



International
Trade
Centre

Qualifications in International Trade Level 3 Certificate and Level 4 Diploma

Kevin Shakespeare, The Institute of Export and
International Trade (IOE&IT)



WORLD TRADE
ORGANIZATION

March 2024



Contents

- Introduction to Level 3 and Level 4 Qualifications
- Level 3 Certificate in International Trade
- Level 4 Diploma in International Trade
- Marks and Classifications



Welcome to the Qualifications

Practical Qualifications – Specific to your Region

We are pleased to present our **world leading qualifications** focused on the practical elements of how trade operates – for Trade in Goods and Trade in Services.

The qualifications and learning are global but also specific to the **region of the world** where learners are based, learning is practical and specific to your region.

The Learning Experience

Practical worksheets and reflective exercises are provided supported by written learning, audios and videos as well as online classrooms.

The emphasis is on the practice of trade and not theory. Learning is also constantly updated to ensure it is reflective of the environment in which we trade.

Introduction to Level 3 and Level 4 Qualifications

- ◆ Level 4 qualifications are currently delivered in Ghana, Nigeria and Kenya through partnership with ITC SME Trade Academy and the National Export / Trade Promotion agency.
- ◆ Level 3 qualifications are available across the Pan- African region
- ◆ Qualifications on average take around 18 months to complete

Level 3 Certificate in International Trade

Suitable for learners who are new to international trade and exports, or learners with less experience

Level 4 Diploma In International Trade

Suitable for learners with experience of international trade and exports. Qualification is equivalent to first year of a degree and ideally for learners with experience of **trade**

Areas of Trade We Cover

-Trade in Goods and Trade in Services

Export Procedures -incl. How to Export	Import Procedures -incl How to Import	Customs Processes and Procedures
Export Marketing	Export Internalisation	Market Entry Requirements
Logistics	Supply Chains	Sustainable and Ethical Trade
EU Green Deal requirements -incl. CBAM, Digital Product Passport, Deforestation	Digital Trade	AfCFTA initiatives and Intra- African trade
Customs Union	Single Market	Trade Agreements / Economic Partnership Agreements
Single Trade Window	SMEs and Women in Trade	E-Commerce
Rules of World Trade	The role of the World Trade Organization	The role of the World Customs Organization
Intellectual Property -Patents and Trade Marks	Sanitary and Phytosanitary	Licenses and Permits
Trade Finance	Methods of Payment in International Trade	Packaging, Labelling and Product Conformity
Trade and Transport Documentation	Origin, Valuation and Classification	Trusted Trader Schemes

Level 3 Certificate in International Trade

- ◆ Level 3 qualifications are available across the Pan-African region
- ◆ The qualification is aimed at learners and businesses who are new to exporting and international trade or inexperienced in international trade practice
- ◆ The Level 3 Certificate comprises four modules of learning, each consisting of 52 learning hours, around 208 study hours in total
- ◆ A specialist tutor with trade expertise - specific to the region of the world - is provided for each module of learning

	Level 3 Certificate in International Trade
Module 1	Fundamentals of International Business
Module 2	Introduction to International Trade Management
Module 3	The Global Marketplace
Module 4	International Transport and Documentation

Level 4 Diploma in International Trade

- ◇ The qualification is aimed at learners and businesses already engaged in international trade operations and seeking a deeper understanding of trade procedures
- ◇ Level 4 Diploma comprises four modules of learning, each consisting of 68 learning hours, around 272 study hours in total
- ◇ To complete a module of learning you will complete an assessment(s) with assessment setting periods in April, August and December (you have six weeks to complete an assessment after issuance)

	Level 4 Diploma in International Trade
Module 1	The Business Environment
Module 2	Finance of International Trade
Module 3	International Marketing
Module 4	International Physical Distribution

Marks and Classifications

Classification	Marks Applicable
Distinction	70%+
Merit	60%-69%
Pass	40%-59%
Fail	0%-39%

**Thank you for
listening**

For more information, contact:

kevin@export.org.uk

EXPORT.ORG.UK