ANNEX 4

TRAINING ACADEMY COURSES

1. This Annex 4 lists the training courses that the Supplier will make available as at the date of the Agreement.

2. The Supplier shall maintain and improve the courses to ensure the courses are effective in educating Users about their customs obligations and how to move goods between GB and NI and to reflect Users' feedback The Supplier shall provide an updated list of training courses to the Authority every 6 months or upon request by the Authority from time to time.

3. Notwithstanding paragraph 2, any material changes to the content of the training courses in this Annex 4 (either individually or collectively) as a result of policy changes or Customs Change shall be agreed via the Change Control Procedure.

4. The courses set out in paragraph 1 below will be provided as trainer-led virtual classroom training in accordance with a published training timetable and supported by bite-sizes 'How-to Guides', which Users will be able to download from NICTA Portal.

1. NI CUSTOMS TRAINING ACADEMY (NICTA) SHORT COURSES

Course Title	Overview of Course
Introduction to Customs **For:** Traders, SMEs **Length:** 1-hour course	This course will provide an overview of Customs and Trade • What is Customs? • What is international Trade • UK & European Union • The Role of Customs • Customs Legislation and Regulation • What is a Customs Declaration? • Why are Customs Declarations Required? • What is an EORI Number • What is a Commodity Code and Why is it Required? • When is a Safety and Security Declaration Required? • What is a Commercial Invoice?

	• Licences and Certificates
Great Britain to Northern Ireland Trade (GB:NI) **For:** Traders (GB sellers and NI buyers); SMEs **Length:** 3-hour course	This course will outline the essentials of how GB:NI trade will work and the role of traders to make it happen: • Review trade requirements for goods moving between Great Britain to Northern Ireland from 1st January 2021 • Consider the approach to efficient trading processes • Explain the importance of agreeing terms of trade through Incoterms, which influence responsibilities for freight movements and declarations for goods entering Northern Ireland from Great Britain
Trade and Logistics operations with Northern Ireland **For:** Carriers, Brokers & Intermediaries **Length:** 4-hour course	This course will: • Review trade and logistics operations for goods movements to and from Northern Ireland • Consider trade and logistics arrangements applying from January 2021, across different industry sectors • Explain requirements for declarations • Discuss Transit procedures • Outline options for engaging with the Trader Support Service
Step by Step Guidance on Completing Declarations **For:** traders & carrier community **Emphasis on:** GB:NI and simplified, supplementary	This course will: • Highlight what traders and carriers need to know to complete declarations accurately and efficiently for movement of goods • Step-by-step guidance on completing the declarations • Detail the common pitfalls and mistakes made by newcomers to declarations

declarations and full ONLY where required and available **Length:** ½ day supported with User guide for traders	
GB-NI Trade Procedures & Documentation **For:** traders, carriers & specialist carriers **Emphasis on:** GB:NI **Length:** ½ day	This course: • Covers everything to know to enable goods to move smoothly between GB and NI • Give an understanding of associated compliance requirements and knowledge of why certain documentation must be retained
Classification and Tariff Codes **For:** Traders, carriers **Length**: 3 hours	The course highlights: • Commercial implications of correct use of the Tariff/Commodity code and why it is important to have a good understanding of them • Provide an understanding of what successful and efficient goods movement and trade arrangements between GB:NI looks like
VAT arrangements specific to GB:NI Trade **For:** Traders (GB sellers and NI buyers) **Length:** Webinar	This course covers: • VAT aspects and how VAT will operate in 2021 for GB: NI trade • Outline operational best practice in relation to VAT and how businesses can effectively manage VAT reporting