



# Import/Export

# Course 01: Import/Export Processing

- Module 01: Introduction to Import Export
- Module 02: Organising the Import Export Operation
- Module 03: Products for Your Import Export Business
- Module 04: Target the Marketing and Find Your Customers
- Module 05: Searching, Marketing, and Distribution
- Module 06: Documentation and Supply Chain Management
- Module 07: Pricing, Payment and Shipping Procedure
- Module 08: Necessary Tools for Trading

# Course 02: Transport Management Complete Training Level 3

- An Introduction to Successful Transport Management
- The UK's Travel Infrastructure – Road and Rail
- Road Freight and Transport Management
- Passenger Road Transport and its Management
- Rail and Transport Management
- Transport Management for Ports and Inland Waters
- Transport Management for Airlines
- Trends, Challenges and Best Practices in Transport Management
- Transport Management and Health and Safety

# Course 03: Anti Money Laundering (AML) Regulation for AML Officers Diploma

- Introduction to Money Laundering
- Proceeds of Crime Act 2002
- Development of Anti-Money Laundering Regulation
- Responsibility of the Money Laundering Reporting Office
- Risk-based Approach
- Customer Due Diligence
- Record Keeping
- Suspicious Conduct and Transactions
- Awareness and Training

# Course 04: Data Protection and Data Security Level 2

- GDPR Basics
- GDPR Explained
- Lawful Basis for Preparation
- Rights and Breaches
- Responsibilities and Obligations

# Course 05: Manual Handling Level 2

- Introduction, Legislation and Guidance
- Manual Handling Hazards and Injuries
- Manual Handling Risk Assessments
- Controlling and Reducing the Risks
- Safe Lifting Techniques

# Course 06: Business Law

- Understanding Business Law
- European Community Law
- The Court System
- Civil and Alternative Dispute Resolution
- Contract & Business Law
- Employment Law
- Agency Law
- Competition Law

# Course 07: Business Analysis Level 3

- Introduction to Business Analysis
- Business Processes
- Business Analysis Planning and Monitoring
- Strategic Analysis and Product Scope
- Solution Evaluation
- Career Prospect as a Business Analyst in the UK



# Course 08: Compliance Training Level 2

- Introduction to Compliance
- Five basic elements of compliance
- Compliance Management System (CMS)
- Compliance Audit
- Compliance and Ethics
- Risk and Types of Risk

# Course 09: Risk Management

- Introduction to Risk Management
- Risk and Types of Risk
- Benefits of Risk Management
- Enterprise Risk Management
- Risk Management Process
- Risk Analysis and Assessment
- The Risk Evaluation Process

# Course 10: Effective Communication Skills

- Introduction To Communication – Goals & Benefits
- Key Principles Of Communication
- We are Always Communicating
- Fundamentals Of Communication
- Great Communication Tips
- Import/Export Course 11: First Aid Training
- Introduction to Workplace First Aid
- Legal Framework for Workplace First Aid
- Incident Management at Work
- Primary Survey

# Course 11: First Aid Training

- Introduction to Workplace First Aid
- Legal Framework for Workplace First Aid
- Incident Management at Work
- Primary Survey



Thank You