regulations (control, investigation, and enforcement activities and understand). Learn how to conduct internal customs audits to industry standards and create improvements. Learn how to prepare for Customs audits and interact with officers to ensure a smooth audit. Learn how to maintain the trade organization compliant.

Friday 11 November 2022	Friday 9 December 2022	Friday 6 January 2023
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- Time: 9.30am-1.30 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

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## Customs Declarations, Customs IT Systems & Applications

Customs Declaration, IT Systems & Applications teaches students how to enter customs declarations into government systems. However, customs personnel must use a variety of different IT systems and apps to do their duties (licence management, trade preference management, etc.). This course assists students in evaluating and comparing third-party customs software solutions, as well as their

connection with official government services. Master IT systems and applications for Customs ( for example ICS, ECS, NCTS, EMCS, national declaration systems and private systems for customs purposes). Learn about the Customs IT environment, how the systems interact, and which IT system or application to implement. Master electronic communication with partners and Customs authorities. Modify IT systems and their interdependencies.

Friday 11 November 2022	Friday 9 December 2022	Friday 6 January 2023
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- Time: 2pm – 6 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Importing and Entry of Goods Process

Importing goods requires knowledge and preparation (e.g. ENS, notification of arrival, presentation notification, import declarations etc.). This course examines the importing fundamentals, procedures, communication, and systems (ICS, port systems, and company IT systems). Students will understand what information is required and how to submit import declarations. Learn ENS regulations and due dates; Understand the entry summary declaration (ENS), arrival notice, presentation notification, and import declaration requirements. Ensure that only accurate information is supplied. Find out how to react to Customs alerts (confirmations, denials, no-load, advanced intervention, etc.). Learn how to compute import charges and taxes and understand the effect of total landed costs on your company. Determine who submits the arrival notice, the carrier, the Customs office where the notification is filed, etc., and obtain an understanding of Incoterms' function.

Monday 14 November 2022	Monday 12 December 2022	Monday 9 January 2023
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- Time: Time: 9.30am-1.30 pm, GMT
- Location: Online, using Zoom



- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Export & Exit Process

The Export & Exit Process course instructs students on how to export goods from their nation. It includes each steps up to the final release of the goods, as well as the roles and duties associated with efficient exporting. Examine the export procedure, exit, exit declaration summary information, and re-export notice. Recognize processes, communications, and systems such as AES and ECS. Discover the export/exit parties involved. We will investigate all export procedures, including standard and simplified exports. We will discover how to submit export declarations and present goods to Customs. We will learn how to complete and submit declarations and departure notifications. Learn about alternative exit documentation; be familiar with EXS and export rules. Appreciate the importance of export controls.

Monday 14 November 2022	Monday 12 December 2022	Monday 9 January 2023
-------------------------	-------------------------	-----------------------

- Time: 2pm – 6 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Customs Duty & Duty Payment Procedures

The Financial Customs Payment Procedures course analyses Customs duties, VAT, excise charges, and other payments connected to customs operations (for instance, payments for Customs services).

Learning how to organize customs debt, providing guarantees in customs processes, and deferring payment are all under their purview. Understand the customs duties that must be paid; make sure the taxes are paid on time and maintain track of the payments, even if some were late; Know how customs value determines customs duties. Gain awareness of all situations where customs debt may or may not be incurred, such as by putting items due to duty under a customs process; discover how to ensure the appropriate cash or registered guarantees are available to pay or secure the requisite duties. Understands and can implement EU tariff and non-tariff measures to secure proper duty or duty reduction.

Tuesday 15 November 2022	Tuesday 13 December 2022	Tuesday 10 January 2023
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- Time: Time: 9.30am-1.30 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Customs Declaration and more

Learn how to file standard, simplified, and supplemental Customs declarations; learn about duty exemptions and their requirements. Manage and follow several Customs processes linked to releasing products for free circulation, such as standard, simplified, supplemental, and incomplete declarations. The declaration process (with or without notice); Self-assessment process; Procedures for excise duty suspension, centralised clearance, and declarant record entry utilizing centralised clearance. Learn how to utilize IT systems. Consider traffic and merchandise to guarantee a seamless flow; Non-release decision follow-up and more will be studied, too.

Tuesday 15 November 2022	Tuesday 13 December 2022	Tuesday 10 January 2023
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- Time: 2pm – 6 pm, GMT
- Location: Online, using Zoom

- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Special Customs Relief Procedures (Excluding Transit)

The Special Procedures course relates to in-depth knowledge, comprehension, and ability to carry out all special procedures-related operations. It comprises every stage leading up to the final release of the items, as well as the roles and duties required to carry out the particular process properly. The person has a general awareness and basic knowledge of Customs warehousing, End-use, Inward processing, Outward processing, and Temporary admission. Learn about the concepts relevant to the Special Procedures Process; Appreciate the workflows, processes and regulations related to the special procedures as well as the systems used.

Wednesday 16 Nov. 2022	Wednesday 14 December 2022	Wednesday 11 January 2023
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- Time: Time: 9.30am-1.30 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## Transit

This is a course dedicated to transit. Get in-depth knowledge, comprehension, and ability to carry out the transit procedure. It comprises every stage leading up to the final release of the items, as well as the roles and duties required to carry out the transit process properly. You gain a good awareness of the transit process. Appreciate the workflows, processes, and regulations related to transit s as well as the systems used.

Wednesday 16 Nov. 2022	Wednesday 14 December 2022	Wednesday 11 January 2023
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- Time: 2pm – 6 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

Part of: [Certified Customs Specialist Programme](#), but can be studied as a standalone course, too.

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

# EXPORT CONTROLS & SANCTIONS

## EU Export Controls

Learn about the EU regulation on Dual-Use Items as well as the fundamental concept of export controls based on EU law.

Thursday 17 Nov. 2022	Thursday 18 December 2022	Thursday 12 January 2023
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- Time: Time: 9.30am-1.30 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## US Export Controls

Learn about the EAR, ITAR and OFAC as well as the fundamental concept of export controls based on US law.

Thursday 17 Nov. 2022	Thursday 18 December 2022	Thursday 12 January 2023
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- Time: 2pm – 6 pm, GMT
- Location: Online, using Zoom
- Proficiency Level developed: 1 + 2
- Proficiency Level required to join this class: -

To book, e-mail [info@customsmanager.org](mailto:info@customsmanager.org)

## What to do if you did not find the right course for you?

Drop us a line at [info@customsmanager.org](mailto:info@customsmanager.org)

### Study at the right Proficiency Level

All individuals working in customs and international commerce are required to possess a particular degree of skill to perform their duties competently. All courses are designed to assist students to attain a specified competency level by fostering the development of skills. These four levels range from "Awareness" to "Expert." This enables students to rapidly determine if a course is taught at an appropriate level to build the desired or needed abilities.

#### **Level 1: Aware**

Beginner Level

Those starting or those that just need a birds-eye overview should study courses with a Level 1 Proficiency. Participants don't usually need prior knowledge of the topic. They do not need a specific skill to perform their role but do require a fundamental understanding of the issue studied.

Completing a Level 1 course means that students have developed a general understanding and basic knowledge of the topic – so the student understands general concepts and processes, and is familiar with related key terminology.

#### **Level 2: Trained**

Intermediate Level

Students studying a Level 2 course will have a good general understanding and basic knowledge of the topic, maybe by completing a Level 1 course.

At the conclusion of this level, students will have acquired a strong working understanding of the topic studied; will be able to independently accomplish standard activities relevant to the studied topic and use what they've learned in their everyday work.

#### **Level 3: Advanced**

Advanced Level

This level is studied for those with the ability to carry out standard activities relevant to the studied topic. They will have a great working understanding of the topic and make use of it in their field of activity.

This level, which requires students to show previous knowledge and practical experience to enrol, enhances students' knowledge and abilities and strengthens their understanding and proficiency in the studied topic. After completing a Level 3 course, the student can independently manage exceptions and exceptional instances, as well as share knowledge and expertise with younger team members.

#### **Level 4: Expert** Mastery Level

This level attracts participants who wish to specialise in a particular field of activity and who wish to have expert knowledge and understanding of the subject, as well as the ability to conduct a training course and speak at professional events, conferences, and seminars confidently and engagingly. Consultants, attorneys, tax specialists, and team leaders, as well as senior managers and directors. The target audience consists of department heads and C-suite executives who want specialist information.

Expertise in a certain area needs extra experience and/or training at the Level 4 level. This course is designed to improve this skill. Upon completion of this course, you will be able to highlight the (dis)advantages of each procedure linked to this topic and connect them to the larger picture (e.g. supply chain, safety & security, trade facilitation, etc.). Participants are taught how to reply to internal and external inquiries with targeted recommendations and pertinent reasons.

## Unsure About What Level You're At?

Take Our Evaluation Text to understand what Level of Proficiency you need to develop and what is right for you. We e-mail it to you for free. Email [info@customsmanager.org](mailto:info@customsmanager.org)

## When? How?

Once a month, we endeavour that each course episode is streamed online LIVE in its full.

The courses must have at least five participants to proceed.

By accessing it online, you may study the same subject taught by the same teacher at any time of day and from any place you want.

## How long do the classes last?

Each course takes about 4 hours to complete.

## At what times do the classes run?

If you are joining us live! training start, there are three-time slots to choose from:

1. 9am - 1pm
2. 2pm - 6pm
3. 6pm - 10pm (after work training)

The live training will have a break of 2x15min.

## How much?

Every public training course costs 250 GBP or 275 € / US\$ per person, whether taken online or live. Discounts are available for group booking