

Document Management: Control, Compliance and Consistency - Workshop Overview

Workshop Overview

Document management is a supporting function of global value chains. Documents are evidence and proof of organizations' business activities from when they are formed to when they close their doors, and sometimes beyond. An organization's ownership, decisions, transactions, personnel, finances, taxes, and compliance to regulations are all documented, filed and stored. In international trade, documents are critically important as proof of compliance and due diligence.

Exporters and importers need to ensure the laws and regulatory requirements of two or more countries are met and that the increased exposure to risk (e.g. financial, political, logistical risk) resulting from complexities of international trade transactions is mitigated. Consequently, the international business transaction between an importer and an exporter can generate many documents and involve more and different stakeholders than domestic business transactions.

The purpose of this workshop is to examine the "who", "what", "why", "where", "when" and "how" of documents in international trade.

Workshop Structure

Module 4 of the Global Value Chain course.

This is the last of four workshops for the course Global Value Chain. Each workshop explores a global value chain activity in relation to international trade.

This workshop can be completed as a stand-alone learning module within the FITTskills framework.

Workshop Details

Workshop Fee: USD 500

Workshop Duration: 4 hours

What's Included

- Workshop eBook
- Video resources
- Guiding notes to facilitate tracking of key concepts
- Case studies offering real-life examples
- Sample exam questions to demonstrate exam format and help you practice for your final assessment
- Access to the multiple-choice online exam
- Essential international trade skills to help you compete in today's integrated global marketplace

Workshop Learning Outcomes

Upon completion of this workshop, participants will be able to:

Upon successful completion of this workshop, the individual will be able to:

1. Explain the roles and responsibilities of various stakeholders involved in the issuing and management of documents necessary for international trade transactions.
2. Describe the types and purposes of international trade documentation for the management of the movement of goods and services in international trade transactions.
3. Explain the purpose and importance of using rules within international trade transaction documentation.
4. Manage required documentation for international trade transactions to ensure compliance and maximum efficiency.