

# International Trading Professional Conversion Programme (Non-Commodities Track)

## Programme Overview:

Developed by the International Trading Institute at Singapore Management University (ITI@SMU) in partnership with International Enterprise (IE) Singapore, the Workforce Singapore (WSG) and the International Chamber of Commerce (ICC) Academy, the International Trading Professional Conversion Programme (PCP) in Non-Commodities Track provides an overview into the trading value chain particularly in the non-commodities sector. Participants can look forward to acquiring knowledge in the areas of Supply Chain, Trade Finance, Analytics and E-Commerce; well preparing them for a variety of middle office roles in the non-commodities value chain.

A Place-and-Train programme, participants must first be matched with a company within the non-commodities trading sector before they can embark on the 12-month part-time PCP. Participants who have successfully completed the programme will be awarded the Specialist Diploma in International Trading conferred by SMU.

## Criteria for Enrolment



### Companies:

- Must be a locally registered or incorporated entity in Singapore
- Must have issued a valid employment contract to the candidate
- Have to provide a structured On-Job-Training for the candidate



### Candidates

- Must be a Singaporean Citizen or Singapore Permanent Resident
- Can be a new hire (<= 3 months) OR
- A mid-career switcher (graduated for more than 2 years and have worked in a different job function)
- Must possess a Diploma certificate or equivalent

## Programme Funding Structure



### Course Fee Support

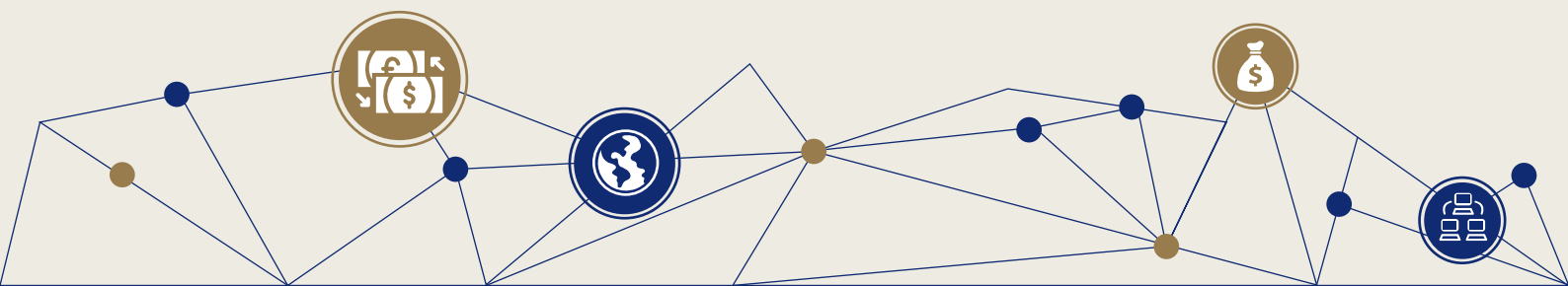
| Eligibility   | Total Programme Fee \$18,000 |                    |
|---|------------------------------|--------------------|
|   | Government Subsidy           | Company Commitment |
| For Singaporeans < 40 years old or Permanent Residents            | S\$12,600 (capped)           | S\$5,400           |
| For Singaporeans > 40 years old or Singaporeans sponsored by SMEs | S\$13,000 (capped)           | S\$5,000*          |



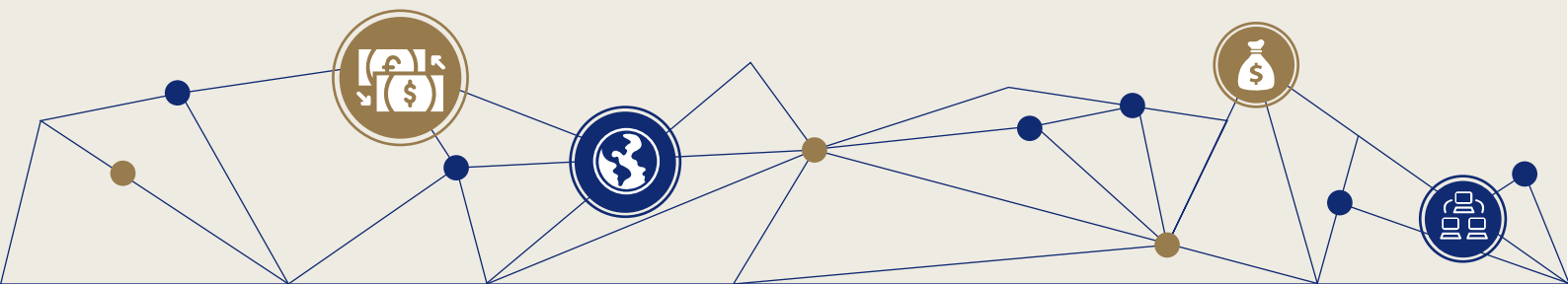
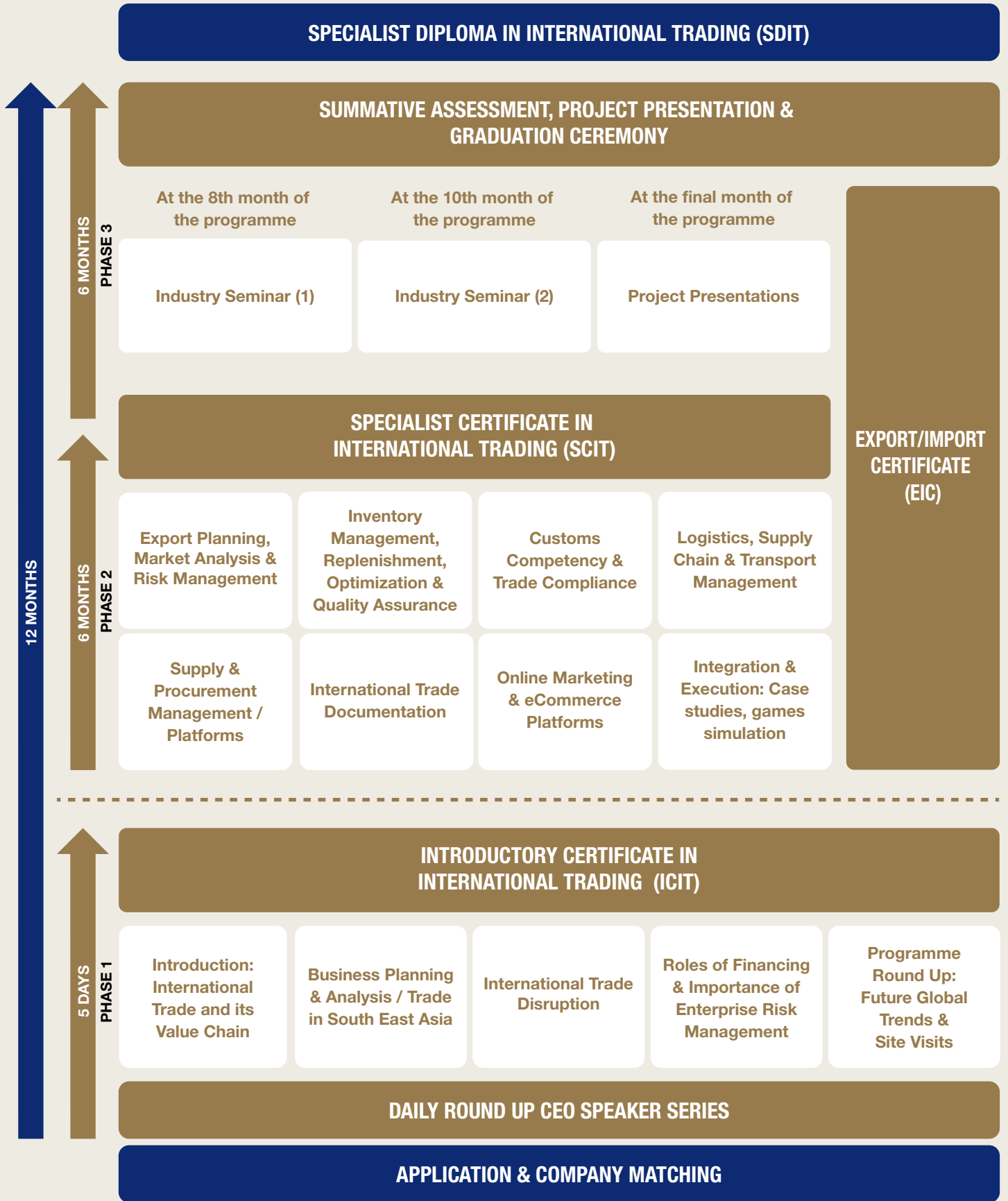
### Training Allowance (Salary Support) from WSG

| 70% of monthly salary, capped at \$4,000 per month                           | 90% of monthly salary, capped at \$6,000 per month        |
|--|---|
| Permanent Resident (no age restriction)<br><br>For Singaporeans < 40 yrs old | Singaporeans > 40 yrs old OR at least 6 months unemployed |

\*Enhanced subsidy of \$400 will be claimed by company via SkillsConnect.



# Programme Structure (Non-Commodities Track)



# Programme Details (Non-Commodities Track)

## Introductory Certificate in International Trading (ICIT)



### Day 1 Introduction to International Trade

- The International Trading Sector in Singapore
  - Trade: An Overview
  - The International Trade Value Chain
- DAILY ROUND UP Industry Leaders Speaker Series (1)**



### Day 2 Understanding International Culture and Business Internationalisation

- Navigating Cultural Complexities
  - Strategic Internationalisation
- DAILY ROUND UP Industry Leaders Speaker Series (2)**



### Day 3 Roles of Financing in International Trade

- The Roles of Financing in International Trade
  - The Significance of Trade Finance to Importers and Exporters
  - Different Types of Trade Finance Instruments
  - Managing Trade Finance Risk
  - Supply Chain Financing
  - De-mystifying Blockchain
- DAILY ROUND UP Industry Leaders Speaker Series (3)**



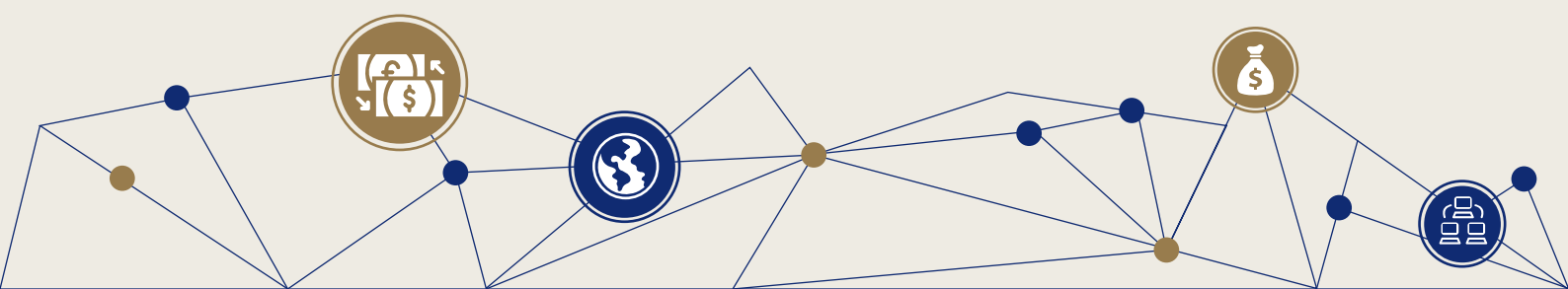
### Day 4 International Trade Disruption

- Trade Digitalisation
- Redefining the Digital Space
- Disruptive Forces:-
  - The Internet of Things
  - Big Data and Analytics
  - Industry 4.0
  - Cyber Security



### Day 5 Future Global Trends and Site Visits

- Future Trends in International Trading
  - Site Visits
- PROGRAMME ROUND UP**



# Programme Overview (Non-Commodities)

## 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.



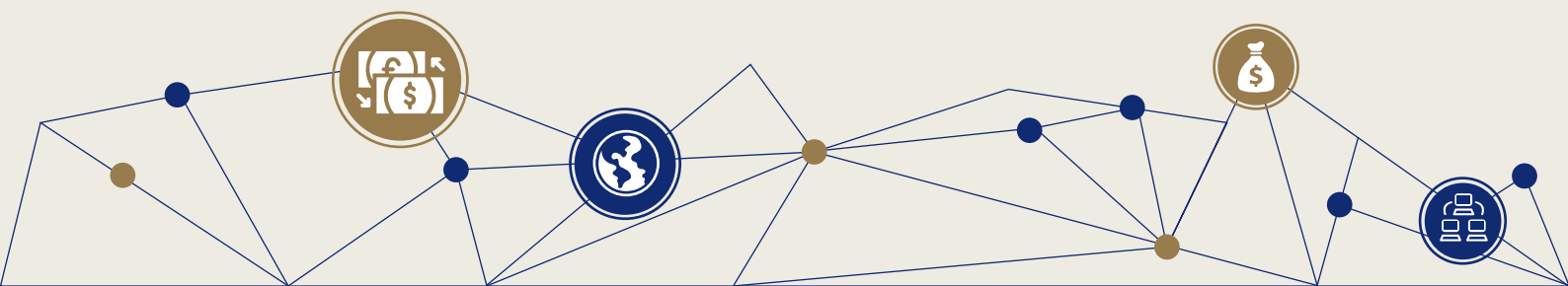
#### International Trade Documentation

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.



#### 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).



# Programme Overview (Non-Commodities)

## Specialist Certificate In International Trading (SCIT)

### SYNOPSIS OF MODULES:

#### 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.

#### Fundamentals of Supply Chain Management

This module is designed for participants to develop a foundational understanding of logistics and supply chain management in Asia and its impact on the global logistics and supply chain industry. This module is relevant to companies and individuals including those involved in managing and executing logistics and supply chain services in the procurement, materials management, transportation (road, sea & air), logistics and distribution management as well as in selling products and services to companies in this industry. Fundamental of Logistics and Supply Chain Management tools and techniques can be applied across different business models and vertical sectors. The participants will have the opportunity to apply the concepts learned to their unique business through application exercises and group work. The primary objective of this module is to provide the participant with the critical knowledge of logistics and supply chain management and the ability to apply this information in the workplace whether in the management of a firm's related activities or within the scope of the logistics service provider's activities.

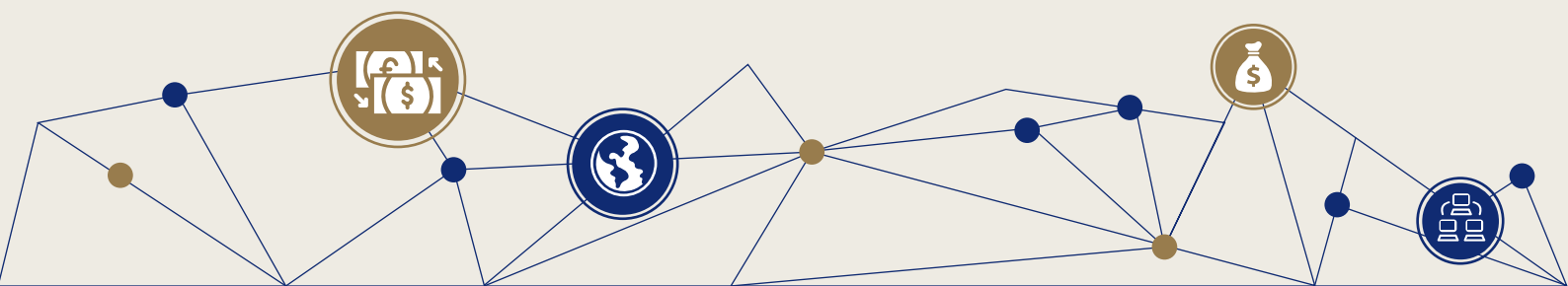
#### Disruptive Innovation

It is undeniable that disruption and innovation impact all areas of the workforce and has fundamentally change how businesses grow. We have seen how companies like Uber and Airbnb disrupt historical business models and redefine the competitive landscape of their industries and thus it is imperative that companies need to understand more than ever that harnessing disruptive technologies is critical to drive rapid innovation and maintain relevance.

Change induced by digital technology happens at a pace and scale that impacts existing business practice in disruptive ways, threatening and invalidating existing business models. At the same time, digital technologies offer new opportunities for the creation of innovative business models. How can a company protect its business from the negative effects of digital disruption and take advantage of the opportunities brought in by the development of ICT? This question will be the focus of this module. It will address broad industry change brought about by digital platforms as well as specific technologies such as the Internet of Things and Machine Learning. Tactics for both large, established competitors and SME's will be explored. Increasingly, the global economy looks to innovation hubs to help industries drive growth through technology innovation.

#### 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.



## Application Details

- Interested applicants are encouraged to apply online on our website at <http://iti.smu.edu.sg> or email ITI@SMU at [itpcp@smu.edu.sg](mailto:itpcp@smu.edu.sg) to request for an application form.
- All applications will be routed to participating employers for shortlisting. Interviews will be held prior to programme commencement.
- All employment offers have to be finalised between the employer and the employee a month prior to programme commencement. Enrolment into the International Trading PCP has to be completed two weeks after the employment contract is signed.
- To qualify for funding support under International Trading PCP, applicant must:
  - i. Confirm employment as a new entrant with a sponsoring company
  - ii. Successfully enrol into the programme

## Terms and Conditions

- All successful applicants must sign the enrolment agreement with ITI@SMU prior to start of programme.
- ITI@SMU will also sign an enrolment agreement with sponsoring companies prior to start of programme. Companies have to provide a copy of the employment contract for record purposes.

### If you require any further information, you may contact:

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### This programme is supported by



### Knowledge Partners

