



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

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

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:

| | |
|--------------------|-----------------|
| Distinction | - 70% and above |
| Credit | - 60% - 69% |
| Pass | - 50% - 59% |
| Fail | - Below 50% |

Retaking Failed Course

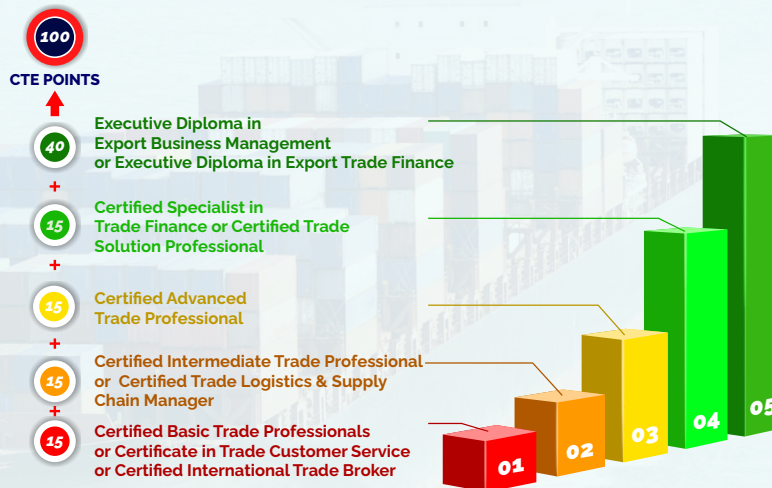
Students who fail the examination will be allowed to retake the examination for the course in which he/she has failed. A retake fee (which will be 50% of the tuition for the programme per course) shall apply. Students shall not be allowed to retake any failed course more than twice. If the student fails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





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
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

| | | | |
|---|--|-------------------------------------|---|
| Personal Details (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

| | | |
|--|---------------------------|---|
| 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?

- 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">• I certify that the information given above is, to the best of my knowledge, accurate in all aspects.• I certify that I will abide by AIES student rules and regulations regarding the avoidance of examination malpractice.• 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. | | | |
| Name | | | |
| Signature | | Date | |

Your Information

| |
|---|
| <ul style="list-style-type: none">• 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.• 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.• 3T Impex and AIES contact students by email with information about your membership and qualification. |
|---|

Completed registration forms and payment should be returned by email or post:

3T Impex Trade Academy

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Phone: +2348091244449

Email: tradeacademy@3timpex.com