



# **AIES ROUTE TO QUALIFYING FOR ACTS**

*(American Chartered Trade Specialist)*



## **TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES**



PROSPECTUS

# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

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# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## INTRODUCTION

The American Institute of Extended Studies (AIES) was established in Los Angeles, California to promote and develop high standards of professional skill, ability and integrity among all engaged in Business, Management, Finance, Marketing, Nutrition, Computer Systems Engineering, Human Resources Management, Insurance, Stock Market, Strategic Planning, Executive Administrative Specialist, and Business Communications. AIES assists individuals, organizations and all associated with these sectors to improve quality of training, career advancement for individuals, and ensure a well-educated and qualified workforce for established employers. All of our training programs have been designed by instructors with years of professional, academic, and research expertise, guaranteeing that AIES student receive one of the highest quality educational experiences to be found anywhere. Whether you are currently employed and seeking career advancement, a recent graduate, or unemployed and searching for a new position, AIES qualifications allow you to put yourself ahead of the competition. In an increasingly competitive job market it is essential that you give yourself every chance to succeed. At AIES, our programs are designed to give you the skills and knowledge to do so.

## OUR PROFILE

3T Impex Trade Academy (an arm of 3T Impex Consulting Limited) is an accredited center of AIES in Nigeria. The Academy is a globally recognized international trade consulting firm of African origin.

Vision: To be the foremost trade consulting company in Africa who has contributed significantly to the growth of Trade Knowledge, Trade Funding and Trade Volume in at least 25% of the countries on the continent.

**Core Purpose:** To promote international trade and significantly contribute to the growth of Africa's GDP (Gross Domestic Products) through Trade Education, Trade Enhancement & Trade Execution.

### Core Values:

1. Knowledge
2. Creativity
3. Integrity
4. People
5. Passion

**Our People:** Create Knowledge-based trade products & services and Passionately deliver them with Integrity to contribute significantly to the prosperity of our clients and the African continent at large.

## THE FACILITATORS

We are unparalleled in the quality of our delivery during any of our international trade trainings because our facilitators have a rare combination which include: Theoretical knowledge (via numerous certifications in trade rules and articles) Banking Background (structured trade finance and document processing) Trade Execution (Port Logistics, forwarding and Documentation experiences).

1.

**VENUE:** 3T Impex Trade Center No 11B Bola Shadipe Street, Off Adelabu Street, Surulere, Lagos



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# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

The International trade business environment is a very dynamic landscape with constantly changing Import and export regulations both locally and internationally and these pose great threat to banks and import-export trading companies because of the need to constantly be up-to-date with the changes in the local and international trade rules and regulations. As a result of this, it has become necessary for not just the staff in trade operations and finance of the banks to be equipped but in addition, other staff of the bank and import-export trading companies at different levels in audit, internal control, marketing, compliance units need to be continuously trained and retrained in order to ensure that the bank trade practices and operations are in line with international standards. It is not just enough to be trained, it is also imperative for the staff of these organizations to have relevant trade certification received from globally recognized institution order to boost their competitiveness in the job market also and give them offshore job opportunities. It is in the light of this that we have come up with different training programmes designed to equip various levels in the banks and import-export trading companies with skill and knowledge needed to effectively handle international trade transactions and to protect the banks and trading companies from international trade risks and frauds. The programme has been tagged Trade Professional Development Programme. Trade Professional Development Programme is an accelerated executive training programme in international trade. It is designed for professionals working in Banks, Import and Export trading companies and young graduates that are just starting out in life. The programme is also designed for both young and experienced professionals at different levels in their various careers.

## OBJECTIVES

At the end of these training programme for the various levels, the participants will be equipped with knowledge and skills needed to be able to:

1. Handle import-export trade transactions
2. Proffer solutions to complex trade problems
3. Develop trade products and services programme
4. Market and sell trade products and services
5. Have a good understanding and apply trade rules and articles
6. Mitigate trade finance risks and frauds
7. Become indispensable trade specialists
8. Handle import trade customer challenges
9. Render support services to export trade customers
10. Monitor Import-export trade processes
11. Handle payment methods in international trade
12. Structure trade customer service unit for best customer experience
13. Develop export markets
14. Anticipate and mitigate export trade risks and frauds
15. Source for export contracts
16. Design effective export entry strategies
17. Handle export trade finance instruments like guarantees and letter of credits
18. Setup and manage export departments of any organisation and lots more
19. Handle pre and post export documentation
20. Manage pre and post export financing
21. Develop products for export markets
22. Effectively do export costing and pricing

2.

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# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## BENEFITS

- Preparation for jobs of the future in Africa
- Positioning your career for trade opportunities
- Planning your trade career advancement
- Power to show your worth as a trade personnel
- Projecting your career into global relevance
- Paper to back your years of experience
- Promoting your career for offshore job opportunities
- Packaging your CV for more attractions to Employers
- Present yourself as a valuable trade professional
- Perform excellently in your trade career
- Perennial relevance in the trade job market
- Penetrate the competitive job market



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED BASIC TRADE PROFESSIONAL (CBTP)

#### Program overview

This is a 3-month trade professional development program designed to equip an individual new to trade and young professionals to acquire basic trade skills that will help them build a solid foundation for an exciting career in international trade.

The Certified Basic Trade Professional program (CBTP) enables trade professionals to demonstrate expertise in handling basic issues associated with International trade.

The Certified Basic Trade Professional program also covers introduction to International Trade and Finance; documentation, payment methods, and becoming indispensable trade specialist.

**Target:** Professionals with little or no knowledge of trade, Executive Trainees, Management Executive Trainees and Young Graduates.

**Unit:** Basic Trade Professionals

## COURSE OUTLINE

- Introduction to International Trade.
- Import and Export Regulations in Nigeria.
- Pre import Documentations in Nigeria.
- Post Export Documentations in Nigeria
- Pre Import and Export Prohibitions in Nigeria
- Understanding Incoterms 2020
- Understanding HS Codes.
- Payment Methods in International Trade.
- Introduction to International Trade Finance.
- Introduction to international trade and articles
- Understanding international trade environment
- Becoming an Indispensable Trade Specialist

### Assessment

A 2 hour exam with 100 multiple choice questions



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED BASIC TRADE PROFESSIONAL (CBTP)

#### Quick Facts

- Course duration is 3 months
- Exams are held at the end of the program. The program holds every quarter.
- All classes are recorded. The audio and video lectures can be accessed through our GTC Tutor app.
- Upon completion, certification is issued from American Institute of Extended Studies (AIES)

#### Lecture Days

Every Saturday (Comprehensive study materials for self-study can be provided with recorded version on GTC app to students who may not be available to attend classes)

**Lecture Duration:** 2-3 Hours

**Course Fee:** \$400

**Application Fee:** N 10,000

**Tutorial Fee:** N 100,000

#### Certification

To be awarded the certificate, you must satisfactorily complete all examinations and other terms and conditions. Successful students will receive a Certificate awarded by the Board of Studies of AIES. Also, a transcript detailing the course contents will be issued to successful students.

#### Assessment & Grade

There will be an end of course assessment test for each of the programmes. It will last for stipulated hours and it comprises of multiple choice, standalone questions and case studies. The grades awarded to the participants as follows:

<b>Distinction</b>	– 85% and above
<b>Credit</b>	– 70% - 84%
<b>Pass</b>	– 60% - 69%



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED INTERMEDIATE TRADE PROFESSIONAL (CITP)

#### Program overview

This is a 3-month program designed to ensure continuous trade professional development for individuals with Certified Basic Trade Professional (CBTP) or basic trade knowledge.

The Certified Intermediate Trade Professional Program (CITP) enables trade professionals to demonstrate expertise in handling trade documentation, insurance, logistics and money laundering in international trade.

The Certified Intermediate Trade Professional program covers handling import-export trade challenges, trade based money laundering, incoterms 2020, international trade payment methods, letter of credit, shipping documents, trade rules and international shipping and logistics.

#### Target:

- Experienced Trade Professionals with basic trade knowledge
- Those that have handled trade transactions for 3-4years in banks or import-export trading companies
- Graduates of CBTP

**Unit:** Intermediate Trade Professionals

## COURSE OUTLINE

- Trade Based Money Laundering
- Trade Based Terrorist Financing
- Typology of Trade Base Money Laundering
- INCOTERM 2020
- International Payment Methods
- Letter of Credit
- Shipping Documents
- UCP 600
- Principles of Documentary Credit
- Letter of Credit Cycles
- Letter of Credit Risk and Fraud
- International Transport Law
- International Logistics (Sea, Air, Road and Rail)





# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED INTERMEDIATE TRADE PROFESSIONAL (CITP)

#### Assessment

A 2 hour exam with 100 multiple choice questions. Case study linked to 20 questions

#### Quick Facts

- Course duration is 3 months
- Exams are held at the end of the program. The program holds every quarter.
- All classes are recorded. The audio and video lectures can be accessed through our GTC Tutor app.
- Upon completion, certification is issued from American Institute of Extended Studies (AIES)

#### Lecture Days

Every Saturday (Comprehensive study materials for self-study can be provided with recorded version on GTC app to students who may not be available to attend classes)

**Lecture Duration:** 2-3 Hours

**Course Fee:** \$500

**Application Fee:** N 10,000

**Tutorial Fee:** N 100,000

#### Certification

To be awarded the certificate, you must satisfactorily complete all examinations and other terms and conditions. Successful students will receive a Certificate awarded by the Board of Studies of AIES. Also, a transcript detailing the course contents will be issued to successful students.

#### Assessment & Grade

There will be an end of course assessment test for each of the programmes. It will last for stipulated hours and it comprises of multiple choice, standalone questions and case studies. The grades awarded to the participants as follows:

<b>Distinction</b>	– 85% and above
<b>Credit</b>	– 70% - 84%
<b>Pass</b>	– 60% - 69%



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED ADVANCED TRADE PROFESSIONAL (CATP)

#### Program overview

This is a 3-month program designed to ensure continuous trade professional development for individual with Certified Intermediate Trade Professional (CITP) or reasonable knowledge of International trade.

The Certified Advanced Trade Professional Program (CATP) enables trade professional demonstrate expertise in Nine (9) different trade rules and articles in international trade.

The Certified Advanced Trade Professional programme covers trade rules and UCP600, ISBP745, URC522, URR725, URDG758, INCOTERMS 2020, URBPO, eUCP, and ISP98.

#### Target:

- Experienced Trade Professionals with intermediate trade knowledge
- Those that have handled trade transactions for 5-7years in banks or import-export trading companies
- Graduates of CITP

**Unit:** Advanced Trade Professionals

## COURSE OUTLINE

- Synopsis Of International Trade Rules - UCP600
- Synopsis Of International Trade Rules - ISBP745
- Synopsis Of International Trade Rules - Incoterms 2020
- Synopsis Of International Trade Rules - URC522
- Synopsis Of International Trade Rules - URR725
- Synopsis of International Trade Rules – eUCP
- Synopsis of International Trade Rules – URBPO
- Trade Finance Instruments - Demand Guarantee - (URDG758)
- Trade Finance Instruments - Standby Letter Of Credit - (ISP98)

#### Assessment

A 3 hour exam with 140 multiple choice questions. Case study linked to 30 questions



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED ADVANCED TRADE PROFESSIONAL (CATP)

#### Quick Facts

- Course duration is 3 months
- Exams are held at the end of the program. The program holds every quarter.
- All classes are recorded. The audio and video lectures can be accessed through our GTC Tutor app.
- Upon completion, certification is issued from American Institute of Extended Studies (AIES)

#### Lecture Days

Every Saturday (Comprehensive study materials for self-study can be provided with recorded version on GTC app to students who may not be available to attend classes)

**Lecture Duration:** 2-3 Hours

**Course Fee:** \$600

**Application Fee:** N 10,000

**Tutorial Fee:** N 100,000

#### Certification

To be awarded the certificate, you must satisfactorily complete all examinations and other terms and conditions. Successful students will receive a Certificate awarded by the Board of Studies of AIES. Also, a transcript detailing the course contents will be issued to successful students.

#### Assessment & Grade

There will be an end of course assessment test for each of the programmes. It will last for stipulated hours and it comprises of multiple choice, standalone questions and case studies. The grades awarded to the participants as follows:

<b>Distinction</b>	– 85% and above
<b>Credit</b>	– 70% - 84%
<b>Pass</b>	– 60% - 69%



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED SPECIALIST IN TRADE FINANCE (CSTF)

#### Program overview

This is a 3-month program designed to equip trade professionals with skills in various areas of international trade financing using different trade instruments and finance options.

The Certified Specialist Trade Finance Program (CSTF) enables trade professionals to demonstrate expertise in handling trade finance, supply chain finance, forwards, options and future in international trade transaction.

The Certified Specialist in Trade Finance programme covers structured trade finance, supply chain finance, understanding forwards, options and futures, monitoring trade finance transactions etc

#### Target:

Treasurers, Credit Risk Officers, Trade Specialist, Trade Desk Officer/Manager in banks and staff of Import and Export trading

**Unit:** Specialist in Trade Finance

## COURSE OUTLINE

- Introduction to International Trade Finance
- 4 Pillars of Trade Finance
- Understanding Short, Medium to Long Term Trade Financing
- Handling Structured Trade Finance
- Understanding Supply Chain Finance
- Managing Trade Finance risk and fraud
- Understanding forwards, futures and options
- Monitoring and Information flow in trade finance transaction
- Trade Finance Instruments - BC, LC, SBLC and Demand Guarantee
- Risk profile for payment methods in trade
- Synopsis of trade-based money laundering and terrorist financing

#### Assessment

A 3 hour exam with 140 multiple choice questions  
Case study linked to 30 questions

# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED SPECIALIST IN TRADE FINANCE (CSTF)

#### Quick Facts

- Course duration is 3 months
- Exams are held at the end of the program. The program holds every quarter.
- All classes are recorded. The audio and video lectures can be accessed through our GTC Tutor app.
- Upon completion, certification is issued from American Institute of Extended Studies (AIES)

#### Lecture Days

Every Saturday (Comprehensive study materials for self-study can be provided with recorded version on GTC app to students who may not be available to attend classes)

**Lecture Duration:** 2-3 Hours

**Course Fee:** \$600

**Application Fee:** N 10,000

**Tutorial Fee:** N 100,000

#### Certification

To be awarded the certificate, you must satisfactorily complete all examinations and other terms and conditions. Successful students will receive a Certificate awarded by the Board of Studies of AIES. Also, a transcript detailing the course contents will be issued to successful students.

#### Assessment & Grade

There will be an end of course assessment test for each of the programmes. It will last for stipulated hours and it comprises of multiple choice, standalone questions and case studies. The grades awarded to the participants as follows:

<b>Distinction</b>	- 85% and above
<b>Credit</b>	- 70% - 84%
<b>Pass</b>	- 60% - 69%



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### DIPLOMA IN EXPORT BUSINESS MANAGEMENT (EBM)

#### Program overview

This is a 6-month program designed to equip with requisite skill, anyone that wants to develop competence in financing export business transactions in a developing country

The Export Business Management Program (EBM) enables trade professionals demonstrate expertise in handling export procedures and management, pricing and supply chain in international trade.

Diploma in Export Business Management programme covers export documentation, export pricing, export markets, entry strategy, export value chain, export supply chain management.

#### Target:

- Export Manager
- Experienced Trade Professionals
- Trade Product Managers
- Relationship Managers
- Risk Managers
- Logistics Personnel
- Trade Desk Officers
- Treasurers in FMCG

**Unit:** Export Business Management

## COURSE OUTLINE

- Preparations and Introduction to Export Business
- Planning and Principles of Export Business Success
- Products and Potential of Export Business in Nigeria
- People & Parties in International Trade
- Purchase Orders and Contracts in International Trade
- Paperwork in Export Business-1: Transport & Insurance Documents
- Paperwork in Export Business-2: Official/Regulatory Documents
- Paperwork in Export Business-3: Financial & Commercial Documents
- Processes, Pricing and Incoterms in Export Business
- Payment Methods and Digitalization in International Trade
- Promotion and Marketing in Export Market
- Product Quality Assurance in Export Business
- Packaging Requirements in Export Business
- Potential Risks and Mitigants in Export Business



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### DIPLOMA IN EXPORT BUSINESS MANAGEMENT (EBM)

#### Assessment

A 3 hour exam with 140 multiple choice questions

Case studies linked to 30 questions

#### Quick Facts

- Course duration is 6 months
- Exams are held at the end of the program. The program holds every quarter.
- All classes are recorded. The audio and video lectures can be accessed through our GTC Tutor app.
- Upon completion, certification is issued from American Institute of Extended Studies (AIES)

#### Lecture Days

Every Saturday (Comprehensive study materials for self-study can be provided with recorded version on GTC app to students who may not be available to attend classes)

**Lecture Duration:** 2-3 Hours

**Course Fee:** \$1,050

**Application Fee:** N10,000

**Tutorial Fee:** N100,000

#### Certification

To be awarded the certificate, you must satisfactorily complete all examinations and other terms and conditions.





# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### DIPLOMA IN EXPORT BUSINESS MANAGEMENT (EBM)

#### Assessment & Grade

There will be an end of module test and this shall form 30% of the overall score of each candidate at the end of the programme.

There will also be an end of course assessment which will comprise of multiple choice questions and theory.

This will constitute 70% of the overall score of each candidate at the end of the programme.

The grading of the candidate scores at the end of the programme shall be as follows:

<b>Distinction</b>	- 70% and above
<b>Credit</b>	- 60% - 69%
<b>Pass</b>	- 50% - 59%
<b>Fail</b>	- Below 50%

#### Retaking Failed Course

Students who fail the examination will be allowed to retake the examination for the course in which he/she has failed. A retake fee (which will be 50% of the tuition for the programme per course ) shall apply. Students shall not be allowed to retake any failed course more than twice. If the student fails a course thrice, he shall be disqualified from continuing the programme.



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### DIPLOMA IN EXPORT TRADE FINANCE (ETF)

#### Program overview

This is a 6-month program designed to equip with requisite skill, anyone that wants to either start a viable export business or seeking to develop a career path in export management

The Export Trade Finance Program (ETF) enables trade professionals demonstrate expertise in handling issues relating to export trade finance in international trade.

Diploma in Export Trade Finance programme covers export finance options, export trade finance instruments, export credit insurance, mitigating export trading risks and fraud, export documentation.

#### Target:

- Export Manager
- Experienced Trade Professionals
- Trade Product Managers
- Relationship Managers
- Risk Managers
- Logistics Personnel
- Trade Desk Officers
- Treasurers in FMCG

**Unit:** Export Trade Finance

## COURSE OUTLINE

- Preparations and Introduction to Export Business
- Planning and Principles of Export Business Success
- Products and Potential of Export Business in Nigeria
- People & Parties in International Trade
- Purchase Orders and Contracts in International Trade
- Paperwork in Export Business-1: Transport & Insurance Documents
- Paperwork in Export Business-2: Official/Regulatory Documents
- Paperwork in Export Business-3: Financial & Commercial Documents
- Processes, Pricing and Incoterms in Export Business
- Payment Methods and Digitalization in International Trade
- Principles and Practice of Export Business Financing
- Payment Instruments – Guarantee and Standby Letter of Credit
- Protection of Export Credit Insurance & Mitigants of Export Risks
- Preventing Trade Based Money Laundering and Terrorist Financing
- Programme Revision and End of Course Assessment



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### DIPLOMA IN EXPORT TRADE FINANCE (ETF)

#### Assessment

A 3 hour exam with 140 multiple choice questions

Case studies linked to 30 questions

#### Quick Facts

- Course duration is 6 months
- Exams are held at the end of the program. The program holds every quarter.
- All classes are recorded. The audio and video lectures can be accessed through our GTC Tutor app.
- Upon completion, certification is issued from American Institute of Extended Studies (AIES)

#### Lecture Days

Every Saturday (Comprehensive study materials for self-study can be provided with recorded version on GTC app to students who may not be available to attend classes)

**Lecture Duration:** 2-3 Hours

**Course Fee:** \$1,050

**Application Fee:** N10,000

**Tutorial Fee:** N100,000

#### Certification

To be awarded the certificate, you must satisfactorily complete all examinations and other terms and conditions. Successful students will receive a Certificate awarded by the Board of Studies of AIES. Also, a transcript detailing



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### DIPLOMA IN EXPORT TRADE FINANCE (ETF)

#### Assessment & Grade

There will be an end of module test and this shall form 30% of the overall score of each candidate at the end of the programme.

There will also be an end of course assessment which will comprise of multiple choice questions and theory.

This will constitute 70% of the overall score of each candidate at the end of the programme.

The grading of the candidate scores at the end of the programme shall be as follows:

<b>Distinction</b>	- 70% and above
<b>Credit</b>	- 60% - 69%
<b>Pass</b>	- 50% - 59%
<b>Fail</b>	- Below 50%

#### Retaking Failed Course

Students who fail the examination will be allowed to retake the examination for the course in which he/she has failed. A retake fee (which will be 50% of the tuition for the programme per course ) shall apply. Students shall not be allowed to retake any failed course more than twice. If the student fails a course thrice, he shall be disqualified from continuing the programme.



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED TRADE LOGISTICS AND SUPPLY CHAIN MANAGEMENT PROGRAM (CTLSCM)

#### Program overview

This is a 3-month program designed to ensure continuous trade professional development for individuals working with import and export companies and handling logistics and supply chain.

The Certified Trade Logistics and Supply Chain Management Program (CTLSCM) enables trade professionals to demonstrate expertise in handling importing and exporting and supply chain management system in a logistics or manufacturing firm.

The Certified Trade Logistics and Supply Chain Management Program covers Inventory planning and control, warehousing and distribution, Procurement and supply chain management, key terms in supply chain management, 5 stages of supply chain management, global supply chain technology.

#### Target:

- Individuals working in an Import and Export company
- Those working in manufacturing companies
- Those that have handled trade transactions for 3-4 years in banks or import-export trading companies

**Unit:** Logistics and Supply Chain Management

## COURSE OUTLINE

- Logistics Management Information System
- Inventory Management & Control
- Warehousing & distribution
- Supply Chain Management
- Fundamentals of supply chain finance
- Supply Chain Management In Import-Export Trade Processes
- Three levels of Supply Chain Management
- Bullwhip effect in Supply Chain Management
- Inventory management
- Tracking and monitoring in Supply Chain Management
- International logistics
- Global Supply Chain Technology
- Trends in Supply Chain Management



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED TRADE LOGISTICS AND SUPPLY CHAIN MANAGEMENT PROGRAM (CTLSCM)

#### Assessment

A 2 hour exam with 100 multiple choice questions. Case study linked to 20 question

#### Quick Facts

- Course duration is 3 months
- Exams are held at the end of the program. The program holds every quarter.
- All classes are recorded. The audio and video lectures can be accessed through our GTC Tutor app.
- Upon completion, certification is issued from American Institute of Extended Studies (AIES)

#### Lecture Days

Every Saturday (Comprehensive study materials for self-study can be provided with recorded version on GTC app to students who may not be available to attend classes)

**Lecture Duration:** 2-3 Hours

**Course Fee:** \$500

**Application Fee:** N 10,000

**Tutorial Fee:** N 100,000

#### Certification

To be awarded the certificate, you must satisfactorily complete all examinations and other terms and conditions. Successful students will receive a Certificate awarded by the Board of Studies of AIES. Also, a transcript detailing the course contents will be issued to successful students

#### Assessment & Grade

There will be an end of course assessment test for each of the programmes. It will last for stipulated hours and it comprises of multiple choice, standalone questions and case studies.

The grades awarded to the participants as follows:

<b>Distinction</b>	- 85% and above
<b>Credit</b>	- 70% - 84%
<b>Pass</b>	- 60% - 69%



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED GLOBAL TRADE MANAGEMENT PROFESSIONAL (CGTMP)

#### Program overview

The Certified Global Trade Management Professional (CGTMP) is a 3-month trade professional development program designed to equip bankers, importers and exporters with the skills and competences required to think through and tackle the various challenges of trade professionals around the world. The Certified Global Trade Management Professional (CGTMP) enables trade professionals to demonstrate expertise in effectively and efficiently handling trade different types of trade business challenges around the world. The CGTMP programme covers Introduction to the concept Global Trade Management, application of different trade finance instruments, application of handling trade rules, handling emerging trade customers challenges and how to develop various solutions to trade business problems

#### Target:

- Sales & Marketing staff of Banks,
- Import-Export Managers in Trading firms,
- Import-Export Managers in Manufacturing firms,
- Experienced Trade Professionals in Banks,
- Trade Finance Professionals in Banks.

**Unit:** Global Trade Management

## COURSE OUTLINE

- Introduction To The Concept Global Trade Management
- Understanding Open Account, Advance Payment & Bill For Collection
- Understanding Letter Of Credit Principles, Types & Application
- Understanding Standby Letter Of Credit Principles, Types & Application
- Understanding Demand Guarantee Principles, Types & Application
- Understanding Import-export Trade Compliance Issues
- Trade Challenges And Emerging Support Services
- Understand Trade Logistics, Supply Chain Management & Incoterms
- Trade Solutions For Open Account Trading
- Trade Solutions Products: Supply Chain Finance
- Trade Solutions Products: Digitalization Of Trade
- Trade Solutions: Examples & Case Studies





# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED GLOBAL TRADE MANAGEMENT PROFESSIONAL (CGTMP)

#### Assessment

A 3 hour exam with 140 multiple choice questions

Case studies linked to 30 questions

#### Quick Facts

- Course duration is 3 months
- Exams are held at the end of the program. The program holds every quarter.
- All classes are recorded. The audio and video lectures can be accessed through our GTC Tutor app.
- Upon completion, certification is issued from American Institute of Extended Studies (AIES)

#### Lecture Days

Every Saturday (Comprehensive study materials for self-study can be provided with recorded version on GTC app to students who may not be available to attend classes)

**Lecture Duration:** 2-3 Hours

**Course Fee:** \$600

**Application Fee:** N 10,000

**Tutorial Fee:** N100,000

#### Certification

To be awarded the certificate, you must satisfactorily complete all examinations and other terms and conditions. Successful students will receive a Certificate awarded by the Board of Studies of AIES. Also, a transcript detailing the course contents will be issued to successful students.



# TRADE PROFESSIONAL DEVELOPMENT PROGRAMMES

## THE PROGRAMMES

### CERTIFIED GLOBAL TRADE MANAGEMENT PROFESSIONAL (CGTMP)

#### Assessment & Grade

There will be an end of course assessment which will comprise of multiple choice questions and theory. This will constitute 100% of the overall score of each candidate at the end of the programme. The grading of the candidate scores at the end of the programme shall be as follows:

<b>Distinction</b>	- 85% and above
<b>Credit</b>	- 70% - 84%
<b>Pass</b>	- 60% - 69%

#### Retaking Failed Course

Students who fail the examination will be allowed to retake the examination for the course in which he/she has failed. A retake fee (which will be 50% of the tuition for the programme per course ) shall apply. Students shall not be allowed to retake any failed course more than twice. If the student fails a course thrice, he shall be disqualified from continuing the programme.





# AIES ROUTE TO QUALIFYING FOR ACTS

## (American Chartered Trade Specialist)



### Why you Must **ACTS Now**

#### The A-Z Benefits of Investment in ACTS

✓ ACTS - Accommodates other certification	✓ ACTS - Notifies employers of your skills
✓ ACTS - Backup your years of experience	✓ ACTS - Opens you up to opportunities
✓ ACTS - Cures mediocrity in your career	✓ ACTS - Path to follow to the top
✓ ACTS - Defends your skills in your absence	✓ ACTS - Qualifies you for the top
✓ ACTS - Equips you for the top	✓ ACTS - Reservoir of trade knowledge
✓ ACTS - Fulfilment in your career	✓ ACTS - Solution provider in the workplace
✓ ACTS - Global relevance in your career	✓ ACTS - Thoroughbred professional
✓ ACTS - Honors in the workplace	✓ ACTS - Unique & excellent professional
✓ ACTS - Increases your earning power	✓ ACTS - Valuable skill for African growth
✓ ACTS - Jump-starts your career	✓ ACTS - World class professional
✓ ACTS - Kills low self esteem in your career	✓ ACTS - Xtra boost of respected specialist
✓ ACTS - Lifts you above your peers	✓ ACTS - Your career growth catalyst
✓ ACTS - Makes you an astute professional	✓ ACTS - Zenith of your career



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www.aiesus.org, www.globaltradecollege.com, www.3timpex.com



08091244449, 08134892103



tradeacademy@3timpex.com



3T Impex Trade Centre @ No 11B Bola Shadipe Street, Off Adelabu Street, Surulere, Lagos.



# AMERICAN INSTITUTE OF EXTENDED STUDIES

## Student Application form

Please complete this form in block letters and send it to [tradeacademy@3timpex.com](mailto:tradeacademy@3timpex.com)  
All boxes must be completed. Failure to provide information will delay registration.

### Notes

- ñ This form can be emailed or posted to us.
- ñ Correspondence with you will mainly be by email. Please ensure that your email address is clearly stated.
- ñ All sections of this form must be completed in full. Failure to do so will delay registration.
- ñ This application form must be submitted together with the evidence of payment of processing fee
- ñ The tuition fee must be paid within 1week of sending you the admission letter for the course of your choice.

Please **TYPE** all your details in this form where possible, but note that all signatures must be handwritten.

### Section 1 – Applicant details

<b>Personal Details</b> (The personal details entered below will be displayed on certificates issued by AIES)			
<b>Title</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>	<b>Other Title</b> (please specify)	
<b>Surname</b>			
<b>First Name</b>		<b>Middle Name</b>	
<b>Date of Birth</b>	dd <input type="text"/> mm <input type="text"/> yyyy <input type="text"/>	<b>Gender</b>	M <input type="checkbox"/> F <input type="checkbox"/> (please tick one)
<b>Email address</b>			
<b>Home address</b>			
<b>Phone number</b>			
<b>Nationality</b>			

### Section 2 – Employment details

<b>Company Name</b>			
<b>Position/Job title</b>		<b>Department</b>	
<b>Company Address</b>			
<b>Town/City</b>		<b>Country</b>	

### Section 3 – Education and Qualifications

Highest Qualification	UNIVERSITY DEGREE <input type="checkbox"/> OND <input type="checkbox"/> HND <input type="checkbox"/> MASTERS <input type="checkbox"/> PhD <input type="checkbox"/> POSTGRADUATE DIPLOMA <input type="checkbox"/>
Professional Qualification(s)	

### Section 4 - Choice of Program and Fee (please tick)

- |   |           |
|---|-----------|
| <input type="checkbox"/> Executive Diploma in Service Export Management (SEM)                   | - \$1,050 |
| <input type="checkbox"/> Executive Diploma in Export Business Management (EBM)                  | - \$1,050 |
| <input type="checkbox"/> Executive Diploma in Export Trade Finance (ETF)                        | - \$1,050 |
| <input type="checkbox"/> Certificate in Trade Customer (CTCS)                                   | - \$400   |
| <input type="checkbox"/> Certified Basic Trade Professional (CBTP)                              | - \$400   |
| <input type="checkbox"/> Certified Intermediate Trade Professional (CITP)                       | - \$500   |
| <input type="checkbox"/> Certified Advanced Trade Professional (CATP)                           | - \$600   |
| <input type="checkbox"/> Certified Specialist in Trade Finance (CSTF)                           | - \$600   |
| <input type="checkbox"/> Certified International Trade Broker (CITB)                            | - \$500   |
| <input type="checkbox"/> Certified Trade Logistics And Supply Chain Management Program (CTLSCM) | - \$500   |

### Section 5 – Payment Details

The application fee must accompany this application. Tuition fee can be paid in three (3) instalments. Applications submitted without the processing fee will not be processed.		
	Full rate	
Registration fee	N10,000.00	This is a one-time fee payable upon submission of application form.
Account Details	NAIRA ACCOUNT	DOLLAR ACCOUNT
Account Name	3T Impex Trade Academy	3T Impex Consulting Ltd
Account Number/Bank	0039545599 / Diamond Bank	0026545120 / Diamond Bank

Kindly indicate date of payment to avoid frequent follow up calls

Tranche	Payment Date	Amount	Sign
Tranche 1			
Tranche 2			

How did you hear about the Trade Professional Development Programme?

- |   |  |
|---|--|
| <input type="checkbox"/> Newsletter         | <input type="checkbox"/> Social Media  |
| <input type="checkbox"/> 3T Impex website   | <input type="checkbox"/> Radio         |
| <input type="checkbox"/> Email              | <input type="checkbox"/> Family/friend |
| <input type="checkbox"/> WhatsApp           | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Employer/colleague |  |

What is/are your expectation(s) at the end of the Trade Professional Development Programme?

i	
ii	
iii	
iv	
v	

## Applicant's Declaration

The Applicant's Declaration			
<ul style="list-style-type: none"><li>• I certify that the information given above is, to the best of my knowledge, accurate in all aspects.</li><li>• I certify that I will abide by AIES student rules and regulations regarding the avoidance of examination malpractice.</li><li>• I certify that I will adhere strictly to the payment schedule provided above and that 3T Impex and AIES can deny me access to the student portal, lectures (online/offline) and exams if I fail to pay as scheduled.</li></ul>			
Name			
Signature		Date	

## Your Information

<ul style="list-style-type: none"><li>• 3T Impex and AIES respect the privacy of the personal data we hold and will not sell, share or transfer your personal information to third parties.</li><li>• The information you have provided will enable us to register you as a student for your chosen qualification and will form the basis of your student record.</li><li>• 3T Impex and AIES contact students by email with information about your membership and qualification.</li></ul>
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Completed registration forms and payment should be returned by email or post:

### 3T Impex Trade Academy

11B Bola Shadipe Street  
Off Adelabu Street  
Surulere  
Lagos

Phone: +2348091244449

Email: [tradeacademy@3timpex.com](mailto:tradeacademy@3timpex.com)