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| Department for Business, Innovation and Skills (BIS) |
| Issue 17, published october 2015  export control TRAINING bulletin |

**JANUARY TO JUNE** 2016 TRAINING EVENTS**[[1]](#footnote-1)**

(Includes remaining unfilled events for November/December 2015.)

The training events are aimed at exporting and trading individuals or companies, of all sizes and government organisations, and cater for a wide range of knowledge levels.

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| ***Beginner*** and ***Intermediate*** level Export Control Seminars will be run regionally, in Newcastle, Manchester, Oxford and London. | ***Making Better Licence Applications*** workshops will be held in London and some regions.  ***Control List Classification*** workshops will be held in London. |
| ***Sector Focused Seminars:*** 2015 has seen the first Cyber Seminar and our annual Oil and Gas Seminar. We are looking to run these sector events again in 2016 and feedback from our events has shown an appetite for more such Sector Focused Seminars. We would therefore be grateful for suggestions of which sector(s) you would be interested in us focusing on so that we can plan accordingly. Please e-mail us with your suggestions ([denise.carter@bis.gsi.gov.uk](mailto:denise.carter@bis.gsi.gov.uk)) and lookout for updates to the Training Bulletins as and when such new events are confirmed (e.g. via Notice to Exporters: <http://blogs.bis.gov.uk/exportcontrol/>).  We would also like to gauge the level of interest in holding Control List Classification courses outside of London. So please tell us if this would be of interest to you, including whether you would be interested in the Dual Use or Military course, as well as where in the country you would like it to be held. | |

# DETAILS OF COURSES

## Beginner Level Courses:

## BEGINNERS WORKSHOP

*Duration:* **Half**-day

*Pre-course knowledge:* None.

This is a general introduction to export control for those who are completely new to the subject and/or those who only require a broad overview.

The workshop will cover topics such as: − Why have controls?

What’s controlled?

What is technology?

Types of Export licence,

Compliance & enforcement.

After attendance at the Beginner workshop, attendees will be provided with access to a short assessment module\* to enable attendees to test their learning after the Beginners course, to a certificate of achievement. The assessment module is delivered by Cranfield University and will be in the form of online questions with multiple choice answers.

In addition to accessing the beginner’s assessment, you will also be able to access other online training and assessment modules on strategic export controls for the UK defence industry, delivered by Cranfield University.

\*In order for you to complete the assessment module for the Export Control Organisation's Beginners Workshop we need to pass minimal personal details (your name, company name and email address only) to Cranfield University. This personal data will not be disclosed to any other third parties and will only be held so that you can complete the assessment module. Any information about you will be held securely by Cranfield University, in accordance with the Data Protection Act 1998 and will not be used for any other purpose other than for use concerning the ECO assessment module. For more information on the Department for Business data protection policy please see: <http://www.bis.gov.uk/site/privacy>

## Intermediate Level Courses:

## INTERMEDIATE SEMINAR

*Duration*: **Full-day**

*Pre-course knowledge:* aimed at those who have previously attended the ‘Beginner Workshop’, or who already have a basic knowledge of the controls and/or those who require a deeper understanding. The day comprises a series of presentations on the following:

* *Control Lists*  - How the lists are compiled and details on the types of goods, software

and technology specified therein.

* *Technology* - What is technology? How can a company decide if the technology is

licensable? – Different means of technology transfer – Compliance and

record-keeping related to technology.

* *Trade* - The trade and brokering services controls – i.e. trafficking and

brokering, covering both the goods and the activities specified.

* *End-Use Controls*

- Weapons of Mass Destruction (WMD) (catch-all) and military end-use

controls.

* *Licence types and the licensing process*

- The different types of licence, common pitfalls when completing a

licence application and how decisions are reached on whether to issue

or refuse a licence.

* *Compliance* - Why we have compliance visits and what to expect during one.
* *Concluding remarks including staff training*

*-* Addressing export control – ideas on how to approach staff training and

why it is important – why things go wrong and the consequences.

An external speaker from HMRC, FCO, MoD, industry or a trade association will be invited to present where possible, to give a different perspective on their role within strategic export controls / the application of export controls,

**Note:**  We recommend you think carefully about what you need to achieve from the courses, before deciding which level suits you best.

## MAKING BETTER LICENCE APPLICATIONS WORKSHOP

*Duration:* **Half**-day

*Pre-course knowledge:* aimed at attendees who have some experience of making SPIRE licence applications.

*Objective:* Reduce the number of Requests for Further Information (RFIs) and withdrawn/stopped cases returned to licence applicants.

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.

There will also be an opportunity to share best practice with other attendees. SIEL Undertaking requirements will also be highlighted and the Classification and End-User Advice services will also be explained.

## Advanced Level Course:

## CONTROL LIST CLASSIFICATION AND USING THE CHECKER TOOLS WORKSHOP

Duration: **Full-day**

Pre-course knowledge: aimed at those who already have some knowledge or experience of the classification (rating) process – those who are not familiar with export controls, would benefit from attending the Beginner Workshop or Intermediate Seminar first.

Separate workshops will concentrate on classifying ***Military*** or ***Dual-Use*** goods, class sizes are **limited to 10,** to ensure the training exercises are as relevant as possible.

Objective: to give attendees confidence in identifying control list entries that describe their products.

Outline:

* Export control lists – review where they come from and the 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 and use of Goods Checker
* Introduction to OGEL Checker.

Reduced class sizes mean that these courses fill up quickly and we often have a waiting list of people wishing to attend. **If you book and subsequently find you cannot attend, please let us know so that we can offer your place to someone else.**

## Bespoke On-site Training

The Export Control Organisation is able to offer limited in-house training opportunities, for UK companies exporting strategically controlled items.

This can be very cost-effective where a company wishes to provide general export control training for a number of staff, this may be a general introduction to export controls, but could also be tailored to the specific types of products or services you provide. Or maybe you would like an overview of export controls delivered to key company staff, supply chain and customers?

We will discuss your specific training requirements with you to determine whether specialist on-site training is appropriate and whether we have resource to offer an event.

We have an explicit minimum requirement of 10 trainees per session (inc. a.m. and p.m.).

We charge a flat rate £750+ VAT (per half day) or £1,000 + VAT (per full day). This includes all costs for the initial training event design, preparation of our presentation materials, handouts for staff (where requested) and our travel costs etc.

For an application form or more information please contact [denise.carter@bis.gsi.gov.uk](mailto:denise.carter@bis.gsi.gov.uk) or [trainingandawareness.eco@bis.gsi.gov.uk](mailto:trainingandawareness.eco@bis.gsi.gov.uk) or telephone: 020 7215 4459.

## PAYMENT

The cost of each event (per delegate) is shown on the registration form below and payment will be invoiced after the event. Payment can be made by BACS transfer or by cheque payable to ‘BIS’. If using a Purchase Order for payment, please ensure that Purchase Order details are sent with the registration form to the ECO (address below).

Attendance at your chosen event is only assured once you have received confirmation from the Export Control Organisation.

## CANCELLATION POLICY

Training places are limited, therefore any cancellation of confirmed training attendance must be received by the Awareness Co-ordinator in writing or by email, at least ***five working days*** before each event, otherwise course costs will be charged/invoiced accordingly.

If the ECO has no alternative but 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 ECO 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.

## REGISTRATION

To register for any of these events, please complete the [registration form](#Registration) below, (per attendee) and return it to:

Denise Carter

Awareness Co-ordinator

Export Control Organisation

Department of Business, Innovation and Skills

1 Victoria Street

Orchard 3

London, SW1H 0ET

Fax: 020 7215 0531

E-mail: [denise.carter@bis.gsi.gov.uk](mailto:denise.carter@bis.gsi.gov.uk)

By completing the form, we understand that you have read and comprehend the level of training on offer, and, that you understand you will be charged for each cancelled event in accordance with the cancellation conditions above.

## Further details

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 e-mail address is clear and accurate and clearly highlighted, if different to the attendee’s email address.

Venue details and a final agenda will be sent (by e-mail) 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.

REGISTRATION FORM

*By completing this form, we understand that you are aware of and accept the level of training on offer. Five working days notice will be required for cancellation of any confirmed training place, otherwise full costs will be charged for each place.*

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## SECTION A – CONTACT DETAILS

1. Booker:
   1. Contact Name & Tel:
   2. Contact E-mail Address:
2. Attendee #1:
   1. Name:
   2. E-mail address:

(if different from contact above)

* 1. Company Name:
  2. Company Address
  3. Street No./Building:
  4. Road:
  5. Town/City:
  6. County:
  7. Postcode:
  8. Tel Number:
  9. Fax Number:

Note: Please provide individual telephone numbers and e-mail addresses for each attendee.

1. Company VAT number (must be completed)
2. Purchase Order (PO) number and Invoice Address (if different to above):

*Please ensure that the correct invoice address is provided, for many attendees this will be different from your physical address.*

## SECTION B – FURTHER INFORMATION ABOUT YOU / YOUR COMPANY

1. How would you describe your current level of knowledge of export controls:

Beginner:  Improver:  Advanced:

1. Generic product / service description (licensable activity):
2. Please tell us your relevant control entries e.g., ML11, 3A001
3. Your ECO-based Compliance Inspector:
4. Sector e.g. manufacturer/supplier/intermediary/consultant/other
5. What is the size of your company (number of employees)?
   * 1. Micro (1-10)
     2. Small (11-50)
     3. Medium (51-250):
     4. Large (more than 250):
6. Is your company a member of any Trade associations?

1. Do you have specific concerns/goals that you hope to address/achieve from attending this course(s)?
2. How did you hear about the event?

www.gov.uk website:  ECO Training Bulletin:

Compliance Inspector:  Recommendation

ECO Helpline  Publicity (please state)

Notices to Exporters  UKTI

Other (please specify)

1. Do you have any specific dietary requirements (allergies) or access needs (disabled access, etc.)?

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## SECTION C – PLEASE INDICATE YOUR EVENT CHOICE IN COLUMN ‘X’

| **Date** | **Event** | **Location** | **Cost** | **X** |
| --- | --- | --- | --- | --- |
| Nov ***‘15*** | | | | |
| 5th | Making Better Licence Applications 9:30 – 1:30 | London | £108 |  |
| 18th | Intermediate Seminar 9:30 – 4:30 | Hilton Deansgate Manchester | £150 |  |
| 19th | Beginners Workshop 9:30 – 1:30 | £118 |  |
| 19th | Making Better Licence Applications 1:30– 4:30 | £108 |  |
|  |  |  |  |  |
| **Date** | **Event** | **Location** | **Cost** | **X** |
| Dec ***‘15*** | | | | |
| 10th | Making Better Licence Applications 9:30 – 1:30 | London | £108 |  |
| January ***‘16*** | | | | |
| 13th | Control List Classification – Dual Use 9:30 – 4:30 | London | £240 |  |
| 14th | Making Better Licence Applications 9:30 – 1:30 | London | £108 |  |
| 20th | Intermediate Seminar 9:30 – 4:30 | Bristol  Double Tree By Hilton Hotel | £150 |  |
| 21st | Beginners Workshop 9:30 – 1:30 | £118 |  |
| 21st | Making Better Licence Applications 12:30– 4:30 | £108 |  |
| February ***‘16*** | | | | |
| 10th | Control List Classification – Military 9:30 – 4:30 | London | £240 |  |
| 11th | Making Better Licence Applications 9:30 – 1:30 | London | £108 |  |
| 24th | Intermediate Seminar 9:30 – 4:30 | Crowne Plaza Hotel Newcastle | £150 |  |
| 25th | Beginners Workshop 9:30 – 1:30 | £118 |  |
| 25th | Making Better Licence Applications 12:30– 4:30 | £108 |  |
| March ***‘16*** | | | | |
| 9th | Control List Classification – Dual Use 9:30 – 4:30 | London | £240 |  |
| 10th | Making Better Licence Applications 9:30 – 1:30 | London | £108 |  |
| 16th | Intermediate Seminar 9:30 – 4:30 | Birmingham  Hilton Birmingham Metropole | £150 |  |
| 17th | Beginners Workshop 9:30 – 1:30 | £118 |  |
| 17th | Making Better Licence Applications 12:30– 4:30 | £108 |  |
| April ***‘16*** | | | | |
| 13th | Control List Classification – Dual Use 9:30 – 4:30 | London | £240 |  |
| 14th | Making Better Licence Applications 9:30 – 1:30 | London | £108 |  |
| 20th | Intermediate Seminar 9:30 – 4:30 | London\* | £150 |  |
| 21st | Beginners Workshop 9:30 – 1:30 | London\* | £118 |  |
| 21st | Making Better Licence Applications 12:30– 4:30 | London\* | £108 |  |
| May ***‘16*** | | | | |
| 11th | Control List Classification – Military 9:30 – 4:30 | London | £240 |  |
| 12th | Making Better Licence Applications 9:30 – 1:30 | London | £108 |  |
| 18th | Intermediate Seminar 9:30 – 4:30 | Grand Harbour Hotel Southampton | £150 |  |
| 19th | Beginners Workshop 9:30 – 1:30 | £118 |  |
| June ***‘16*** | | | | |
| 8th | Control List Classification – Dual Use 9:30 – 4:30 | London | £240 |  |
| 9th | Making Better Licence Applications 9:30 – 1:30 | London | £108 |  |
| 15th | Intermediate Seminar 9:30 – 4:30 | Rougemont Hotel Exeter | £150 |  |
| 16th | Making Better Licence Applications 9:30 – 1:30 | £108 |  |

\* These courses will be held at BIS Conference Centre in 1 Victoria Street

**By completing the form, we understand that you have read and comprehend the level of training on offer, and that you understand you may be charged for each cancelled event in accordance with the cancellation conditions above.**

1. All courses are subject to demand and may be cancelled if attendance levels are low. We also reserve the right to refuse admission on any course. [↑](#footnote-ref-1)