



Department for
International Trade

Export Control Training Bulletin

Issue 7.2 January 2019

January to March 2019



Training events

These training events are aimed at exporting and trading companies of all sizes, from the sole trader to the multinational. They cater for a wide range of knowledge levels and you can choose the Learning Path that suits you.

- **Locations**

Foundation & Intermediate level export control seminars and Licensing workshops will be run regionally and in London. Control List Classification workshops are London based as they are run by the Technical Assessment Unit. Please see the [Training Event Calendar](#) for details.

You can receive free email alerts for important news from the Export Control Organisation, part of the Export Control Joint Unit – including updates on the latest training bulletins – by signing up to Notices to Exporters:

<https://www.gov.uk/government/collections/notices-to-exporters>

Please note that any course maybe cancelled if bookings are too low to make it worthwhile. We also reserve the right to refuse admission to any course.



Strategic Export Control Learning Path

Start

Welcome to Strategic Export Controls!

Visit [GOV.UK](https://www.gov.uk) and review our online beginners guide to Export Controls. Review our e-learning [Export Control](#) and [Compliance](#) videos and webinars (on the [Open to Export](#) platform) and/or undertake in-house peer-to-peer training

Visit the ECO website to review our courses and Training Bulletin:
www.gov.uk/guidance/strategic-export-control-training-for-exporters
www.gov.uk/government/publications/export-control-training-bulletin

Foundation Workshop

For those with little to no knowledge of UK Strategic Export Controls wanting a basic overview and a foundation in applying for Licences.

Intermediate/Practitioners course

For those who've undertaken basic training (e.g. our Beginners course), reviewed the Consolidated Control Lists, and need to put the whole Strategic Export Control process in context, we suggest that you attend the Intermediate Course.

Targeted courses

How to Make Better Licence Applications

This course is for those whose role includes making basic Export Licence Applications.

Control List Classification course

This course is for those whose role includes deciding the Control List Classification (CLC) of goods to be exported.

Sector Specific courses

These courses are run annually or every few years and cover various business sectors and licensing processes.

Licences Workshop

Aimed at improving the permissions exporters obtain to export, reducing the number of licences required and compliance with open general licences

Foundation course

Foundation workshop (previously known as Beginners)

Duration:	Half-day	Cost:	£118
Pre-course Knowledge:	None		
Description:	A general introduction to export controls if you are new to the subject and a foundation in applying for licences		

Topics covered will include:

- Why have controls?
- What's controlled?
- What is meant by "technology" and how it may affect you
- Types of export licences
- Compliance and enforcement

After the workshop, you will be sent a short assessment module* to test your learning, before being awarded a certificate of achievement. The assessment module, delivered by Cranfield University, will be in the form of an online quiz with multiple-choice answers.

If this course is the first step in the Learning Path, it is recommended that attendees use their new knowledge to assess how Export Controls apply at their place of work before attending further training. This course can also be used to provide general awareness of Export Controls.

*Please note:

We will need to pass minimal personal details (your name, company name and email address only) to Cranfield University to complete the assessment module for the Export Control Organisation's Foundation Workshop.

Personal data will not be disclosed to third parties and will only be held for the purpose of completing the assessment module. Any information about you will be held securely by Cranfield University, in accordance with the GDPR and Data Protection Act 2018. Read more about the Personal Information Charter of the Department for International Trade:

<https://www.gov.uk/government/organisations/department-for-international-trade/about/personal-information-charter>

Intermediate-level course

Intermediate Practitioners course

Duration:	Full-day	Cost:	£150
Pre-course Knowledge:	You should have some previous knowledge of Strategic Export Controls and reviewed the Consolidated Control List (free download) before attending this course.		
Description:	A more detailed look at the different elements of controls, the licence assessment process and the actions you need to take to remain compliant.		

The day will comprise a series of presentations and exercises, including:

- Control Lists that affect the UK:
 - International Regimes and the Consolidated Control List
 - What does 'Specially Designed or Modified for Military Use' mean?
 - How to read 'Dual Use' text and make an assessment.
- Technology
 - Export Control definition of the term "technology"
 - How a company can determine if their technology is licensable and where the technology controls can be found
 - Different means of technology transfer
 - Compliance and record-keeping related to technology
- Trade – the range of trade controls, including trafficking and brokering of goods and specified activities controls.
- End-Use Controls – Weapons of Mass Destruction (WMD catch-all) and military end-use controls.
- Licence types and the licensing process
 - different types of licence
 - common pitfalls when completing a licence application
 - how decisions are made when issuing or refusing a licence
 - End User Undertaking Workshop.
- Compliance - why you will receive a compliance visit and what to expect.
- Concluding remarks including staff training
 - ideas for staff training, and why it is so important
 - why things go wrong and the consequences

We recommend you review the Learning Path and think carefully about what you need to achieve from these courses, before deciding which level suits you best.

Targeted courses

Licences Workshop

Duration:	Half-day	Cost:	£108
Pre-course Knowledge:	You will have some experience of making licence applications (if relevant) and undertaken prior training from the Learning Path		
Description:	This Workshop aimed at improving the permissions exporters obtain to export, reducing the number of licences required and improving compliance		
<p>With the wealth of Export Control Licences available to UK exporters, finding the right one to enable your company to export efficiently can be daunting. Based on course feedback, input from the SPIRE replacement program (LITE), and our Compliance Unit, this course is a development of our 'Making Better Licence Applications' workshop and aimed at guiding exporters through the licence types available; deciding which one is right for your export.</p> <p>Attendees will first be taken through the core Standard and Individual Export Licence (SIEL) application screens to demonstrate how prior planning can reduce the number of 'Requests For Information' (RFIs), reduced work and quantity of licences required.</p> <p>The course will then turn to Open General Licences (OGLs and EU GEAs); covering what is available, online resources and how to read OGLs to improve compliance with the terms and conditions.</p>			

Making better licence applications – London only

Duration:	Half Day	Cost:	£108
Pre-course Knowledge:	None, although having a SPIRE account and some experience of making Standard Individual Export Licence (SIEL) applications will help you get the most benefit out of this course.		
Description:	Reduce the number of Requests for Further Information (RFIs) and withdrawn/stopped cases returned to licence applicants.		
<p>Attendees will be taken step-by-step through the licence application process on SPIRE. The type of information required, and the reasons for requiring that information, will be explained at each stage, identifying common pitfalls and mistakes.</p> <p>There will also be an opportunity to share best practice with other attendees.</p> <p>Standard Individual Export Licence (SIEL) End Use Undertaking requirements will also be covered and the End-User Advice service will be explained</p>			

Control List classification course – London Only – Dates **TBC**

Duration:	Full-day	Cost:	£240
Pre-course Knowledge:	You will have some knowledge or experience of the classification (rating) process. We recommend the foundation workshop or intermediate seminar first.		
Description:	A course to provide guidance on identifying the control list entries that apply to your goods software and technology.		

Workshops will concentrate on classifying military and dual-use goods.

Outline:

- Export control lists – where they come from, including relevant legislation
- Military goods and dual-use goods – how to find them on the relevant list
- How to understand the terms and language used in control list entries
- Basic classification exercises – some general examples
- Software and technology controls
- Classification exercises using the Goods Checker tool
- Introduction to the OGEL (Open General Export Licence) Checker

Class sizes for this course are limited. For this reason, these courses fill up quickly and we often have a waiting list. If you book and subsequently find you cannot attend, please let us know so that we can offer your place to someone else.

Additional information

To register for any of these events, please complete the form at the end of this bulletin, (one form per attendee) and return it to:

Denise Carter,
Events Manager
Export Control Joint Unit
Department for International Trade
3 Whitehall Place, London, SW1A 2AW, UK
Tel: 020 7215 4459
Fax: 020 7215 0531

denise.carter@trade.gov.uk

Payment for all courses

The cost of each event (per delegate) is shown on the registration form enclosed. You will be invoiced after the event. Payment can be made by BACS transfer or by cheque payable to 'DIT'. If using a Purchase Order for payment, please ensure that Purchase Order details are sent with the registration form to the Export Control Joint Unit (ECJU) address below. Unfortunately, we do not have the facilities to take debit or credit card payments.

Attendance at your chosen event is only assured once you have received confirmation from the Export Control Organisation. Please note we cannot accept payment by debit or credit card.

Cancellation policy

Training places are limited, so any cancellation of confirmed training attendance must be received by the Awareness Coordinator in writing or by email, at least ten working days before each event, otherwise course costs may be charged/invoiced accordingly.

If we have to cancel a training course or event, any attendance fees already paid will be reimbursed without undue delay or used as credit for a future course. However, as the ECJU only makes a nominal charge for attendance on its training courses to cover its basic costs, any further claims on the part of the delegate are excluded.

Further information

On submission of a registration form (and purchase order if appropriate), an acknowledgement will be emailed to you within five working days. This is also confirmation that your place has been reserved. Please ensure that the contact email address is clear, accurate and clearly highlighted, if different to the attendee's email address. Please ensure that for bulk bookings that we are provided with the name and contact details for each attendee so that certificates and places can be arranged.

Venue details and a final agenda will be sent (by email) to the attendees around two weeks before the course date. If you have registered to attend a course and have not received these details by five working days before the course, please contact us.

By completing the registration form, you are indicating that you have read and considered that the level of training on offer is suitable, and that you understand you will be charged for each cancelled event in accordance with the cancellation conditions above.

Training event calendar

Remember to check our website and bulletins for up-to-date training events.

Date	Event	Location	Cost	Code
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January 2019

Bristol

16 th	Intermediate Seminar 9:30 – 4:45	Bristol City Centre Double Tree By Hilton	£150	Int-16-Jan-2019
17 th	Foundation Workshop 9:30 – 1:00 (Lunch from 12:30)	Bristol City Centre Double Tree By Hilton	£118	Fou-17-Jan-2019
17 th	Licences Workshop 1:15 – 4:45 (Lunch from 12:30)	Bristol City Centre Double Tree By Hilton	£108	Lic-17-Jan-2019

February 2019

Plymouth

13 th	Intermediate Seminar 9:30 – 4:45	Plymouth Crowne Plaza Hotel	£150	Int-13-Feb-2019
14 th	Foundation Workshop 9:30 – 1:00 (Lunch from 12:30)	Plymouth Crowne Plaza Hotel	£118	Fou-14-Feb-2019
14 th	Licences Workshop 1:15 – 4:45 (Lunch from 12:30)	Plymouth Crowne Plaza Hotel	£108	Lic-14-Feb-2019

March 2019

Birmingham

13 th	Intermediate Seminar 9:30 – 4:40	Jurys Inn Birmingham City Centre	£150	Int-13-Mar-2019
14 th	Foundation Workshop 9:30 – 1:00 (Lunch from 12:30)	Jurys Inn Birmingham City Centre	£118	Fou-14-Mar-2019
14 th	Licences Workshop 1:15 – 4:45 (Lunch from 12:30)	Jurys Inn Birmingham City Centre	£108	Lic-14-Mar-2019

Event Registration Form (N.B. No Credit Cards)

By completing the form, we understand that you have read and comprehend the level of training on offer. Ten working days' notice will be required for cancellation of any confirmed training place, otherwise full costs will be charged for each place.

Event details

Event Title _____

Date _____ Code (e.g. Int-13-Feb-2019) _____ Cost _____

Section A – contact details

1. Booker

Contact Name _____

Contact Phone Number _____

Contact Email _____

2. Attendees details

Name _____

Name and Company to be displayed on course badge and attendance sheet _____

Email address (if different from above) _____

Company name _____

Street Number/Building _____

Road _____

Town/City _____

Country _____

Postcode _____

Phone Number _____

Note: Please provide individual telephone numbers and email addresses for each attendee.

3. Company and Purchase Order information

Company VAT number (must be completed) _____

Purchase Order (PO) Number _____

Invoice Address (if different to attendee address) _____

Note: Please ensure that the correct invoice address is provided as this may be different from your physical address. Please also note that **we are unable to take Credit Card payments.**



Section B – More about you and your company

5. How would you describe your current level of export controls?

Beginner Improver Advanced

6. Generic product/service description (licensable activity)

7. Please tell us your relevant control entries e.g., ML11, 3A001:

8. Your ECJU-based Compliance Inspector:

9. Sector e.g. manufacturer/supplier/intermediary/consultant/other

10. What is the size of your company (number of employees)?

a) Micros (1-10) c) Medium (51-250)
b) Small (11-50) d) Large (more than 250)

11. If your company is a member of any Trade associations, please list below

12. Do you have specific concerns/goals that you hope to address/achieve from attending the course(s)?

13. How did you hear about the event?

www.gov.uk.website	<input type="checkbox"/>	ECJU Training Bulletin	<input type="checkbox"/>
Compliance Inspector	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
ECJU Helpline	<input type="checkbox"/>	Department for International Trade	<input type="checkbox"/>
Notices to Exporters/e-mail service	<input type="checkbox"/>	Publicity (please state)	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		

14. Do you have any specific dietary requirements (dietary restrictions, food allergies and religious restrictions) or access needs (disabled access, etc.)?.

Please send or email your completed form to:

Denise Carter, Events Manager, Export Control Joint Unit, Zone B, Second floor, Department for International Trade, 3 White Hall Place, London, SW1A 2AW

Phone: 020 7215 4459

Email: denise.carter@trade.gov.uk

All personal information is treated in accordance with our [Personal Information Charter](#) and will not be passed to 3rd parties unless specifically indicated.

The UK's Department for International Trade (DIT) has overall responsibility for promoting UK trade across the world and attracting foreign investment to our economy.

We are a specialised government body with responsibility for negotiating international trade policy, supporting business, as well as delivering an outward-looking trade diplomacy strategy.

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This document is also available on our website at gov.uk/dit

Any enquiries regarding this publication should be sent to us at

enquiries@trade.gov.uk

