

International Trade Finance Recertification Services

CDCS[®] / CSDG[®] Recertification Course Recognition Guidelines for Course Providers

These guidelines apply to both CDCS[®] and CSDG[®] Recertification Courses.

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The value of course recognition

- 1.1 This document represents the London Institute of Banking and Finance (LIBF) process for assessment of continuing professional development (CPD) programmes.
- 1.2 Course recognition is a service provided for organisations and training providers interested in stating that a professional development activity is eligible for CPD credit (PDUs) towards the CDCS[®] and / or CSDG[®] recertification programme.
- 1.3 Recognition of courses in support of the recertification programme does not indicate endorsement; this is not an accreditation programme.
- 1.4 Course recognition means students and CPD activity providers can be sure that an activity complies with our CPD requirements, with the additional benefit of the course being listed as recognised along with the CPD credit (Professional development unit (PDU) value) on the CDCS[®] / CSDG[®] public website (www.CDCSinternational.org).
- 1.5 Course providers who have obtained recognition can also use our recognised CPD programme logo and statement. The use of logos is in accordance with LIBF brand guidelines provided on approval of recognition.

The London Institute of Banking and Finance requirements

- 1.6 Our assessment of your CPD provision will consider the following for each activity:
 - i. **The subject & content of the CPD** – this could be the course title or learning objective to be covered or an overview of the subject to be studied or an agenda for the course / programme.
 - ii. **Method of delivery** – i.e. e-learning, seminar, workshop, reading, individual delivery, webinar or others
 - iii. **CPD delivery** – an overview, which could cover whether you will use professional training providers, do you do this training yourselves, do trainers have to have any professional qualifications
 - iv. **Learning validation** – How will the learning be validated – i.e. tests, exams, online testing, reflective statements during, at the end or throughout the training, interactive workbooks, adviser notes **AND** that the session(s) are sufficiently challenging for practitioners who hold a Level 4 qualification.

- 1.7 Once the assessment has been made and formal recognition given to the CPD programme, you will be able to display our logo within the marketing materials for your CPD programme. Section C of the course recognition application form contains a Limited Licence Agreement (the wording for which can be seen in Appendix A). The licence outlines our requirements for use of the logo and statement; the licence will be signed by the applicant upon application and by us on approval.

Application process

- 3.1 Organisations seeking course recognition must submit a completed application form.
- 3.2 Courses may be recognised for both external course providers and also for organisations delivering in house courses for their staff.
- 3.3 A copy of the CDCS[®] / CSDG[®] recertification course recognition application form can be found in the course recognition section of the CDCS[®] website (www.CDCSinternational.org).
- 3.4 We will assess all applications on an individual basis, all documentation and information provided will be considered.
- 3.5 Relevance to international trade finance practitioners will be considered.

Note: incomplete applications will **not** be considered, so please ensure that the application form is accompanied by the following:

- an agenda or course overview of the syllabus;
 - faculty / instructor resumes / curriculum vitae;
 - a copy of the course / programme participant evaluation form; and,
 - application licence fee.
- 3.6 All requests must be submitted a minimum of 14 days prior to the publication of promotional materials that include reference to us or the CDCS[®] / CSDG[®] qualifications.
- 3.7 Organisations will receive written notification within 10 days of receipt of the application, on whether the course has been recognised.

- 3.8 If the activity satisfies our criteria, recognition would be granted to the CPD programme with the following conditions:
- i. We will provide a logo and statement to be used in line with the branding guidelines.
 - ii. Within its marketing material the CPD programme provider will make it clear that The London Institute of Banking and Finance recognises the CPD activity not the training provider.
 - iii. The provider must accept that we can, at any time, request a sample of marketing material produced that includes the logo and statement of LIBF.
- 3.9 Recognised courses are approved worldwide for a limited licence of 12 months from the date of approval to use the logo, and statement in advertising materials. Courses can be repeated numerous times and in a variety of locations within the 12 month approval window.
- 3.10 Courses recognised by us will be assigned CPD learning hours¹ and listed on the CDCS[®] / CSDG[®] recertification recognised course registry. The registry can be accessed via the CDCS[®] website (www.CDCSinternational.org).
- 3.11 Any course recognised by us can list the CPD learning hours as appropriate towards both CDCS[®] and CSDG[®] Recertification.

Fees and payment methods

4.1 Fees per course – with effect from 1 January 2017:

Number of Courses in any one year	Fee
1 – 3 courses	GBP £400 per course
4 or more courses	GBP £350 per course

Fees can be subject to change.

4.2 If a course is not recognised, the fee will be returned minus a £35 (per course) admin fee.

¹ The Credit value is for every CPD learning hour of relevant CPD activity that takes place – 1 CPD Learning hour = 1 x PDU

4.3 Our payment options and details are below:

<p>BANK TRANSFER PAYMENT</p> <p>If you wish to submit payment by bank transfer, please use the details below:</p> <p>Bank Details</p> <p>Barclays Bank plc 9 St George's Street Canterbury Kent CT1 2JX</p> <p>Account Name: London Institute of Banking and Finance Account Number: 10514632</p> <p>Sort Code: 20-17-92</p> <p>International Bank Account Number (IBAN): GB22 BARC 2017 9210 5146 32</p> <p>SWIFTBIC (Bank Identifier Code): BARCGB22</p> <p>Please note it is your responsibility to cover all bank charges that are incurred</p>	<p>CREDIT/DEBIT CARD PAYMENT</p> <p>If you wish to submit payment by card credit or debit card, the following are accepted:</p> <p>MasterCard Visa Maestro Delta Electron</p> <p>We do not accept the following cards:</p> <p>American Express Diners Club</p> <p>When making a payment by this method, please ensure you provide the following:</p> <p>Full Card Number Start Date (if applicable) Expiry Date Issue Number (if applicable) Three Digit Security number (last three digits on the signature strip)</p>
<p>CHEQUE/BANKERS DRAFT PAYMENT</p> <p>If you wish to submit payment by this method, please ensure payment is made payable to:</p> <p>The London Institute of Banking and Finance</p> <p>The payment should be submitted in pounds sterling. (GBP)</p>	<p>IMPORTANT INFORMATION</p> <p>When submitting payment by any of the mentioned methods, please ensure you include one of the following:</p> <p>Membership Number Candidate Number Reference Number Registration Number</p> <p>If payment is submitted by bank transfer, please provide a copy of the transfer receipt.</p>

Appendix A - Limited Licence Agreement (Specimen Only not for use)

Whereas(hereinafter referred to as “Provider”) has submitted an application to The London Institute of Banking and Finance for a limited licence to use the London Institute of Banking and Finance CPD recognition logo and statement in advertising materials pertaining to the following course outlined in Section A.

.....
This licence permits the provider to display the logo of LIBF as specified herein and to display the approved statement of LIBF, for the period of time the programme is approved (maximum of 12 months and then subject to reapplication) and provided no changes have been made to the content or context of the recognised activity, on the following terms:

1. The logo remains the property of LIBF
2. The Provider is not authorised to use the logo for any programme or services other than those named in this application for recognition
3. The provider agrees to display the official CPD recognition logo and statement in accordance with the brand guidelines provided by LIBF and in accordance with any changes to such ‘Brand Guidelines’ as are notified to the Provider from time to time
4. The Provider agrees not to alter the recognition statement in anyway unless directly instructed to do so by LIBF.
5. The Provider agrees that the logo will not be positioned or sized in a way that distorts the true dimensions of the logo
6. The Provider agrees that they will seek final approval of all wording in advance of publication where the logo appears or where the recognition statement is used.

Signature section:

Appendix B – International Trade Finance syllabus

Areas not covered by the syllabus may not be appropriate to CDCS[®] / CSDG[®] practitioners. There should be a direct link between the CPD activity content and the syllabus as set out below. The rationale explaining why it is appropriate for CPD will need to be included within the course approval application. Remember, the content of the session(s) should be sufficiently challenging for practitioners who hold a Level 4 (almost degree level) qualification.

International trade and finance, the significance, the risks and the roles and responsibilities of the various parties involved.

The impact of political sanctions, fraud, money laundering and terrorist financing and external factors on trade finance.

The procedures and processes for dispute handling, arbitration and resolution within international trade.

Different methods of settlement and financing available in international trade and the rules that govern them.

The purpose and key features of the main types of commercial, transport and financial documents.

The significance of international trade and the role of the International Chamber of Commerce (ICC):

- Principles of international trade
- Challenges of international trade
- Role of the ICC
- Regional and global initiatives
- Risk mitigation

The role and responsibilities of parties involved in international trade:

- banks
- buyers
- sellers
- traders and intermediaries
- transport companies
- chambers of commerce
- customs
- insurance companies
- factoring companies
- forfeiting companies

The relationships between the parties involved in international trade. The trade finance environment and external impacts;

- ICC – international model contracts
- International commercial terms (Incoterms®)
- Exchange controls
- Regulatory issues
- Sanctions
- Money laundering
- Fraud

Role and practice of dispute settlement within international trade including:

- Dispute handling, arbitration and resolution
- ICC arbitration
- Documentary instrument dispute resolution expertise (DOCDEX)
- Litigation

Different methods of settlement available and the rules that govern them:

- Open account
- Collections and URC
- Letters of credit and UCP
- Introduction to ISBP
- Guarantees and URDG
- Standbys and ISP98
- Bank Payment Obligations and URBPO

Different methods available for financing and servicing international trade:

- Short, medium and long-term finance
- Supply chain finance
- Export Credit Agencies (ECAs)
- Credit and political risk mitigation
- Forex risk and hedging
- Forfaiting and URF
- Islamic trade financing

Purpose and key features of the different types of documents used in international trade:

- Financial documents
 - Bill of Exchange (Draft)
 - Promissory Note
- Commercial documents

Invoices (commercial, customs, tax, consular, provisional, pro-forma)

- Insurance document
- Certificate of origin
- Inspection certificate
- Packing list
- Weight list
- Analysis, Health, Phytosanitary, Quantity, Quality, Beneficiary Certificates

Transport documents

- Multimodal or combined transport
- Bill of lading
- Non-negotiable sea waybill
- Charter party bill of lading
- Air transport
- Road, rail or inland waterway

About the International Chamber of Commerce (ICC)

The International Chamber of Commerce is the largest representative business organisation in the world. The ICC has hundreds of thousands of member companies across +130 countries covering interests spanning across every sector of private enterprise. The ICC Banking Commission is the largest commission within the ICC and is a leading ruling body for the banking industry globally, gaining a reputation for being the most authoritative voice in the field of trade finance.

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