



# 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 11D 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

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## 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

3.

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# 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

6.

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# 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:

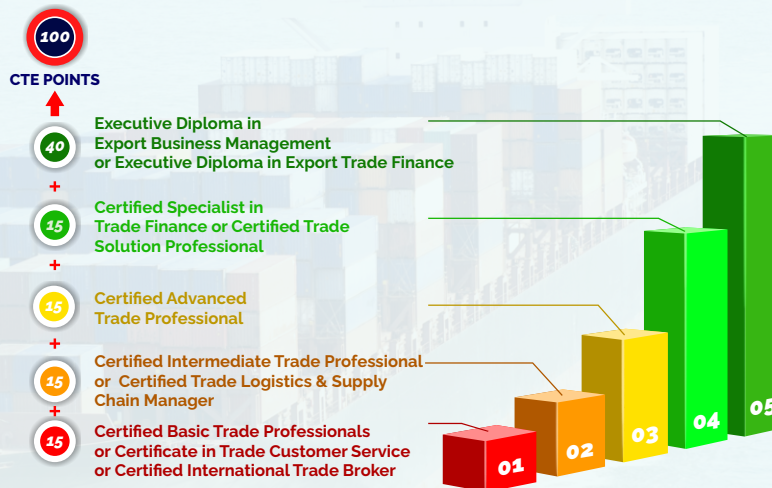
<b>Distinction</b>	- 85% and above
<b>Credit</b>	- 70% - 84%
<b>Pass</b>	- 60% - 69%





# 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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# 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)			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>	Other Title (please specify)	
Surname			
First Name		Middle Name	
Date of Birth	dd <input type="text"/> mm <input type="text"/> yyyy <input type="text"/>	Gender	M <input type="checkbox"/> F <input type="checkbox"/> (please tick one)
Email address			
Home address			
Phone number			
Nationality			

**Section 2 – Employment details**

Company Name			
Position/Job title		Department	
Company Address			
Town/City		Country	

### 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)

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

### Section 5 – Payment Details

<b>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.</b>		
	Full rate	
<b>Registration fee</b>	N10,000.00	This is a one-time fee payable upon submission of application form.
<b>Account Details</b>	<b>NAIRA ACCOUNT</b>	<b>DOLLAR ACCOUNT</b>
<b>Account Name</b>	3T Impex Trade Academy	3T Impex Consulting Ltd
<b>Account Number/Bank</b>	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?

- Newsletter  Social Media
- 3T Impex website  Radio
- Email  Family/friend
- WhatsApp  Other
- 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>			
<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

## 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**  
11D Bola Shadipe Street  
Off Adelabu Street  
Surulere  
Lagos

Phone: +2348091244449

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