

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Import Export Documentation

Duration: 3 Months

Revised Edition

Trainer Name	
Course Title	Import Export Documentation
Objectives and Expectations	Employable skills and hands on practice for Import Export Documentation module Course provides an opportunity to build a great career in the field of Import Export Documentation. This training will enable them to understand the comprehensive structure of Import Export Documentation and enhance their skills as well as deepen their grip on all contents related to opening of firm and Import Export Documentation. Trainees will also get deep insight of documentation process involved in the import and export. <u>Main Expectations:</u> In short, the course under reference should be delivered by professional instructors in such robust hands- on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion, where's hands on practice are not valid than demonstration will be required through video contents/ project prototype. This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each individual trainee to prepare them for such market roles during/after the training. In order to maintain interest and motivation of the trainees throughout the course, modern techniques such as: • Motivational Lectures • Success Stories • Case Studies These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology). Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem solving abilities of the trainees. 1. Motivational Lectures The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture. To inspire the trainees to utilize the training opportunity to the full and strive towards

professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

1. Clear Purpose to convey message to trainees effectively.
2. Personal Story to quote as an example to follow.
3. Trainees Fit so that the situation is actionable by trainees and not represent a just idealism.
4. Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity and spark the desire needed for trainees to want to learn more.

Impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for longer time without boredom and loss of interest because they can clearly see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well-planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

5. Success Stories

Another effective way of motivating the trainees is by means of Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation or by means of a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication, and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. Optimum impact is created when the story is revealed in the form of:-

1. Directly in person (At least 2-3 cases must be arranged by the training institute)
2. Through an audio/ videotaped message (2-3 high quality videos must be arranged by the training institute)

It is expected that the training provider would collect relevant high-quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen at annexure III.

3. Case Studies

	Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real-life specific problem/situation and to explore the solutions. In simple terms, the case study method of teaching uses a real-life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes classroom atmosphere interesting thus maintaining the trainee interest in training till the end of the course. Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies to be presented to the trainees. The trainer may adopt a power point presentation or video format for such case studies whichever is deemed suitable but it's important that only those cases are selected that are relevant and of a learning value. The Trainees should be required and supervised to carefully analyze the cases. For the purpose they must be encouraged to inquire and collect specific information / data, actively participate in the discussions, and intended solutions of the problem / situation. Case studies can be implemented in the following ways: - 1. A good quality trade specific documentary (At least 2-3 documentaries must be arranged by the training institute) 2. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute) Field visits (At least one visit to a trade specific major industry/ site must be arranged by the training institute)
Entry level of trainees	Intake level is Matric
Learning Outcomes of the course	By the end of this course, students will be able to: • Register firm for business • Create documents for the import purposes for a firm • Prepare documents for the export of products for a firm • Demonstrate a verbal-working use of the vocabulary relating to design • Communicate properly during the whole process with stakeholders • Analyze, interpret, and evaluate the documents • Students will produce a portfolio of art using a variety of graphic design techniques, styles and media.
Course Execution Plan	Total duration of course: 3 months (12 Weeks) Class hours: 4 hours per day Theory: 20% Practical: 80%

	Weekly hours: 20 hours per week Total contact hours: 240 hours
Companies offering jobs in the respective trade	1. FMCG 2. Manufacturing Industries 3. IT Industries 4. Automobiles 5. Industry Sectors
Job Opportunities/ job titles	• Entrepreneur • Import Export process consultant • Freelancer
No of Students	25
Learning Place	Classroom/ Lab
Instructional Resources	http://www.eximguru.com//exim/guides/how-to-import/default.aspx Import guidelines https://incodocs.com/blog/shipping-document-process-overview-export-import/ Export documentation required for the Import / Export process https://www.shippingsolutions.com/export-documentation-procedure Export Procedures and Documentation: An In-Depth Guide https://grow.exim.gov/blog/ten-common-export-documents-you-should-know-about 10 common documents you should know about https://geniusimpex.org/import-export-documents/ Import Export Documents Required in Pakistan – The Complete Guide

MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks
Week 1	International Trade & Its Essentials	• Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) • Course Introduction • Job market • Course Applications • Institute/work ethics • Definition of trade and international trade • Importance and scope of international trade • Procedures of international trade • Explain import and export concept • Import and export impacts on economy • Understanding of steps involved in exports • Understanding of steps involved in imports	Home Assignment • Task 1 • Task 2 • Task 3 <u><i>Details may be seen at Annexure-I</i></u>
Week 2	Firm opening and registration for import-export	• Success stories (<i>For further detail please see Page No: 3& 4</i>) Students are introduced to: • Introduction about firm • Types of firms • Research for product or service • Documentation for firm opening and registration • Opening of bank account • Process for certificate of incorporation • Registration of firm under SECP • Registration process in chamber of commerce • Registration with the association • Process of obtaining import or export license • Registration with tax authorities FBR etc. and other relevant authorities. • Information about duties and taxes.	• Task 4 • Task 5 <u><i>Details may be seen at Annexure-I</i></u>
Week 3	International commercial terms (Incoterms)	• Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) Students are introduced to • Introduction of incoterms • History of incoterms • Role of incoterms in international trade	• Task 6 • Task 7 <u><i>Details may be seen at</i></u>

		- Understanding of incoterms 2010 - Understanding and role of 2020 incoterms	<u>Annexure-I</u>
	International Payment	Students are introduced to: - Explanation about international payment - Types of international payment - Consignment - Open account - Collections - Letter of Credit - Cash in Advance - Describe international payment methods - Documentation for payments - Swift code - Pakistan tariff system - Procedures of international payments for exporter - Procedures of international payments for importer - Risk involved in payments methods - Documentation involved in case of discrepancy in payments - Other types of international payments	
Week 4	Export documents	Success stories (For further detail please see Page No: 3& 4) Students are introduced to - Export process and methods - Research for product to export - Research for export market - Types of export documents - Commercial documents - Government document - Financial document - Transport document	Task 8 Task 9 <u>Details may be seen at Annexure -I</u> Monthly Test 1
	Create an account profile on Fiverr (at least two gigs) and Upwork	Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts Step 4: Account Security	
Week 5	Export documents (Commercial documents)	Motivational Lecture(For further detail please see Page No: 3& 4) - Commercial documents types and their importance - Quotation (Introduction) - Sample & sample invoice - Sales contract	Task 10 Task 11 Task 12 <u>Details may be seen at Annexure</u>

		• Performa invoice • Packing list • Inspection certificate • Insurance certificate • Health certificate • Product testing certificate • Undertaking letter • Commercial invoice • Description of commercial documents • Process for preparing commercial documents • Description of steps involved in dealing with buyer and banking channel using commercial documents	<u>e-l</u>
Week 6	Mid Term		
	Build your CV	• Success stories (For further detail please see Page No: 3& 4) Download professional CV template from any good site (https://www.coolfreecv.com or relevant) • Add Personal Information • Add Educational details • Add Experience/Portfolio • Add contact details/profile links	• Task 13 • Task 14 • Task 15
	Export documents (Government documents)	• Government documents types and their importance • NTN • Sales Tax Registration • Chamber Membership • Import License • Export License • Import Export Declaration • Certificate of Origin • WEBOC LOGIN • Description of government documents • Process for preparing government documents	<u>Details may be seen at Annexur e-l</u>
Week 7	Export documents (Financial documents)	• Motivational Lecture (For further detail please see Page No: 3& 4) • Financial documents types and their significance • Bank account • Bills of exchange • Promissory note • Letter of credit • Form E	• Task 16 • Task 17 <u>Details may be seen at Annexur e-l</u>

		• Description of financial documents • Process for preparing financial documents	
Week 8	Export documents (Transportation documents)	• Success stories (For further detail please see Page No: 3& 4) Students are introduced to: • Types of transport documents and their importance • Shipping order • Bill of landing • Air waybill • Packing list • Description of documents for transportation of goods • Process for preparing transportation document	• Task 18 • Task 19 <u>Details may be seen at Annexure-I</u>
Week 9	Export process	• Motivational Lecture(For further detail please see Page No: 3& 4) • Details regarding container and its types • Calculation and loading process regarding containers • Costing of the product • Documents required for whole process • Process of dealing with exporter bank • Process of dealing with importer • Process of dealing with freight forwarding company • Process of dealing with Custom department	• Task 20 • Task 21 <u>Details may be seen at Annexure-I</u>
Week 10	Import documents	• Success stories (For further detail please see Page No: 3& 4) Import procedures • Trade enquiry • Demand for sample • Commercial invoice • Packing list • Bill of Lading • Bank Contract • EIF FORM • Procurement of import licence • Obtaining foreign exchange • Placing the indent • Dispatching a letter of credit • Customs formalities and clearing of goods	• Task 22 • Task 23 <u>Details may be seen at Annexure-I</u>

		• Making the payment	
	• How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)	• Browse the following website and create an account on each website ▪ Bayt.com – The Middle East Leading Job Site ▪ Monster Gulf – The International Job Portal ▪ Gulf Talent – Jobs in Dubai and the Middle East • Find the handy 'search' option at the top of your homepage to search for the jobs that best suit your skills. • Select the job type from the first 'Job Type' drop-down menu, next, select the location from the second drop-down menu. • Enter any keywords you want to use to find suitable job vacancies. • On the results page you can search for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search. • Search for jobs by: ▪ Company ▪ Category ▪ Location ▪ All jobs ▪ Agency • Industry	•
Week 11	• On Job training		• Task
Week 12	• On Job training		
Week 13	• Marketing	• Success stories (For further detail please see Page No: 3& 4) • Digital marketing • Types of digital marketing • Create page on social media platforms • Techniques of social media marketing • Searching techniques • Searching Keywords • Customer communication skills	• Task 24 <u>Details may be seen at Annexure-I</u>
Final Term			

Tasks For Certificate in Computer Graphics and Video Editing

Task No.	Task	Description	Week
1.	Search Top Pakistani Freelancers	Search any three freelancing sites(Fiverr, Upwork, Guru etc.) and list down top 5 profiles related to your course	Week 1
2.	Find the career path	Prepare a career path related to your course and also highlight the emerging trends in the local as well as international market	
3.	Work Ethics	Generate a report on Institute work ethics and professionalism related to your course	
4.	Firm registration process	Prepare documents for registration of firm	Week-2
5.	Duties listing	List down duties and taxes involved	
6.	List incoterms	List down incoterms	Week 3
7.	Document preparation	Prepare documents for international payment	
8.	Searching of product and market for export	Search goods Search market for your product List down reasons for selection of product How to use a search engine	Week 4
9.	Create profile for freelancing	Create your profile on any of the freelancing website	
10.	Proforma Invoice	Create a proforma invoice	Week 5
11.	Packing list	Prepare packing list for export of product	
12.	Quotation	Prepare quotation for selling product Prepare the inquiry letter	
13.	Insurance certificate	Prepare documents for insurance certificate issuance	
14.	CV building	Create your CV for the job	Week 6
15.	WEBOC login	Prepare documents for WEBOC login	
16.	Certificate of origin	Prepare documents for issuance of Certificate of Origin	
17.	Bills of exchange	Prepare documents for obtaining bills of exchange	Week 7
18.	Letter of credit	Prepare documents for letter of credit	
19.	Bill of landing	Prepared documents for bill of landing	Week 8
20.	Shipping order	Prepared documents for shipping order	
21.	Costing of product	Prepare chart of costing of your selected product	Week 9
22.	Process for	Enlist steps and documents involved dealing with	

Task No.	Task	Description	Week
	exporter bank	exporter bank	
23.	EIF form	Prepare documentation for EIF form	Week 10
24.	Custom and clearance	Enlist steps involved in custom process and clearing	
25.	Social media marketing	Create page on social media platform	Week 13

Import Export Documentation

The EXIMPreneur - Ep 11 | A Success Story of Export Import Business

<https://www.youtube.com/watch?v=MBnbntBete0&t=22s>

Business Success Story of Lahore

<https://www.youtube.com/watch?v=tX7RC55zPu8>

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	Ahmad Saleem, who lives in Karachi, is an example of how hard work and perseverance can reap rich rewards when bidding for projects online. The importer and has earned, on average, US\$3,000 per month for the past several months. But this isn't a story of overnight success – Ahmad has had to work hard to differentiate himself and stay true to his goal. It was a full year later, in May 2017, when Ahmad finally decided to jump in. He registered his company and had started a small business. "I gave myself 1 year at most to start meeting my targets. he says. If at first you don't succeed, try try again
2.	How he came on board NAVTTC Training/ or got trained through any other source	Certification in import export documentation from (NAVTTC partner institute)
3.	Post training activities	Ahmad's area of expertise is in import export documentation and processes. In his first few years he joined company in their import export department. Later on he decided to setup his own business. But it wasn't so simple. Initially he started to provide consultancy in import export process and documentation. In the first few weeks he worked very hard for his of his first projects. A slow stream of projects started to come Ahmad's way. Within a few months he was started earning handsome amount with a number of repeat clients. He also expanded the range of his professional services. Later on he decided to started his own setup of import business.
4.	Message to others (under training)	Take the training opportunity seriously Impose self-discipline and ensure regularity Make Hard work pays in the end so be always ready for the same.

Note: Success story is a source of motivation for the trainees and can be presented in a number of ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful trainee of institute. He will narrate his success story to the trainees in his own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful trainee Audio video recording that has to cover the above mentioned points.*
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning etc) and narrates his/her story in teacher's own motivational words.

** The online success stories of renowned professional can also be obtained from **Annex-II***

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. It is a set of values centered on importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your own weight and help others who are struggling. Recognize when to speak up with an ideas and when to compromise by blend ideas together.

4. Appearance:

Dress for success, set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a life time

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos.
Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing workplace situations and the application of new or different skills.

10. Respect:

Work hard, work to best of your ability. Carry out orders, do what's asked the first time. Show respect, accept and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions and suggestions.