

# INTERNATIONAL TRADING PCP STRUCTURE

## SPECIALIST DIPLOMA IN INTERNATIONAL TRADING (SDIT)

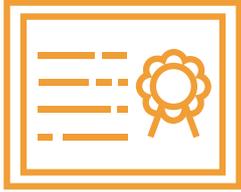


# PROFESSIONAL CONVERSION PROGRAMME SUMMARY

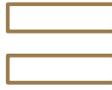


**NEWLY HIRED  
MID CAREER**

(At least 2 years working experience to qualify for funding)



**STRUCTURED TRAINING  
PROGRAMME**



**UPSKILLED &  
FUTURE READY**

<b>Mode of Training</b>	Classroom/e-learning & On-The-Job-Training (In-house)
<b>Funding</b>	Course Fee & Salary Support

## COURSE INFORMATION

<b>Eligibility Criteria</b>	<p>Singaporean or PR</p> <p>New hire (≤ 3 months)</p> <p>Career switcher (graduated for ≥ 2 year &amp; have worked in a different job function)</p> <p>Hold a minimum of Diploma or equivalent</p>
<b>Programme Duration</b>	12 months
<b>Minimum Service Period</b>	A period not less than 12 months with the respective sponsoring company upon completion of training

Qualification Pre-requisite - Minimum of Diploma or equivalent

Subsidies from WDA are available, subject to Terms & Conditions

To find out more about the International Trading PCP, please visit [www.iti.smu.edu.sg/internationaltradingpcp](http://www.iti.smu.edu.sg/internationaltradingpcp) or contact [itpcp@smu.edu.sg](mailto:itpcp@smu.edu.sg)

This programme is supported by



# NON-COMMODITIES PROGRAMME OVERVIEW

## Introductory Certificate In International Trading (ICIT)

### DAY 1 INTRODUCTION TO INTERNATIONAL TRADE

- Trade: An Overview
- The International Trade Value Chain
- Trading Operations and Risk
- Cross-border Trading

**DAILY ROUND UP** Industry Leaders Speaker Series (1)

### DAY 2 BUSINESS PLANNING, MARKET ANALYSIS AND TRADE IN SOUTH EAST ASIA

- Market Research – Importance & Methodologies
- Data Interpretation and Business Planning
- Understanding the Asia Business Environment and its Relation to Trade
- The Impact of Culture on Business – Succeeding in a Multi-Cultural Business Environment

**DAILY ROUND UP** Industry Leaders Speaker Series (2)

### DAY 3 INTERNATIONAL TRADE DISRUPTION

- The Role of Digitalisation and Automation in the Future of Trade
- The Role of Brands in a Digitalised World
- Managing Trade in a Digital Environment
- Disruptive Force – The Internet of Things, Big Data, Analytics, Industrial Revolution 4.0

**DAILY ROUND UP** Industry Leaders Speaker Series (3)

### DAY 4 ROLES OF FINANCING

- The Role of Financing In International Trade
- The Significance of Trade Finance to Importers and Exporters
- Payment methods
- Trade Finance Instruments
- Managing Trade Finance Risk

**DAILY ROUND UP** Industry Leaders Speaker Series (4)

### DAY 5 FUTURE GLOBAL TRENDS AND SITE VISITS

- Future Trends in International Trading
- The New International Trading Ecosystem
- Site Visits

**PROGRAMME ROUND UP** Industry Leaders Speaker Series (5)



# NON-COMMODITIES PROGRAMME OVERVIEW

## Specialist Certificate In International Trading (SCIT)

### SYNOPSIS OF MODULES:

#### Export Planning, Market Analysis and Risk Management

This module begins with an overview of the import and export business and the various internal and external factors involved. Participants will learn about market research, intellectual property rights and protection and how to assess export potential. They will also be taught how to develop an export business plan and the use of distributorship agreements. The second half of the module will cover the importance of enterprise risk management and how it value adds to a company's performances. Topics covered include best practices in enterprise risk management, customer relationship management, the managing of reputational risk, liquidity risk, business risk and strategic risk in the context of risk-based profitability. At the end of the module, participants will be able to understand and implement a holistic risk-based planning and control system at the strategic, tactical and operational levels.

#### Supply, Procurement Management and ePlatforms

Participants will be introduced to concepts of supply and procurement management and its importance to a company. They will be taught how to look into the process of selecting and qualifying suppliers, including Internet based sourcing. Non-standard purchasing processes that are commonly used in purchasing such as system contracting, capital equipment and reverse auction, the role of purchasing in management materials in a company and different types of materials normally used in a manufacturing company will be covered as well. At the end of the module, participants will understand the importance of suppliers' relationship and the types of supplier partnership based on the strategic importance of suppliers in relation to business objectives. Discussions will also cover how technology can assist in improving the procurement management process and the different types of technologies commonly used in purchasing and the managing of the supply chain.

#### Inventory Management, Optimisation, Replenishment and Quality Assurance

Participants will be introduced to the concepts of inventory management in this module. It identifies key supply chain performance indicators relevant to inventory management that will impact the bottom line of a company and discuss the strategic factors that must be considered in setting up an inventory policy of an organisation. Inventory management tools, approaches for different types of goods, safety stock and its various purposes in inventory management, the different types of inventory ordering systems applicable for a company will be covered. Participants will also learn about the purpose of materials requirement planning and its relationship to inventory management. How physical inventory should be managed and the new models in inventory management will be discussed. This module also highlights the broad array of tools, techniques and fundamental principles involved in quality assurance and control.

#### International Trade Documentation

This module covers to the various trade documents and their purpose in international trading. This includes international contract of sale, transaction documents, transport documents, bill of lading, insurance documents and payment documents. Case studies on the examination of documents under documentary credit, highlighting the law and practice of compliance will also be included.



# NON-COMMODITIES PROGRAMME OVERVIEW

## Specialist Certificate In International Trading (SCIT)

### SYNOPSIS OF MODULES:

#### Customs Competency and Trade Compliance

This module will introduce participants to the roles of customs in the import and export of goods and customs procedures involved in international trade. It will also include WTO Valuation methodology, where participants will be taught the methods of valuation of imported goods, and the use of the WTO GATT Article VII. Participants will also learn about the tariff classification of goods (such as the Harmonised Commodity Description and Coding System) and the application of Rules of Origin (ROO).

#### Online Marketing and eCommerce Platforms

The Internet has given rise to new organisational forms such as virtual organisations and e-markets for physical and digital goods and services. This module provides an overview of digital technologies and applications that are changing the way international trading is done. It discusses various aspects of Internet commerce including infrastructure, security, payment systems and privacy issues. Case studies on businesses leveraging on the Internet will be used to illustrate the various benefits and challenges will be used. It also provides participants a deeper understanding of different Internet business models such as Internet access providers, online portals, online content providers, online retailers, brokers, market makers, networked utility providers, application service providers and their applications to different businesses. Participants will also be introduced to digital business transformation and the disruptive technologies which have a deep impact on future business.

#### Logistics, Supply Chain and Transport Management

This module covers importance of supply chain management in trading and includes tools used in the design, analysis, managing and improving the performance of supply chains. Influential innovations and technology such B2B portals in supply chain management will be covered as well. Participants will also be taught to understand the four major components in supply chain management: Inventory, Transportation, Facilities and Information.

#### Integration and Execution

In this final module, the various elements taught in the course of the SCIT will be integrated in a summary session to provide participants with a clearer understanding of how all the separate clusters of new knowledge and skills that they have gained interact with each other. They will identify ways on how they can apply the knowledge and skills in their workplace in an effective manner through the use of case studies, exercises and simulations.



# NON-COMMODITIES PROGRAMME OVERVIEW

## Global Trade Certificate (GTC)

Offered by ICC Academy, the GTC provides a comprehensive understanding of trade finance products – from letters of credit through to supply chain financing techniques.

Participants are required to attain 90 Professional Development Credits in six online courses and other elective courses.

## Industry Seminar 1: Internet of Things & 5 ways to approach analytics

Titled, “Internet of Things (IoT) & 5 ways to approach analytics”, this seminar will discuss how the IoT is changing the way businesses gather, store and consume data.

Uncover insights from industry experts into new technologies and understand cutting edge trends that improve customer relations, business processes and decision-making capabilities.

## Industry Seminar 2: National Trade Platform by Accenture

The National Trade Platform seminar by Accenture explores how new and improved technology is changing the way data exchanged between businesses and their partners up and down the supply chain.

## Summative Assessment

At the Summative Assessment phase, participants will be given six months to apply what they have learned towards completing and presenting a project.

Bi-monthly industry workshops will also be jointly conducted with industry partners to ensure participants are up to date in the International Trade sector.

## Specialist Diploma In International Trading (SDIT)

Participants will be awarded the SDIT when they have passed the SCIT, GTC and completed their Summative Assessment.





## International Trading Professional Conversion Programme



<http://iti.smu.edu.sg>  
[itpcp@smu.edu.sg](mailto:itpcp@smu.edu.sg)

### WHY INTERNATIONAL TRADING?

International trading accounts for 17% of Singapore's GDP and is the second largest contributor to its economy. Comprising 7 key segments and 27 sub-segments, there are over 34,000 companies in the sector employing more than 300,000 people. The sector also creates good paying jobs, with average salaries higher than the national median. Positions in the international trading sector includes traders, trading operators, supply chain professionals, market and trade analysts and trade compliance specialists.

### About International Trading Professional Conversion Programme (PCP)

The International Trading PCP is designed to:

1. Help Singapore companies become "disruption ready" by providing them with the talent they require to meet the demands of a rapidly changing global economy.
2. Equip mid-career professionals with the skills and knowledge they need to secure new and exciting opportunities in the International Trading sector.
3. Provide a comprehensive programme for current professionals to upskill themselves so that they are able to help their companies become "future ready".

As the International Trading PCP is a Place-and-Train initiative, candidates will be matched with supporting companies to qualify for the programme.

### Eligibility Criteria

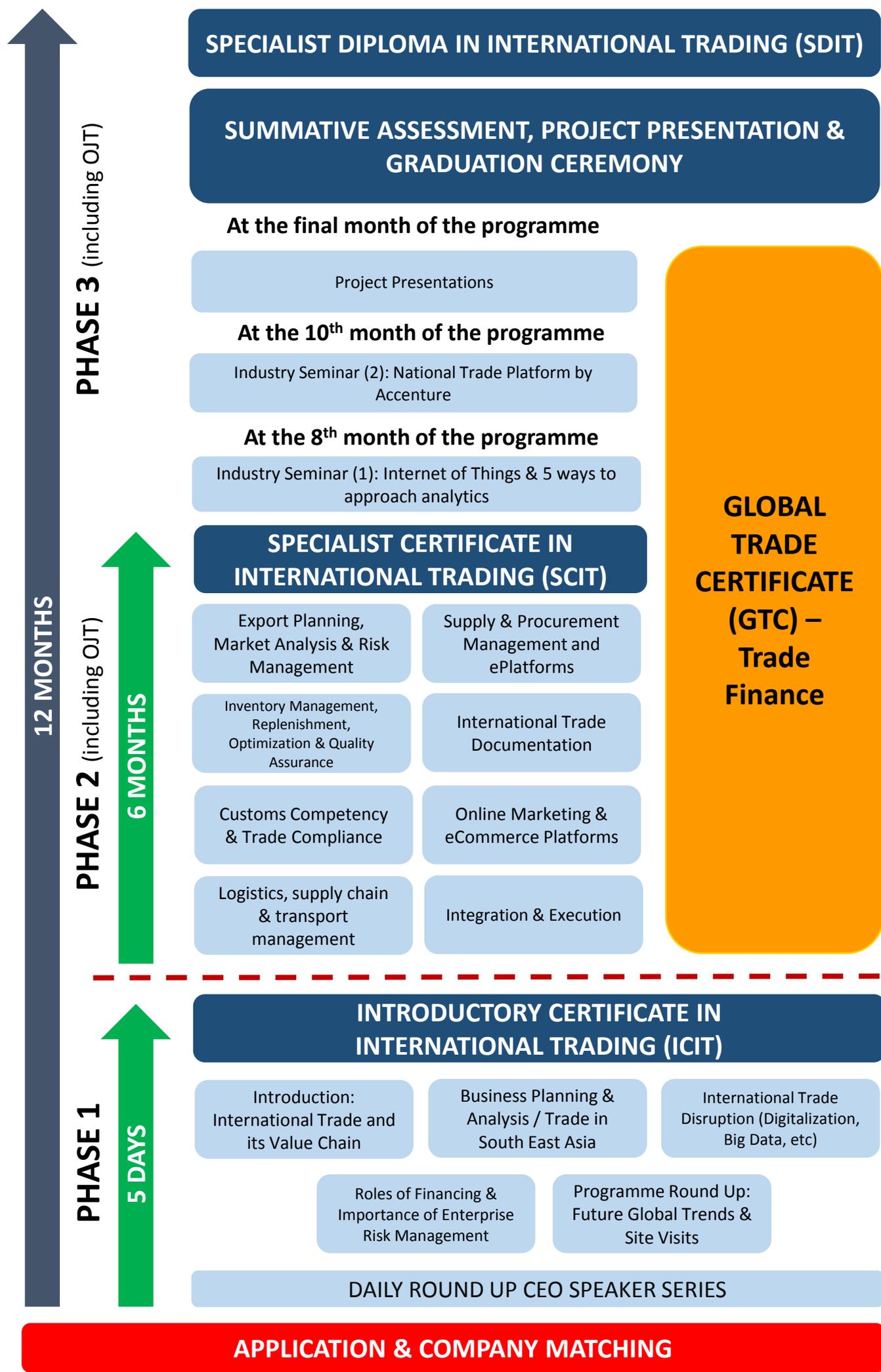
The **candidate** must:

- Be a Singapore Citizen or Singapore Permanent Resident;
- Be a new hire (<= 3 months) Professional / Manager / Executive and selected by an eligible participating company for the PCP;
- Be a career switcher (must have graduated for more than 2 years and have worked in a different job function);
- Have a minimum of a Diploma or equivalent.

**Participating companies** must:

- Be registered or incorporated in Singapore;
- Issue a valid employment contract to the candidate;
- Be able to provide structured On-The-Job Training (OJT) for the candidate.

Programme Structure



## Programme Components

**1** The **Introductory Certificate in International Trading (ICIT)** is a 5 day foundation programme designed to provide new entrants with an overview of the sector. It encompasses a mix of classroom sessions and industry engagements which aims to provide the foundation knowledge that participants require in order to work in a middle office in the International Trade sector .

**2** The **Specialist Certificate in International Trading (SCIT)** provides in-depth insights into trading operations and risk management. Sessions include classroom lessons, case studies and experiential learning opportunities. Participants will be required to fulfil a minimum of 75% attendance rate and to obtain a pass in all modular assessments. The duration of SCIT training is 6 months.

Participants will also embark on the e-learning **Global Trade Certificate (GTC)** training provided by the International Chamber of Commerce (ICC) Academy. They will be evaluated and are required to obtain passes in their modules.

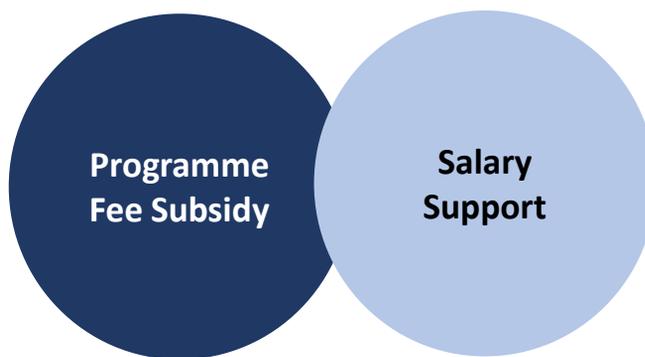
Participants will commence on their **On-The-Job Training (OJT)** while undergoing their SCIT and GTC training.

**3** Participants will identify and complete a project for their **Summative Assessment** which requires them to apply what they learned in the programme. They will be given 6 months to complete their project which they are required to give a project presentation upon completion.

Industry workshops such as Trade Analytics, the New National Trade Platform jointly conducted with industry partners will be organized to ensure they keep up to date with the latest trends and knowledge required in the sector.

**4** Participants will be awarded a **Specialist Diploma in International Trading (SDIT)** once they have completed all of the necessary requirements.

## Funding Support



International Trading Professional Conversion Programme Fees – **S\$ 18,000** (exclusive of 7% GST)

A) Programme Fee Subsidy

Criteria	WSG Funds	Participating Company Funds
For Singaporeans (less than 40 years) or Singapore Permanent Residents	S\$ 12,600 (capped)	S\$ 5,400 excl GST
For Singaporeans (more than 40 years old) and/or Singaporeans sponsored by SMEs	S\$ 13,000 (capped)	S\$ 5,000 excl. GST

B) Salary Support Funding

Criteria	Salary Support
For Singaporeans (less than 40 years) or Singapore Permanent Residents	70% of trainees' monthly salary (subject to a cap of S\$4,000)
For Singaporeans (more than 40 years old) or Singaporeans who are at least 6 month unemployed	90% of trainees' monthly salary (subject to a cap of S\$6,000)

## Application Details

- Interested applicants are encouraged to apply online or contact ITI@SMU to request for an application form.
- All applications will be routed to participating employers for shortlisting. Interviews will be held before the commencement of the programme.
- All employment offers are to be confirmed between employer and employee by June 2017. Applicants who have secured employment will then be notified to submit an online application to ITI@SMU 3 weeks before commencement of the International Trading Professional Conversion Programme.
- To qualify for funding under International Trading PCP, applicants must:
  - i. Confirm employment as a new entrant with a sponsoring company
  - ii. Successfully enroll into the programme

## Terms and Conditions

- Enrolment agreement for ALL successful applicants must be signed between ITI@SMU and trainees prior to the start of the programme.
- Funding agreements may be signed between trainees and sponsoring employers, for mutual obligations negotiated for the programme.
- ITI@SMU will also sign funding agreements with employers prior to the start of the programme and request for copies of the employment contract of the applicants for record purposes.
- Participants may be required to sign a bond with their sponsoring employers which are subject to respective companies' human resources guidelines and requirements. If the participants quits the programme midway, the participant may be subject and liable to pay the liquidated damages which may comprise of the full course fees, salary support and any other costs incurred by WSG, ITI@SMU and/or the sponsoring employer.

Should you require further information, you may contact:

International Trading Institute (ITI)@SMU  
 Administration Building  
 81 Victoria Street  
 Level 5  
 Singapore 188065  
 Tel: +65 6828 0430  
 Email: [itpcp@smu.edu.sg](mailto:itpcp@smu.edu.sg)

The International Trading PCP is supported by:

