



International Association of Trade Training Organisations

A global meeting place for trade training professionals

Promoting excellence in the field of international trade training and education worldwide



Introducing IATTO's Accreditation, Certification and Professional Designation System

- Accredited Providers
- Accredited Trainers
- Programme Certification
- 'World Trade Professional' (WTP) Designation



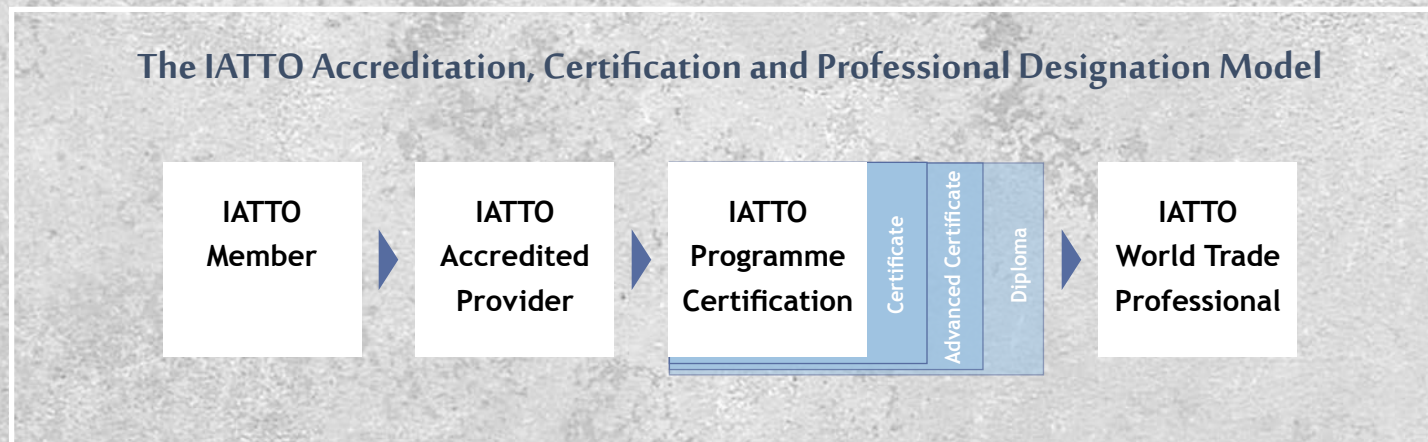
Accreditation, Certification and Professional Designation System



Introducing IATTO's Accreditation, Certification and Professional Designation System

IATTO has always been committed to the promotion of professional standards in the field of international trade training and education. The Association operates a system which enables IATTO members to be formally accredited at an international level, provided they meet specified criteria.

IATTO also enables individuals to obtain a professional designation having completed an IATTO certified study programme conducted by an accredited IATTO member, and having met various other criteria.



Many countries and regions have their own accreditation and certification systems which formally recognise those involved in training and education, and the high standard of the programmes and qualifications on offer.

The IATTO System does not conflict or compete with national/regional systems. In fact, it acknowledges and builds on existing accreditation and certification initiatives by introducing additional criteria to ensure that providers, trainers and international trade programmes meet agreed IATTO standards.



Accreditation, Certification and Professional Designation System

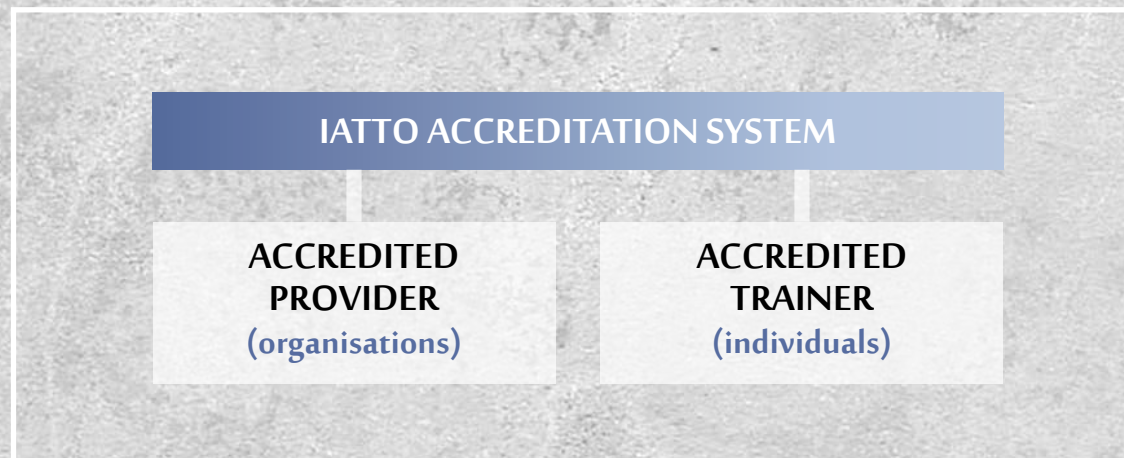


IATTO's Accreditation System

IATTO's Accreditation System is designed to give formal recognition to those organisations and individuals that meet IATTO standards when delivering international trade training/education programmes and conferring qualifications.

There are two forms of accreditation:

- Accreditation for organisations which gives rise to the award of 'IATTO Accredited Provider' status
- Accreditation for individuals which gives rise to the award of 'IATTO Accredited Trainer' status





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IATTO Accredited Providers

The status of 'IATTO Accredited Provider' is awarded to both Institutional and Organisational Members of IATTO that meet stated criteria evidencing their operational effectiveness and the quality of their international trade training and educational programmes.

Accreditation of organisations:

- informs potential clients and business partners that an organisation has a quality management system in place for all its international trade training/education programmes
- gives the organisation a competitive advantage over other organisations that are not accredited providers in the international trade field
- assures prospective students/participants that the organisation offers programmes that will meet their need to be effective in the global marketplace and become a 'World Trade Professional'
- entitles an organisation to apply to IATTO for certification of its programmes
- encourages organisations to keep up-to-date with developments in the international trade field, as well as in the training and education environment in general
- is the first step towards Institutional Members qualifying as an IATTO Agent in their national/regional area

To become an IATTO Accredited Provider, an organisation must enjoy formal recognition as a provider of training and education by its national authorities and have conducted international training and education programmes for at least three years.

It must be able to demonstrate that it has sufficient capacity to undertake the academic and administrative work associated with its training and education commitments, and has suitably qualified staff to conduct its training programmes.

In order to keep abreast of current trends in international trade and trade training, as well as what is happening within IATTO, the organisation must also send at least one representative to the annual IATTO Forum. This Forum provides access to the latest trends in trade and trade training, as well as a valuable opportunity for members to network with each other, and with international speakers and trade experts.



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IATTO Accredited Trainers

The status of 'IATTO Accredited Trainer' is awarded to Individual Members of IATTO who meet stated criteria evidencing their sound business and academic credentials, as well as their experience and expertise in delivering international trade training and education programmes.

Individual Members interested in applying for Accredited Trainer status might be self-employed or provide a training service for Institutional and/or Organisational Members of IATTO.

Accreditation of trainers:

- provides a competitive advantage over other international trade trainers that are not accredited by IATTO
- improves a trainer's prospects of securing full-time or part-time training positions in other countries around the world
- encourages individuals to keep up-to-date with developments in their particular field of expertise and in the training and education environment in general

To become an IATTO Accredited Trainer, an individual must already be an individual member of IATTO and be able to prove experience in the field of training/education. The individual should have already been engaged in international trade training and/or education for at least eight years and be able to demonstrate proven expertise and currency in the areas in which the individual offers training and education.



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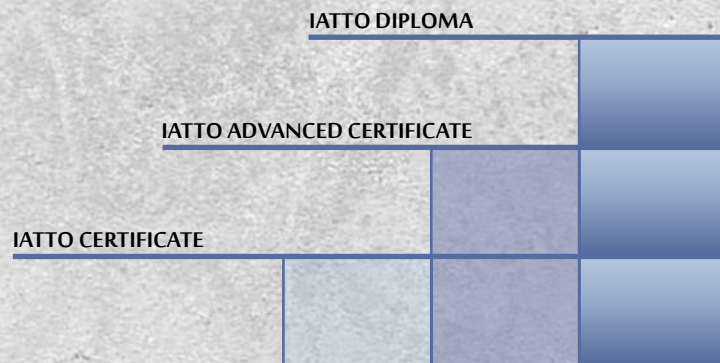
IATTO's Programme Certification System

IATTO operates a Programme Certification System which enables Accredited Providers to obtain certification of their training programmes, provided the programmes concerned meet IATTO's minimum requirements at Certificate, Advanced Certificate or Diploma levels. This enables IATTO Accredited Providers to offer individual trade practitioners IATTO-certified programmes that form part of the requirements for the World Trade Professional (WTP) designation.

The IATTO Certification system thus provides IATTO Accredited Providers with a new business opportunity that significantly enhances their global stature.

In addition, as the career prospects for holders of the IATTO World Trade Professional designation will be enhanced, IATTO Accredited Providers conducting IATTO-certified programmes will be demonstrating to relevant training and education authorities, as well as to their respective governments, that they are contributing to national job creation objectives.

IATTO has identified three levels of competency in international trade



The advanced *IATTO Diploma in International Trade Management* level, aimed at those wanting to become effective export/import managers or holders of the IATTO World Trade Professional designation.

The intermediate *IATTO Advanced Certificate in International Trade* level, aimed at export marketing and/or international purchasing personnel.

The foundation *IATTO Certificate in International Trade Administration* level, aimed at export and/or import assistants.



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Core Competencies Provided

IATTO recognises that there are various factors that influence the way in which international trade-related knowledge and skills are acquired and applied. These factors include the state of the economy and the general skills level in a country, as well as the relative development of different commercial sectors. IATTO therefore understands that no two countries, industry sectors or companies are the same when it comes to what is expected of an international trade practitioner.

To this end, IATTO's three competency levels incorporate a number of 'core' or generic competencies which are considered to be the minimum international standard for a particular level of international trade proficiency. They also provide for an export and/or an import specialisation at each level.

Certification of provider programmes/qualifications at each of these levels is based on the following premises:

- The training offered is vocational and imparts skills, rather than merely offering academic-based knowledge
- The training is international in its scope and provides participants with an experiential learning experience. As an integral part of their training, participants are required to practise the skills that they are taught, thus bridging the so-called 'knowledge-doing gap'
- Where study is undertaken on a part-time or distance learning basis, participants are employed in a relevant international trade field, i.e. importing or exporting, or are assisting importers and/or exporters in a particular international trade area, such as foreign trade promotion/development, forwarding and clearing, inspection services, market research, international banking, etc. (Practical work experience in the international trade field enables trainees to extend their international network, and hone their cross-cultural negotiation and other trade-related skills.)



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IATTO's three competency levels:

The IATTO Certificate in International Trade Administration

In order to qualify for an IATTO-certified Certificate in International Trade Administration, an individual must be able to:

- communicate in a cross-cultural environment, including (where applicable) conversing in other languages
- use modern technology for research purposes, and be able to communicate with colleagues and business partners through social media
- perform the full range of tasks pertaining to the export administration function - from interpreting Incoterms® and responding to sales enquiries, to completing relevant documentation, arranging international carriage and marine/cargo insurance, and dealing with international payments

AND/OR

perform the full range of tasks pertaining to the import administration function - from interpreting Incoterms® and responding to sales enquiries, to completing relevant documentation, arranging international carriage and marine/cargo insurance, and dealing with international payments

- liaise with relevant service providers to the international trade community in his/her own country



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IATTO's three competency levels:

The IATTO Advanced Certificate in International Trade

In order to qualify for the IATTO Advanced Certificate in International Trade, an individual must demonstrate competence in all knowledge and skills areas covered in the IATTO Certificate in International Trade Administration AND be able to:

- conduct research on potential export markets, make market selection decisions and choose optimal buyers
AND/OR
conduct research on potential supply markets, make market selection decisions and choose optimal suppliers
- devise effective international marketing strategies, given a company's business orientation, competitive position and human, physical and financial resources
AND/OR
devise effective international purchasing strategies, given a company's business orientation, competitive position and human, physical and financial resources
- develop criteria for selecting sales agents and draw up an international agency agreement
AND/OR
develop criteria for selecting buying agents and draw up an international agency agreement
- engage in sales negotiations with foreign business contacts and conclude international sales contracts
AND/OR
engage in purchasing negotiations with foreign business contacts and conclude international purchasing contracts



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IATTO's three competency levels:

The IATTO Diploma in International Trade Management

In order to qualify for the IATTO Diploma in International Trade Management, an individual must demonstrate competence in all knowledge and skills areas covered in the IATTO Advanced Certificate in International Trade AND be able to:

- manage an export unit efficiently and establish policies in relation to staffing, sales incentives, and preferred service providers
AND/OR
manage an import unit efficiently and establish policies in relation to staffing, cost containment incentives, and preferred suppliers and service providers
- develop and implement an international business plan, including an environmental analysis, marketing strategies, income and expenditure budgets, and performance targets
AND/OR
develop and implement an international business plan, including an environmental analysis, purchasing strategies, income and expenditure budgets, and performance targets
- negotiate high-level international business deals, e.g. a licensing arrangement or the partial acquisition of a foreign-owned entity.
- report on the performance of the export unit to management
AND/OR
report on the performance of the import unit to management
- motivate staff to perform at an optimal level



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IATTO World Trade Professional (WTP) Designation

IATTO offers an international professional designation to individuals involved in international trade who have met certain requirements. This designation, 'World Trade Professional (WTP)', which is trade-marked by IATTO, is awarded by the Association to qualifying individuals.

The WTP provides the holder with a competitive advantage when applying for promotion or a new position. Because the designation is international, the prospects of the holder finding appropriate employment within his/her own or another country are greatly enhanced.

By stating the designation, 'WTP', after his/her name on a business card or in a curriculum vitae, the designation holder informs all with whom he/she transacts of his/her current professional status/international trade expertise, thus enhancing individual credibility.

IATTO ensures that its professional designation is widely recognised through an ongoing global marketing campaign to create awareness amongst businesses, government entities, international bodies and business people of the 'World Trade Professional (WTP)' designation.

Holders of the 'World Trade Professional' designation enjoy automatic membership of IATTO, with all its benefits. Individuals to whom the World Trade Professional designation has been awarded are all listed on the IATTO website and can be checked by any interested party, including prospective employers and clients.



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Who qualifies for the WTP designation?

An individual will qualify for the 'World Trade Professional' designation if he/she:

- holds an IATTO-certified Diploma in International Trade Management.*
- agrees to abide by the 'World Trade Professional' Code of Conduct.
- has a minimum of two years' experience in international trade gained from either business travelling or working abroad, or from relevant service to companies actively engaged in international business
- participates in a Continuing Professional Development (CPD) programme

** Note: Students at the Diploma level should be either employed university graduates who are engaged in the export or import activities of a company, or in the provision of a specialised international trade service, e.g. international banking, freight forwarding, product inspection, etc., or they should be export managers, those aspiring to be export managers, or export specialists in the service industry, who do not hold a university degree but have at least five years trade-related experience and are currently employed in a related field.*



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The International Association of Trade Training Organisations (IATTO) strives to meet the needs of members located across all continents. Since its establishment in 1971, the Association has organised IATTO Forums all over the world.

Membership of IATTO enables individuals and organisations to network and learn from fellow international trade educators and specialists operating in other parts of the world. It also provides access to a global accreditation, certification and professional designation system with unique features aimed at enhancing the marketability of international trade training programmes, trainers and trade practitioners.

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