

Level 3 Certificate in International Trade and Finance (CITF®)

Qualification Specification



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Please note: This document is uncontrolled when printed.

Please always review the latest document available through the website

Purpose of the qualification

Why study the Certificate in International Trade and Finance?

The Certificate in International Trade and Finance (CITF[®]) provides you as a trade, export and commodity specialist with a thorough understanding of the key international trade procedures, practices and legislation.

CITF[®] develops the technical knowledge and skills required to enable you to apply that knowledge to situations within the workplace. Within this, it provides a core understanding of the products, documents, trade terms, roles and responsibilities that underpin international trade and finance. In addition to this core knowledge, CITF[®] helps you to develop a basic understanding of fraud prevention and risk in terms of trade finance.

Objective

CITF[®] develops your understanding of the main principles associated with international trade and finance.

Key content areas

- The trade environment and the role of the ICC.
- ICC international model contracts.
- An introduction to trade terms and Incoterms[®].
- The nature of financial, commercial and transport documents used in international trade.
- Risk and mitigation including foreign exchange hedging.
- Methods of payment including open account, collections, documentary credits and bank payment obligations.
- Short, medium and long term trade finance.
- Islamic trade finance.
- Dispute handling, arbitration and resolution.
- Fraud prevention and anti- money laundering.

Learning outcomes

- LO1 Understand the role and responsibilities of different parties involved in international trade, the role of dispute settlements and the external impacts on international trade.
- LO2 Understand the different methods of settlement and financing available, the documents used and the rules that govern international trade.

Key skills developed

The qualification will encourage you to:

- understand the processes involved in each type of international trade product, roles and responsibilities of all parties involved in international trade transactions and the risks involved.
- develop an understanding of current technical language, methods and practices of international trade and finance.
- select and analyse international trade and finance products and services and reflect upon their desirability and effectiveness in a variety of scenarios.
- understand how international trade finance products respond to the drivers and implications of changes in the wider international environment and how these changes affect decision-making.
- increase your ability to work and learn independently.

Entry requirements

There are no specified entry requirements. However, you need to be satisfied of your ability to study in English at Level 3.

Recognition of prior learning

There is no recognition of prior learning associated with this qualification however, if you have previously studied a level 3 course with a focus on international trade and finance you will be prepared for this course.

Progression and preparation for further study

Although not a requirement for registration on to other international trade qualifications, if you have successfully completed the CITF[®] qualification will have developed an appropriate foundation to support your progression on to the following qualifications:

Certificate for Documentary Credit Specialists (CDCS®)

CDCS® is the international standard qualification for documentary credit specialists. It is a professional certification that enables you as a documentary credit practitioner to demonstrate specialist knowledge and application of the skills required for competent practice.

Certificate for Specialists in Demand Guarantees (CSDG®)

CSDG® is a specialist qualification focusing on demand guarantees. The certificate provides the key knowledge and skills needed to operate effectively in a highly technical area of international trade.

Apprenticeships

CITF® is not currently available through an apprenticeship framework or standard.

Preparation for employment

This qualification develops knowledge and understanding of the international trade and finance sector although it does not qualify you for direct entry to a particular occupational role.

Structure

CITF® is made up of **one mandatory unit** which needs to be successfully completed in order for you to achieve the certificate:



The detailed unit profile is available at Appendix 2 to this document and latest versions are always available through our course website.

Total Qualification Time (TQT)

Total Qualification Time (TQT) is a prediction of the total time the typical student may need to complete the course.

TQT consists of two elements, Guided Learning (GL) and all other hours:

- GL is time spent studying under the immediate guidance of supervision of a teacher.

- All other hours include hours spent unsupervised in research, learning, e-learning, e-assessment, completing coursework, completing homework, exam preparation, and formal assessments.

CITF[®] is primarily considered as a self directed study qualification with planned examination sessions.

Guided Learning Hours	0 hours
Other hours	200 hours
Total Qualification Time	200 hours

Learning resources

You will be provided with the following learning resources:

- online access via MyLIBF - www.myLIBF.com to learning materials and to *KnowledgeBank* (virtual library);
- unit syllabuses;
- study text;
- specimen paper; and,
- student-led forum.

What to do before the assessment

Upon application to the course you are automatically registered for a specific examination session.

To prepare for the assessment you should make use of all learning resources as part of your revision for the course exam.

Assessment

The unit is assessed through a single two hour examination consisting of a combination of Multiple Choice Questions (Part A) and case study exercises (Part B). A total of 100 marks are available. The pass mark for the examination is 70% of the marks. The structure of the assessment ensures that all aspects of the course content are subject to external examination which is conducted under strict examination conditions.

Qualification grading

The overall qualification will be graded Pass. You must achieve a mark of 70% overall.

The qualification grade boundaries are as follows:

Grade	mark
Pass	70–100

Re-sit attempts

You are allowed to resit the unit in accordance with the published The London Institute of Banking & Finance policies. Full terms and conditions are available on the website.

Appendices

Appendix 1 – Regulation detail

This document describes the regulation detail that is applicable to the qualification.

Qualification title	Level 3 Certificate in International Trade and Finance (CITF®)
Ofqual qualification number	601/2742/9
Qualification level	3
European Qualifications Framework (EQF) level	4
Regulation start date	19 February 2014
Operational start date	01 April 2014
Regulated in	England, Wales, Northern Ireland and Internationally
Offered	Internationally
Assessment available in English	Yes
Assessment available in Welsh	No
Assessment available in Irish	No
Sector subject area	15.1 Accounting and Finance
Purpose	E. Updating and continuing professional development (CPD)
Sub-purpose	E3. Develop knowledge and / or skills relevant to a particular specialisation within an occupation or set of occupations
Total credits	20
Minimum credits at / above level	20
Guided learning hours	0
Total qualification time	200
Overall grading type	Pass
Assessment methods	Multiple-choice examination
Qualification description	The Certificate in International Trade and Finance consists of one mandatory unit.
Age ranges	16–18; 19+

Appendix 2 – Unit 1 – The International Trade and Finance Environment (ITFE)

A description of Unit 1 (ITFE) that provides detail on syllabus content, learning outcomes and assessment criteria, and specific unit level descriptors.

The International Trade and Finance Environment (unit 1)

Unit narrative

This unit highlights the importance of world trade. You will be introduced to the international trade environment by focusing on commonly used documents, trade terms, trade methods and exchange risk. You will understand the products available to find satisfactory solutions to the problems faced in international trade and finance. The unit will also provide you with an understanding of the impact and significance of sanctions, corruption, money laundering and fraud on international trade.

Studying ITFE you will need to apply the knowledge gained to a variety of scenario's, applying the correct rules and products as necessary.

Unit profile

Unit title	Unit 1: The International Trade and Finance Environment (ITFE)
Ofqual unit reference number	J/506/0459
Unit level	3
Unit credit value	20
Typical study hours	200

Unit 1 assessment methodology

- i. The assessment of Unit 1 will have two components:
 - a. Part A – 80 multiple-choice questions. This component of the examination is worth 80 marks.
 - b. Part B – 4 case studies each with 5 attached multiple-choice questions. This component of the examination is worth 20 marks.
 - c. The examination will be worth a total of 100 marks.
- ii. To achieve an overall pass, you must achieve a mark of 70% overall.

Unit 1 learning outcomes / assessment criteria

Learning outcome (LO) The learner when awarded credit for this unit will:	Assessment criteria (AC) Assessment of the LOs will require a learner to demonstrate that they can:
Understand the role and responsibilities of different parties involved in international trade, the role of dispute settlements and the external impacts on international trade.	<p>1.1 Explain international trade and finance, the significance, the risks and the roles and responsibilities of the various parties involved.</p> <p>1.2 Explain the impact of political sanctions, fraud, money laundering and terrorist financing and external factors on trade finance.</p> <p>1.3 Explain the procedures and processes for dispute handling, arbitration and resolution within international trade.</p>
Understand the different methods of settlement and financing available, the documents used and the rules that govern international trade.	<p>2.1 Distinguish between different methods of settlement and financing available in international trade and the rules that govern them.</p> <p>2.2 Distinguish between the purpose and key features of the main types of commercial, transport and financial documents.</p>

Unit 1 syllabus

UNIT 1 SYLLABUS LOs / ACs	
LO1:	Understand the role and responsibilities of different parties involved in international trade, the role of dispute settlements and the external impacts on international trade.
AC1.1	<p>The significance of international trade and the role of the International Chamber of Commerce (ICC):</p> <ul style="list-style-type: none"> • Principles of international trade • Challenges of international trade • Role of the ICC • Regional and global initiatives • Risk mitigation <p>The role and responsibilities of parties involved in international trade:</p> <ul style="list-style-type: none"> • banks • buyers • sellers • traders and intermediaries

	<ul style="list-style-type: none"> • transport companies • chambers of commerce • customs • insurance companies • factoring companies • forfaiting companies
AC1.2	<p>The trade finance environment and external impacts;</p> <ul style="list-style-type: none"> • ICC – international model contracts • International commercial terms (Incoterms®) • Exchange controls • Regulatory issues • Sanctions • Money laundering • Fraud
AC1.3	<p>Role and practice of dispute settlement within international trade including:</p> <ul style="list-style-type: none"> • Dispute handling, arbitration and resolution • ICC arbitration • Documentary instrument dispute resolution expertise (DOCDEX) • Litigation
LO2:	Understand the different methods of settlement and financing available, the documents used and the rules that govern international trade.
AC2.1	<p>Different methods of settlement available and the rules that govern them:</p> <ul style="list-style-type: none"> • Open account • Collections and URC 522 • Letters of credit and UCP 600 • Introduction to ISBP 745 • Guarantees and URDG 758 • Standbys and ISP98 • Bank Payment Obligations and URBPO 750 <p>Different methods available for financing and servicing international trade:</p> <ul style="list-style-type: none"> • 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 800 • Islamic trade financing
AC2.2	<p>Purpose and key features of the different types of documents used in international trade:</p> <ul style="list-style-type: none"> • Financial documents <ul style="list-style-type: none"> - Bill of Exchange (Draft) - Promissory Note

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| | <ul style="list-style-type: none">• Commercial documents<ul style="list-style-type: none">- 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<ul style="list-style-type: none">- Multimodal or combined transport- Bill of lading- Non-negotiable sea waybill- Charter party bill of lading- Air transport- Road, rail or inland waterway |
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