

# EUROPASS DIPLOMA SUPPLEMENT

## TITLE OF THE DIPLOMA (ES)

*Técnico Superior en Comercio Internacional*

## TRANSLATED TITLE OF THE DIPLOMA (EN)<sup>(1)</sup>

*Higher Technician in International Trade*

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(1) This translation has no legal status.

## DIPLOMA DESCRIPTION

**The holder of this diploma will have acquired the General Competence with regard to:**

Planning and managing the processes of import/export and introduction/dispatch of goods in accordance with the applicable law in the framework of the objectives and the procedures established.

**Within this framework, the PROFESSIONAL MODULES and their respective LEARNING OUTCOMES acquired by the holder are listed below:**

### “International Freight Forwarding”

The holder:

- Determines the appropriateness of the different transport means, evaluating the different alternatives.
- Selects the different means of transport and the optimal routes, analyzing different alternatives.
- Develops and completes transportation contracts, calculating the corresponding costs.
- Determines the elements that guarantee the integrity and transit of goods, identifying common risk situations.
- Formalizes and manages the documentation of international transport operations, analyzing the requirements of each means of transport depending on the goods shipped.
- Sequences the usual phases of transportation and possible incidents, using the most appropriate systems of communication, management and monitoring for each operation.
- Processes the insurance of goods in transit, in accordance with the existing regulations and conditions established in the international sales agreement.

### “Economic and Financial Management of the Company”

The holder:

- Collects information on entrepreneurship initiatives and opportunities of business creation, assessing the impact on the sphere of action and incorporating ethical values.
- Establishes the legal form of the company, in line with current legislation.
- Organizes the procedures to obtain the necessary resources to finance investments and supplies, evaluating the various feasible financial alternatives.
- Determines the formalities for the sale and/or rental of vehicles and other assets, analyzing investment needs and supplies as well as financial resources.
- Prepares invoices, receipts and collection and payment documents of products and services, applying trade rules and tax billing.
- Manages the tax accounting process of the company, applying current corporate and tax regulations and the principles and rules of Chart of Accounts.
- Determines the profitability of investments and the reliability and efficiency of the company, analyzing economic data and the accounting information available.

### “Storage Logistics”

The holder:

- Relates specific storage regulations, recognizing the rules of procurement and special commodities treatment.
- Organizes the storage process by activity and volume of goods, optimizing space and handling times.
- Establishes and controls the budget of the warehouse, identifying deviations from cost allocation.
- Manages store stocks, ensuring the supply and the dispatch of materials.
- Manages the operations subject to reverse logistics, determining the treatment of the goods returned.
- Supervises the processes carried out in the warehouse, implementing systems to improve the quality of the service and the staff training/retraining.

### “Administrative Management of International Trade”

The holder:

- Determines agencies and institutions related to international trade, analyzing their main functions.
- Organizes an effective information system for international sales operations, using the most suitable software tools.

- Recognizes the various barriers in international trade, analyzing the rules that regulate them.
- Characterizes the administrative operations of import/export and introduction/freight forwarding, interpreting the existing regulations.
- Develops and completes the necessary documentation in the operations of import/export and introduction/ freight forwarding.

### **“Market Information System”**

The holder:

- Analyzes the market variables and the environment of the company or organization, assessing its impact on the activity and in the application of different business strategies.
- Sets a marketing information system (MIS) for business decisions, defining the sources of information, the procedures and the techniques for data organization.
- Designs work plans to obtain information, defining the objectives, the sources of information, the methods and the techniques applicable to obtain data and the necessary budget.
- Determines the characteristics and the size of the population sample under investigation, applying sampling techniques to select them.
- Carries out the processing and the analysis of the obtained data and produces a report with the results, applying statistical techniques and tools.

### **“International Marketing”**

The holder:

- Determines the chance of entry of a product in a foreign market, evaluating the commercial characteristics of the product lines and product ranges.
- Designs price policies and commercial rates in a foreign market, analyzing the variables that make up and influence the price of a product.
- Selects the most appropriate way of entry to a foreign market, analyzing the factors that define the structure of the distribution channels in international markets.
- Determines the most suitable commercial communication activities to entry to a foreign market, evaluating possible alternatives of communication and international promotion.
- Develops a plan of international marketing, selecting basic information or product briefing and relating mix marketing to variables.

### **“International Negotiation”**

The holder:

- Selects customers and/or potential providers from information sources, analyzing their business conditions.
- Establishes communication processes according to business protocols and customs of the country, using the appropriate means and systems.
- Designs the negotiation process with customers and/or suppliers, offering the most advantageous conditions for the organization.
- Interprets the usual rules and practices governing international contracts, analyzing their impact on international trade operations.
- Prepares contracts associated with the negotiation process pursuant to international regulations and customs .
- Plans the development and the process of control for international contractual agreements, obtaining information from the stakeholders involved.

### **“International Financing”**

The holder:

- Establishes an effective information system that supports international financing transactions, using the suitable software tools.
- Analyzes the operations of the currency market and the variables that influence it, evaluating the potential impacts of market performance in international sales transactions.
- Characterizes the exchange risk management system and interest risk in international trade transactions, using in each case the most appropriate coverage mechanisms.
- Determines the appropriate funding form for international sales operations, analyzing the different types of credit, taking into account the payment/collection and considering the costs and risks they generate.
- Manages the obtaining of financing with official support to export, applying the regulations and preparing the necessary documentation.
- Selects the adequate coverage of potential risks in international sales operations, evaluating the different credit insurances for export.

### **“International Means of Payment”**

The holder:

- Identifies the regulations of international payment methods, analyzing the legal and economic effects.
- Characterizes the different means of international payment and collection, analyzing the procedures, the costs and operational costs of each one.
- Analyzes warranties and guarantees, according to the existing rules.

- Manages the necessary documentation for the international payment or collection, analyzing the terms and conditions stipulated.
- Identifies the means of collection and payment through Internet and other digital systems, ensuring the confidentiality and security of transactions.

### **“International Digital Trade”**

The holder:

- Prepares the international digital marketing plan, designing the specific policies to be developed.
- Performs the basic tasks required to use the Internet, focusing on its use as a channel for international promotion of the company.
- Manages various Internet protocols and services, managing programs of emailing, file transfers, international communication forums and social networks.
- Defines the e-commerce policy of the company, establishing the necessary actions to perform international online sales.
- Performs electronic billing and other administrative tasks, specific of international trade, electronically, using the specific software in each case.

### **“English”**

The holder:

- Recognizes professional and daily information contained in oral speeches in standard language, accurately analyzing the overall content of the message and relating it to the corresponding language resources.
- Interprets professional information contained in complex written texts, analyzing their contents comprehensively.
- Produces oral clear and well structured messages, analyzing the content of the situation and adapting his/her linguistic register, according to the interlocutor.
- Prepares documents and reports according to the professional activity or the academic or everyday life, relating the linguistic resources to the purpose of the document.
- Applies professional attitudes and behaviours in communication situations, describing typical relationships and features of the country of the foreign language.

### **“Project on International Trade”**

The holder:

- Identifies the needs of the production sector, relating them to the projects related that may satisfy them.
- Designs projects related to the competences described in the diploma, including and developing their constituting stages.
- Plans the project implementation, determining the intervention plan and the associated documentation.
- Defines the procedures for the monitoring and control of the project implementation, justifying the selection of variables and instruments used.

### **“Professional Training and Guidance”**

The holder:

- Selects job opportunities, identifying the different possibilities of labour integration, and the alternatives of lifelong learning.
- Applies teamwork strategies, assessing their effectiveness and efficiency on the achievement of the company's goals.
- Exercises rights and complies with the duties derived from labour relationships, recognising them in the different job contracts.
- Determines the protective action of the Spanish Health Service in view of the different covered eventualities, identifying the different types of assistance.
- Assesses the risks derived from his/her activity, analysing the job conditions and the risk factors present in his/her labour setting.
- Participates in the development of a risk prevention plan for a small enterprise, identifying the responsibilities of all the agents involved.
- Applies protection and prevention measures, analysing the risk situations in the labour setting of the Higher Technician in International Trade.

### **“On the Job Training”**

The holder:

- Identifies the structure and the organization of the company, relating them to the type of service provided.
- Applies ethical and work habits in the development of his/her profession, according to the characteristics of the job and the procedures established by the company.
- Develops the tasks related to economic and financial management of the company, following the instructions received.
- Carries out trade studies in foreign markets related to the internationalization of the company, meeting the established objectives.
- Carries out administrative operations on import/export and introduction/dispatch of goods in accordance with current law.

- Carries out tasks of organization, management and verification in processes for storage, transportation and international distribution of goods, ensuring their integrity and optimizing the space and the resources available.
- Manages the marketing operations of the company, contacting customers and/or suppliers in foreign markets and participating in negotiation and contracting activities.
- Performs arrangements for international funding and payment/collection of operations of import/introduction and export/dispatch of goods in accordance with the instructions received.

### **RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE DIPLOMA**

The Higher Technician in International Trade works in companies of any productive sector and mainly in commerce and marketing in public and private companies, performing functions of planning, organization, management and counselling of international trade activities.

The most relevant occupations or jobs are the following:

- Trade technician.
- Technician in external operations of financial institutions and insurance.
- Technician in International Trade Administration.
- International trade deputy assistant.
- International Trade Agent.
- Technician in international marketing.
- Technician in international digital marketing.
- Technician in international sales.
- Assistant to the international trade department.
- Freight Forwarder.
- Shipping agent.
- Logistics operator.
- Warehouse Manager.
- Technician in Transport Logistics.
- Logistics Coordinator.
- Technician in reverse logistics.

### **AWARD, ACCREDITATION AND LEVEL OF THE DIPLOMA**

**Name of the body awarding the diploma on behalf of the King of Spain:** Spanish Ministry of Education or the different Autonomous Communities according to their areas of competence. The title has academic and professional validity throughout Spain.

**Official duration of the education/ training leading to the diploma:** 2000 hours.

**Level of the diploma (national or international)**

- NATIONAL: Non-University Higher Education
- INTERNATIONAL:
  - Level 5 of the International Standard Classification of Education (ISCED5).
  - Level 5 of the European Qualifications Framework (EQF5).

**Entry requirements:** Holding the Certificate in Post-Compulsory Secondary Education (Bachillerato) or holding the corresponding access test.

**Access to next level of education/training:** This diploma provides access to university studies.

**Legal basis:** Basic regulation according to which the diploma is established:

- Minimum teaching requirements established by the State: Royal Decree 1574/2011, of 4 November, according to which the diploma of Higher Technician in International Trade and its corresponding minimum teaching requirements are established.

**Explanatory note:** This document is designed to provide additional information about the specified diploma and does not have any legal status in itself.

### **COURSE STRUCTURE OF THE OFFICIALLY RECOGNISED DIPLOMA**

PROFESSIONAL MODULES IN THE DIPLOMA ROYAL DECREE	CREDITS ECTS
<b>International Freight Forwarding</b>	12

<b>Economic and Financial Management of the Company</b>	12
<b>Storage Logistics</b>	7
<b>Administrative Management of International Trade</b>	12
<b>Market Information System</b>	6
<b>International Marketing</b>	9
<b>International Negotiation</b>	6
<b>International Financing</b>	7
<b>International Means of Payment</b>	6
<b>International Digital Trade</b>	4
<b>English</b>	7
<b>Project on International Trade</b>	5
<b>Professional Training and Guidance</b>	5
<b>On The Job Training</b>	22
	TOTAL CREDITS
	<b>120</b>
OFFICIAL DURATION (HOURS)	<b>2000</b>

\* The minimum teaching requirements shown in the table above comprise 55% official credit points valid throughout Spain. The remaining 45% corresponds to each Autonomous Community and can be described in the **Annex I** of this supplement.

## INFORMATION ON THE EDUCATION SYSTEM

