



THE INSTITUTE OF  
**EXPORT**

# Advanced Certificate in International Trade & Diploma in International Trade

by distance learning



Organized by

**HK** THE HONG KONG  
**MA** MANAGEMENT ASSOCIATION



# Advanced Certificate in International Trade & Diploma in International Trade

-Offered by Institute of Export

## INTRODUCTION

The Institute of Export (IoE) is the only professional body in the United Kingdom offering recognized, formal qualifications in International Trade. It is one of a small number of professional organizations in the UK to have successfully met and continue to meet the stringent requirements for approval as an Awarding Body by UK's Qualification and Curriculum Authority (QCA). The Hong Kong Management Association is collaborating with IoE to offer the Advanced Certificate in International Trade (ACIT) and Diploma in International Trade (DIT), via distance learning, with examinations held at HKMA training centres, twice a year, in June and December.

Both the ACIT and DIT are composed of 4 modules each and exemptions are given to a wide variety of qualifications in Hong Kong. IoE's exemption policy can grant exemptions up to 7 of the 8 modules but normally applicants receive 3 or 4 modules' exemption out of the 8 modules (Please refer to the enclosed leaflet for examples of exemption). Students will be given access to retrieve study materials and past examination papers on-line, and have the right to download the study materials for self-reading.

## PROGRAMME STRUCTURE

The Advanced Certificate in International Trade is composed of 4 modules:

1. The Business Environment
2. Finance of International Trade
3. International Marketing
4. International Distribution

The Diploma in International Trade is also composed of 4 modules:

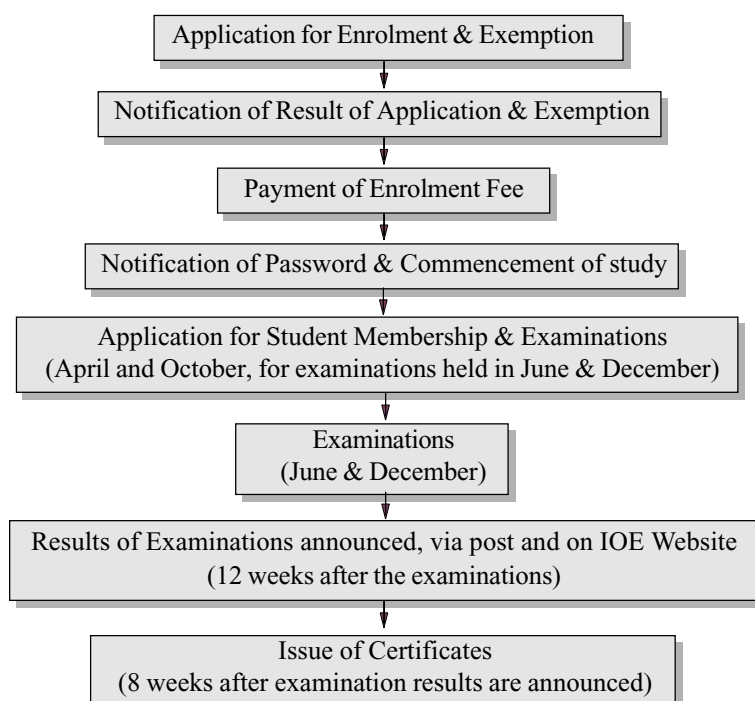
1. International Marketing Strategy
2. International Logistics and Purchasing
3. Management of International Trade
4. Practical Global Trading (no exemption can be granted)

\* For the curriculum of each module, please go to [www.export.org.uk](http://www.export.org.uk)

## PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP BENEFITS

Upon completion of the ACIT, students can apply for Associate Membership of the Institute and are entitled to use the suffix AIEx. Upon completion of the DIT, students can apply for Graduate Membership and are entitled to use the suffix MIEEx (Grad). Members of the Institute will also receive the publications from the Institute and, for Hong Kong members, they can attend social functions and seminars organized by the Institute's Branch in Hong Kong.

## APPLICATION PROCEDURES AND OVERALL OPERATIONS FLOW



## **ENTRANCE REQUIREMENTS**

1. 21 years of age or over; and
2. Minimum of 3 years practical experience in International Trade

NB. To be admitted into the Diploma in International Trade, students must first complete the Advanced Certificate in International Trade.

## **ENROLMENT**

Students normally start the professional qualifications at the Advanced Certificate stage unless they have been given exemption for all the modules in the Advanced Certificate. When applying for enrolment, applicants are reminded to apply for exemptions at the same time if they desire to gain exemptions for the ACIT and/or DIT. Please refer to the attached "Information to New Applicants" for application procedure.

## **EXEMPTIONS**

Holders of relevant qualifications may apply for exemptions from individual modules of the ACIT and DIT. Those who have attained the following qualifications may be eligible for exemptions:

- HKMA's Certificates, Professional Diplomas and Diplomas in disciplines related to International Trade, Import/Export, Shipping, Air Cargo, Logistics, Supply Chain, International Marketing and other topics in Business Management. The above qualifications offered by other recognized institutions will also receive the same recognitions. Please refer to the enclosed leaflet on Examples of Exemptions given to HKMA programmes.  
NB. The IoE, when assessing exemption applications, makes no distinction in regards to the language medium (e.g. Chinese) of the equivalent courses the applicants studied previously. However, applicants should submit English translation for the contents of these documents.
- Higher qualifications in Marketing, Business Management, Export Management etc
- Other professional qualifications

To apply for any exemption, candidates should supply the following:

1. A copy of the award(s) for the equivalent qualification
2. A copy of the formal syllabus or pass list (e.g. transcript) issued by the awarding body
3. A completed Application for Enrolment and Exemption Form (enclosed)

The above information should be sent to the HKMA for forwarding to IoE's Professional Qualifications & Examination Board for consideration, whose decision is final. The Professional Qualifications and Examination Board reserves the right to see original documentation.

## **EXEMPTIONS FROM OTHER PROFESSIONAL BODIES AND ORGANIZATIONS**

Students who have successfully completed the Institute's professional qualifications are able to apply for exemptions from formal qualifications offered by other professional bodies. To obtain further information from these courses and providers please contact the Professional Qualifications department of the IoE.

## **STUDENT MEMBERSHIP REGISTRATION**

1. To register as a student, you can download an application form from the IoE website [www.export.org.uk](http://www.export.org.uk) or request a copy from the Professional Qualifications Department.
2. The application form should be completed and returned to the Institute with evidence of educational or professional attainment, as per the entry requirements above.
3. When an application has been approved, students will be notified and asked to remit their first annual registration fees, currently 50GBP for students resident outside the EU and 45GBP for students resident inside the EU.
4. In their own interests students should register immediately upon commencing a course of study.
5. Students are advised to ensure that they are registered and their registration is up to date before they apply to sit the Institute's professional qualifications.
6. To guarantee that benefits of student registration are received continuously, students are advised to renew their registration annually.

## **EXAMINATIONS**

In order to be awarded their chosen professional qualification, students must successfully complete all of the required subject examination papers for that particular qualification. Students are required to re-take only those subjects which they fail.

All of the examinations for the professional qualifications are written assessments to be completed under closed book examination conditions within a designated three hour time period.

Those who wish to enter for any examination must complete the relevant entry form and return it to the Professional Qualifications department before the appropriate deadline. Entry forms and Guidance notes for the examinations are automatically sent to current registered students at least 6 weeks in advance of the deadline. In addition, general information including the dates and times of the examinations, as well as the entry form, can be found on the Institute's website [www.export.org.uk](http://www.export.org.uk).

Examinations are held in June and December every year and closing dates for applications are April and October. Examinations are held at HKMA training centres. Details about examination dates and venues will be notified to the students later.

## **About the Organizers**

### **INSTITUTE OF EXPORT**

The Institute of Export (IoE) was established in 1935 and is registered as a Registered Charity. The mission of the Institute is "to enhance the export performance of the United Kingdom by setting and raising professional standards in international trade Management and export practice". This is principally achieved by the provision of education and training programmes.

The Institute of Export is the only professional body in the UK offering recognized, formal qualifications in International Trade. The Institute's professional qualifications, achieved by examination, lead to the awards of the Advanced Certificate in International Trade and the Diploma in International Trade, with the conferring of the suffix **AMIE**x and **MIEx (Grad)** respectively, upon joining the appropriate membership.

### **ABOUT THE HONG KONG MANAGEMENT ASSOCIATION**

The Hong Kong Management Association (HKMA) is a non-profit making professional body established in 1960. The Association, with a mission to train and develop human resources, has been actively taking part in training tens of thousands of management personnel and professionals, thereby raising the standard of management and improving its quality in Hong Kong.

Some 2,300 integrated and well-balanced courses are offered by the Association and attended by some 57,000 participants annually. As part of its deep commitment to providing opportunities to local executives and professionals for continuing development, the Association, in partnership with a number of prestigious overseas tertiary and professional institutions, offers a series of programmes leading to Bachelor's, Master's and Doctoral degrees and professional qualifications in various areas of studies.

## **ENQUIRIES**

For general enquiries, please call HKMA's Customer Service Section on 2365 1000. For details about the programmes, please call Ms Xenia Wong on 27748565 or Mr Rick Tam on 27663303.



**Advanced Certificate in International Trade (CHA-90080)**  
**Diploma in International Trade (DIT-92579)**  
**via distance learning**

**APPLICATION FOR ENROLMENT & EXEMPTION**

Please return the completed Application for Enrolment & Exemption Form with all required documentation and application fee to the IOE Programmes Secretariat, c/o The Hong Kong Management Association, Top Floor, Unit M, Kaiser Estate, Phase III, 11 Hok Yuen Street, Hunghom, Kowloon, (Hong Kong).

Please complete this form in BLOCK LETTERS.

**SECTION I: PERSONAL DETAILS**

Full Name in English (as shown on the HKID Card / Passport): \_\_\_\_\_

Surname: \_\_\_\_\_ Other Name: \_\_\_\_\_

Name in Chinese (If applicable): \_\_\_\_\_

Gender:  Male  Female HKID / Passport\* Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Office: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer Address: \_\_\_\_\_

**SECTION 2: ACADEMIC / PROFESSIONAL QUALIFICATIONS**

N.B. Please attach copies of Certificates & transcripts

Date	Name & Address of Institution / Examination	Qualification

**SECTION 3: EMPLOYMENT HISTORY**

Date	Name of Employer	Position & Duties

**SECTION 4: ENROLMENT**

I would like to enrol in:

- Advanced Certificate in International Trade (ACIT) (CHA-90080-2007-1-NL)
  Diploma in International Trade (DIT) (DIT-92579-2007-1-NL)

I understand that:

- I have to complete all the modules in ACIT or be exempted from the modules before I attempt DIT
- I have to apply to become a Student Member of the Institute of Export before I take the Professional Examinations
- I can apply for Student Membership later

**SECTION 5: EXEMPTION (if applicable)**

I would like to apply for exemptions in the following modules:

Advanced Certificate in International Trade

- The Business Environment
  Finance of International Trade  
 International Marketing
  International Distribution

Relevant Academic / Professional Qualifications: \_\_\_\_\_  
 \_\_\_\_\_

Diploma in International Trade

- International Marketing Strategy
  International Logistics and Purchasing
  Management of International Trade  
 Practical Global Trading (Not applicable, no exemption can be granted for this module)

Relevant Academic / Professional Qualifications: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 6: WHERE DID YOU FIRST LEARN ABOUT THIS PROGRAMME?**

- Email Promotion from HKMA
  Newspaper and Magazine Advertisement (Please specify): .....  
 Email Promotion from Other Websites (Please specify): .....
  Website Advertisement (Please specify): .....  
 Direct Mail by Post
  HKMA Website (From where did you learn about, please specify): .....  
 Advertisement at MTR Stations
  Bus Advertisement
  Others (Please specify) .....  
 MTR Station
  Kowloon Tong (PKLT)
  Kwun Tong (PKT) OINA  
 Central (PCTL)
  Admiralty (PAM)  
 Causeway Bay (PCWB)
  Kwai Fong (PKF)  
 Tai Koo (PTK)
  Others (please specify) .....

**SECTION 7: DECLARATIONS**

**I declare that the information I have given in this application and supporting documents is true and correct**

Signature \_\_\_\_\_ Date \_\_\_\_\_

- By signing and submitting this application form, the applicant acknowledges and agrees that the personal data appearing in this application form and accompanying documents (if any) will be used for the purpose of market research, programme development and direct mailing by HKMA whether or not the application is successful or the programme is cancelled.
- All application forms and accompanying documents (if any) submitted will be destroyed in case the application is unsuccessful or the programme is cancelled.

## Advanced Certificate of International Trade & Diploma of International Trade

### INFORMATION FOR NEW APPLICANTS

#### A. Application Procedures

1. Please read the brochure carefully before filling in the Application for Enrolment and Exemption Form.
2. Return the completed Form, together with a crossed cheque for HK\$150 made payable to "Hong Kong Management Association" for the non-refundable Application Fee to: Hong Kong Management Association, Top Floor, Unit M, Kaiser Estate, Phase III, 11 Hok Yuen Street, Hung Hom, Kowloon before the deadline for application.
3. Please write your FULL NAME on the back of the cheque.
4. Please enclose TWO copies of certificate(s) and transcript(s) and work reference(s) with your application.

#### B. Admission Procedures

1. Application for Enrolment and Exemption will be assessed by, and admission decisions will be made, at the discretion of the Institute of Export.
2. Applicants will be informed by email of the result of application in 2 weeks from the date of application.
3. Enrolment fee minus applicable exemption discount, if any, will be payable in whole within 7 days upon receiving the notification of admission.
4. Students are advised to register for Student Membership and for the Professional Examinations by applying to the Institute of Export directly.

#### C. Fees

##### i. Application Fee

HK\$150, payable on application for enrolment

##### ii. Enrolment Fee

	For the Entire Course of 4 Modules	Discount for Exemption per Module
ACIT or DIT	HK\$4,980* (HKMA Member)	HK\$1,000
	HK\$5,280* (Non-Member)	HK\$1,000

\* The original prices of distance learning ACIT and DIT are GBP490 and GBP510 respectively (approximately HK\$7,800 and \$8,100). You enjoy approximately 36% to 38% discount by applying through HKMA.

\* The Enrolment Fee, minus appropriate discount for exemption, will be payable when notified the result of your application.

##### iii. Examination Fee

	Fee per Examination Paper	Administration Fee per Sitting
ACIT	35 GBP	25GBP
DIT	40 GBP	35GBP

NB. Administration fee is charged per sitting, regardless of the number of papers taken for that sitting

##### iv. Student Membership Fee

50GBP per year

NB. For examinations and student membership, please refer to the Institute's website, [www.export.org.hk](http://www.export.org.hk), for possible fee revisions and application procedures

#### D. Commencement

Students can commence the ACIT or DIT anytime after fee payment and upon receipt of password. The maximum length of time to complete the examinations is 5 years.

#### E. Application Deadline

Last date for applications: 19 January 2008

#### G. Enquiries

For general enquiries, please call HKMA Customer Service on 2774 8500. For course details, please call Ms Xenia Wong on 2774 8565 or Mr Rick Tam on 2766 3303.

#### F. ACIT/DIT Local Secretariat

The Hong Kong Management Association  
Top Floor, Unit M  
Kaiser Estate Phase III  
11 Hok Yuen Street  
Hunghom, Kowloon  
Tel: 2766 3303 Ext 213  
Fax: 2365 1000

## **Examples of Exemptions Granted to HKMA Programmes**

Any students 21 years or over successfully completing a Certificate or Diploma qualification offered through the Hong Kong Management Association would be exempted from the whole of the Certificate in International Trade (CIT) plus -

### **Professional Diploma in Logistics & Supply Chain Management (210 hours)**

#### **Exemptions:**

Advanced Certificate in International Trade (ACIT)

- The Business Environment

Diploma in International Trade (DIT)

- International Logistics & Purchasing

### **Professional Diploma in Shipping & Logistics Management (210 hours)**

#### **Exemptions:**

Advanced Certificate in International Trade (ACIT)

- The Business Environment
- International Physical Distribution

Diploma in International Trade (DIT)

- International Logistics & Purchasing

### **Professional Diploma in Purchasing & Supply Management (210 hours)**

#### **Exemptions:**

Advanced Certificate in International Trade (ACIT)

- The Business Environment
- International Marketing

Diploma in International Trade (DIT)

- International Logistics & Purchasing

### **Professional Diploma in Logistics & Import-Export Practice (210 hours)**

#### **Exemptions:**

Advanced Certificate in International Trade (ACIT)

- All modules