



(Non Profit Company – 1996/011678/08)

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ITRISA is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997 (registration certificate no. 2002/HE08/001) and is fully accredited by the Council on Higher Education

ITRISA is the official Agent in South Africa for IATTO (International Association of Trade Training Organisations)

**ITRISA's**

**1-year study option:**

**Higher Certificate in International Trade**

**&**

**3-year study option:**

**Diploma in International Trade Management (Exports) or (Imports)**

**For more information, e-mail: [info@itrisa.co.za](mailto:info@itrisa.co.za)**

**2021**  
**REGISTRATIONS**  
**NOW OPEN!**  
**2<sup>nd</sup> cycle closes**  
**7 August 2021**

## PROGRAMME DETAILS : 2021

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## Background to ITRISA's professional education programme in international trade

With many years of democracy behind us, South Africa is an active member of the international trade community and is also playing an increasingly important role in the area of trade policy development, particularly in southern Africa. However, the quick pace of change and heightened competition throughout the world mean that the international trade field is more challenging than ever before. The country and the region as a whole thus need a strong core of professionals who understand and are able to tackle the complexities of doing business at an international level.

In response to this need, ITRISA offers a **comprehensive, yet flexible, education programme in international trade** which will give you valuable insight into how the trading environment works, as well as the opportunities and challenges facing international trade practitioners today.

## ITRISA's mission statement

*'To grow our reputation as a leading provider of education, training and consultancy services to international trade practitioners, as well as those active in the fields of international trade promotion and development.'*

## Your choice of courses

ITRISA's education programme in international trade comprises **TWO different courses\***, each of which is conducted via the **DISTANCE LEARNING** method:

- ✚ The **1-year HIGHER CERTIFICATE IN INTERNATIONAL TRADE**, which is ideal for those who are looking for a solid grounding in the field and/or have not yet decided on a particular specialist stream (i.e. exports or Imports). **NQF Level: 5** (ID 96698). Number of credits: 120.

The *Higher Certificate in International Trade*, which falls into the higher education band, is **fully accredited** in South Africa by **the Council on Higher Education** and, on successful completion thereof, leads to the award of the qualification, 'Higher Certificate in International Trade'. The Higher Certificate is also **internationally certified** by **IATTO (International Association of Trade Training Organisations)**.

- ✚ The **3-year DIPLOMA IN INTERNATIONAL TRADE MANAGEMENT (EXPORTS) OR (IMPORTS)**, which is ideal for those who are looking to develop the knowledge and competencies required to direct the export or import operation of a South African company. The first year of the two *Diploma* course options is identical, with one or other specialisation (i.e. exports or imports) becoming apparent at the second-year level. **NQF Level: 6** (ID 24333). Number of credits: 360.

The *Diploma in International Trade Management (Exports) or (Imports)*, which falls into the higher education band, is **fully accredited** in South Africa by **the Council on Higher Education** and, on successful completion thereof, leads to the award of the qualification, 'Diploma in International Trade Management (Exports)' or 'Diploma in International Trade Management (Imports)'. The Diploma is also **internationally certified** by **IATTO (International Association of Trade Training Organisations)**.

**NOTE\***: It is advisable to **start with the 1-year Higher Certificate in International Trade** and, if successful, you may move – via an automatic exemption process - into the final 2 years of the 3-year of the *Diploma in International Trade Management (Exports) or (Imports)* (see 'Curricula and course structure' below).

## For whom are ITRISA's courses designed?

ITRISA's international trade courses **appeal to a diverse mix of people** – from small business owners looking to expand their operations abroad, and marketing and shipping personnel in manufacturing firms, to those working in trading houses, forwarding and clearing agencies, banks, international inspection companies, carrier companies, parastatals and insurance entities who wish to offer a better service to their export/import clients. They are also popular with government officials responsible for trade policy development and trade-related company assistance. Great care has been taken to ensure that the different educational and professional backgrounds of potential students are well catered for, and that the information provided in the courses is up-to-date and relevant from a southern African perspective.

## Curricula and course structure

The **Higher Certificate in International Trade** course comprises 4 subjects:

- International Trade Relations
- International Cargo Movement
- Introduction to International Marketing and Purchasing
- International Trade Finance and Payment

The **Diploma in International Trade Management (Exports)** comprises 12 subjects:

1<sup>st</sup> year level:

- International Trade Relations
- International Cargo Movement
- Introduction to International Marketing and Purchasing
- International Trade Finance and Payment

2<sup>nd</sup> year level:

- International Monetary Relations
- International Trade Law
- Export Marketing
- Export Administration

3<sup>rd</sup> year level:

- General Principles of International Trade Management
- International Financial Management
- Export Marketing Management
- Export Logistics Management

The **Diploma in International Trade Management (Imports)** comprises 12 subjects:

1<sup>st</sup> year level:

- International Trade Relations
- International Cargo Movement
- Introduction to International Marketing and Purchasing
- International Trade Finance and Payment

2<sup>nd</sup> year level:

- International Monetary Relations
- International Trade Law
- International Purchasing
- Import Administration

3<sup>rd</sup> year level:

- General Principles of International Trade Management
- International Financial Management
- International Purchasing Management
- Import Logistics Management

From the above you will see that Year 1 of the *Diploma in International Trade Management (Exports)* course option covers the same subjects as the *Higher Certificate in International Trade*. The same applies to the *Diploma in International Trade Management (Imports)*.

If you have chosen one of the *Diploma* course options, you **must successfully complete all four subjects at 1<sup>st</sup> year level (i.e. submit the assignments and pass the examinations) before you can proceed with any 2<sup>nd</sup> and 3<sup>rd</sup> year subjects.** In this regard, the 2<sup>nd</sup> year and 3<sup>rd</sup> year study material and assignments, respectively, are designed in a way which assumes competence in the subjects at the preceding level. **Note that when enrolling – for the first time - for the *Diploma* course, you may take a maximum of four subjects, i.e. those subjects which are covered in each year of the course.**

It should be emphasised that if you have enrolled for the *Diploma in International Trade Management (Exports) or (Imports)*, and only complete the first year of the course, you will receive credits for the subjects in question but you will not receive a final qualification. In other words, Year 1 of the *Diploma in International Trade Management (Exports) or (Imports)* does not automatically equate to the *Higher Certificate in International Trade* – even though the same material has been covered. (SAQA is very specific in this regard.)

In contrast to the above provisions, if you have enrolled for and successfully complete the *Higher Certificate in International Trade* and wish to study further, you can apply to ITRISA for exemptions for the 1<sup>st</sup> year subjects of the *Diploma* course options with a view to being admitted to the 2<sup>nd</sup> and 3<sup>rd</sup> year of the *Diploma* in your chosen stream (exports or imports). An exemption excuses you from having to complete a particular subject because you have already fulfilled the necessary requirements via another study channel or as a result of practical experience. A collection of exemptions does not, however, entitle you to a qualification – only access to the next level up in a particular course. To facilitate a balanced workload, each course is structured in such a way that **two subjects are covered in the first half of the study cycle and two subjects in the second half**, with the latter building systematically on the former. There is also useful cross-referencing between the different subjects.

## Course content

### ***Higher Certificate in International Trade:***

- **International Trade Relations:**  
The rationale for international trade; the composition of the international trade environment; international trade policies; the influence of international trade institutions and bodies on the course of world trade; the growth of bilateral and regional trade relationships throughout the world; South Africa's international trade performance in recent years, and relationships with other countries and regions; strategies to optimise South Africa's economic and trade potential.
- **International Cargo Movement:**  
International cargo types and transport modes; transport infrastructure in Southern Africa; preparation of shipments for international transit; cargo insurance; international customs practice – an overview; the function of the shipping department.
- **Introduction to International Marketing and Purchasing:**  
The essential components and key functions of a business; fundamental principles of marketing; fundamental principles of purchasing; comparisons between the domestic and international business environments; applying the principles of marketing and purchasing in an international context.
- **International Trade Finance and Payment:**  
Financial risks in international trade transactions; methods and terms of payment in international trade; export credit insurance; costing and pricing of international trade transactions; finance facilities for exporters and importers

### ***Diploma in International Trade Management (Exports) or (Imports):***

1<sup>st</sup> year level:

- **International Trade Relations:**  
See subject breakdown above.
- **International Cargo Movement:**  
See subject breakdown above.

- Introduction to International Marketing and Purchasing:  
See subject breakdown on page 4.

- International Trade Finance and Payment:  
See subject breakdown on page 4.

2<sup>nd</sup> year level:

- International Monetary Relations:  
The world economy at a glance; indicators of a country's economic wellbeing; policies to promote a country's international competitiveness and economic development; international monetary and economic co-operation; the impact of global economic developments on South Africa in recent years.
- International Trade Law:  
The international legal environment; the contractual nature of commercial transactions; international purchase/sales contracts for tangible and intangible goods; intellectual property protection; international agency and distributorship agreements; contracts for the carriage of goods internationally; insurance contracts in the context of international trade.
- Export Marketing (export stream only):  
Laying the foundation for an export marketing initiative; analysing and selecting foreign markets; determining appropriate forms of foreign market entry; developing/adapting products for foreign markets; international product promotion and communication channels; pricing for exports; selecting foreign market channels of distribution.
- Export Administration (export stream only):  
The export administration environment; gearing up for exports: international trade terms and costing for export; product classification; value added tax and exports; export enquiries, quotations and proforma invoices; order processing.
- International Purchasing (import stream only):  
The international purchasing decision; the link between purchasing and the supply chain; supplier selection and international procurement channel options; researching the international supply market; achieving efficiency in purchasing operations.
- Import Administration (import stream only):  
The import administration environment; gearing up for the import process - the ICC's Incoterms®; product classification and the SA Customs Tariff; general notes and rules for the interpretation of the Harmonised System (HS); establishing the value of goods for duty purposes; methods of valuation; customs value calculations.

3<sup>rd</sup> year level:

- General Principles of International Trade Management:  
Business planning in a changing global environment; designing high-performance work systems; managing people in an international organisation; measuring the efficiency and effectiveness of subordinates and channel members; personal development plans for export/import managers.
- International Financial Management:  
The financial goals of an organisation; the role of financial statements: statement of profit or loss and other comprehensive income, statement of changes in equity, statement of financial position, statement of cash flows; analysing financial statements; forecasting future financial performance and results; the budgeting process; preparing projected financial statements; key decisions in financial management: investment decision, financing decision, dividend decision; valuation concepts for financial analysis; financial implications of risks facing international business operations.
- Export Marketing Management (export stream only):  
The strategic importance of export marketing management in an international operation; directing the foreign market selection and segmentation process; formulating strategies for foreign market entry and

development; redefining the research function for today's business climate; competitive analysis for sustainable competitive advantage; information management for effective export marketing; negotiating across the cultural divide; human resource and operational strategies in export marketing management.

- **Export Logistics Management (export stream only):**  
The role of logistics in an organisation; logistics vs supply chain management; logistics and the concept of total cost; the relationship between logistics and marketing; components of the logistics system: transportation management, inventory management, warehousing, materials handling.
- **International Purchasing Management (import stream only):**  
The strategic importance of international purchasing management in an international operation; structuring the international purchasing division; people development in the context of international purchasing management; international purchasing and the question of ethics; formulating strategies for effective international purchasing; supplier evaluation and selection; deriving value from international procurement channels; negotiating for international business success.
- **Import Logistics Management (import stream only):**  
The role of logistics in an organisation; logistics vs supply chain management; components of the logistics system: transportation management, inventory management, warehousing, materials handling; logistics and the concept of total cost; the relationship between procurement and customer service; customs modernisation in South Africa; the ICC's Incoterms® 2020 revision; recent changes to the Institute Cargo Clauses.

### Entry requirements (including RPL [recognition of prior learning])

The basic entry requirement for the *Higher Certificate in International Trade*, and the *Diploma in International Trade (Exports) or (Imports)* is a **Grade 12/Senior Certificate** (or equivalent if you have been educated outside South Africa). Practical business experience would be a distinct, added advantage. It is also recommended that you have attained at least Grade 11 mathematics and a fair knowledge of geography. If you do not have a Grade 12, your application might still be accepted in line with ITRISA's **RPL (recognition of prior learning) policy** which enables individuals – within certain parameters - to gain entry to a particular course on the basis of other relevant studies and/or business experience. In addition, you may be eligible for an **exemption** in (a) particular subject(s) in one of ITRISA's courses if you can demonstrate that you have acquired the necessary knowledge and proficiency in that/those subject(s) via another formal course of study or work experience. In this regard, you may be required to write an 'exemption test'. More details about ITRISA's RPL and subject exemption facilities are available on request.

ITRISA in no way discriminates against applicants on the basis of race, gender, religion, age or physical condition.

It is ITRISA's policy to offer support, counselling and, if necessary, referral for any matters relating to the health and well-being of students and employees in order to ensure successful study and work engagement, and optimal health and fitness for all. To this end, students are currently also able to attend tutorials online rather than at the ITRISA offices, making these supplementary tuition sessions available to all students, wherever they may be based.

### Language medium

ITRISA's courses are conducted through the medium of **English**. While a fairly high level of proficiency in English is expected of you, we recognise and make allowances for the fact that English may not be the home language of some students.

### Tuition objective

ITRISA's tuition approach is aimed at encouraging students to **think independently and analytically**. With the international trade field being so dynamic, facts and figures will change continuously but if you develop and exercise your thinking capabilities, you will be able to adapt to changing circumstances – which is essential for business success today.

## Nature of the study programme

The **study material** is comprehensive, practical and compiled in a user-friendly format that will enable you to test your knowledge as you proceed from one module to the next.

Additional textbooks are not prescribed for the *Higher Certificate* and *Diploma* courses but you are encouraged to keep abreast of current events by reading newspapers and appropriate journals, and consulting practitioners in the field. Lists of recommended texts and useful web sites are provided.

**Two assignments** have been set in respect of each subject, and each assignment has a specific due date for its submission. In this regard, you should be submitting an assignment roughly every three weeks. The assignments have been designed to test your analytical and problem-solving abilities, and largely comprise case studies and other practical exercises. All assignments that are submitted will be marked and returned with comprehensive guidelines and tutorial letters.

## Study assistance

We are very conscious of the fact that distance learning can be a solitary occupation. For this reason, we offer a number of facilities that will not only help to bridge the gap that separates you from us and the other students but will also enrich your overall learning experience.

First of all, if you have any queries or concerns relating to your studies, you should not hesitate to **telephone** us. Alternatively, you could reach us by **e-mail**. Your queries will be attended to by the appropriate ITRISA staff member or external tutor.

Secondly, we offer **private tuition sessions** (by arrangement) at ITRISA's offices in Johannesburg, or online, for students who wish to discuss any aspect(s) of the study programme in more depth and/or are finding the subject matter challenging.

Thirdly, from time to time, we circulate **newsletters** featuring, for example, topical subject matter in the international trade field, developments within IATTO, updates on distance learning techniques, students' views, ITRISA activities, etc.

## Student Disability Policy

The Institute does not discriminate between able-bodied and disabled students. Amongst its distance learning student body, from time to time there may be students with disabilities who require additional assistance during the course of their studies. We are committed to ensuring that such students are given every opportunity to gain the international trade knowledge and skills that will enable them to enjoy rewarding careers in the import and/or export practice or service fields. For a copy of ITRISA's *Disability Policy*, please contact [admin@itrisa.co.za](mailto:admin@itrisa.co.za).

## ITRISA Health and Wellness Policy

ITRISA recognises that a healthy and well-adjusted workforce and student body optimise the opportunities for successful interaction, resulting in a positive work experience for employees and successful study endeavours for students.

It is thus committed to the provision of a healthy and safe work environment, conducive to optimal productivity, efficiency and job satisfaction, and assures its employees - and students (where relevant) - that their physical and emotional needs will be addressed in an ethical and confidential manner, and that professional advice will be sought where appropriate.

As contact with students is of a limited nature due to the distance learning mode of delivery adopted by ITRISA, the opportunities for intervention may be limited; however, should it become apparent to a member of staff that any student may be experiencing difficulties – physical or emotional – appropriate action will be taken with due consideration given to issues of privacy and dignity. For a copy of ITRISA's *Health and Wellness Policy*, please contact [admin@itrisa.co.za](mailto:admin@itrisa.co.za).

## ITRISA Student Complaint Management Policy and Procedures

ITRISA's *Student Complaint Management Policy and Procedures* provide a framework for fair and equitable processes which enable student and prospective student concerns to be addressed with minimum delay. The policy acknowledges that all parties to a complaint have a right to be heard, to be treated without bias or pre-judgement, to be informed of any complaint made that relates to them; to be given an opportunity to respond to any complaint pertaining to them, and to be informed about the status of any complaint which has been formally raised and to which they are a party/are named. ITRISA will monitor all complaints and take whatever action is required to address them. For a copy of ITRISA's *Student Complaint Management Policy and Procedures*, please contact [admin@itrisa.co.za](mailto:admin@itrisa.co.za).

## Examinations

Your **main examination session** will be in **June/July 2022**, i.e. at the **end of your 1-year study period**. There is also an earlier, 'mid-cycle' examination session in November 2021. If you choose to write examinations in November 2021 in those subjects for which you completed assignments in the first half of the study cycle, you need to bear in mind that you may *not* have all your assignment results back by the time the mid-cycle exam session comes around; consequently, you may not be adequately prepared to write at that time. Examinations are normally written at **specific locations** in South Africa's main centres, i.e., Johannesburg, Cape Town and Durban, as well as at **other selected venues** which will be determined according to the geographical distribution of the students. During the COVID-19 pandemic and for the immediate future, students are being encouraged to write examinations at their places of work under pre-approved HR supervision. If you are writing at a centre with a high concentration of students, your tuition fees will cover the cost of the examination centre and invigilation. However, if you are writing examinations at a centre with only one or two other students, you will be required to carry the cost of special invigilation. **One three-hour examination** must be written in respect of **each subject**.

## Arriving at your final marks

The marks you obtain for your assignments for a particular subject will be **divided by two** to arrive at a **year mark** for that subject. You are therefore strongly urged to complete **both assignments** for each subject as failure to complete one will obviously impact seriously on the year mark you obtain.

At the **1<sup>st</sup> and 2<sup>nd</sup> year levels**, your average assignment mark for a particular subject will contribute **40%** towards your final mark for that subject while your examination score for that subject will contribute the other **60%**. At the **3<sup>rd</sup> year level**, the respective contributions of the average assignment mark and examination score to your final mark for a particular subject are **70%** and **30%**. In order to **pass** a particular subject, you must:

- ✓ obtain **at least 45% in the examination AND**
- ✓ obtain an **overall, final mark** (derived from the combined assignment and examination scores) of **at least 50%**.

If your final mark is marginally below 50%, you will be eligible to rewrite the examination at the end of a subsequent study cycle (subject to certain achievement criteria).

## Different study cycle options

The *Higher Certificate in International Trade* and *Diploma in International Trade Management (Exports) or (Imports)* are conducted in **two separate study cycles per year**.

- ✓ If you opt for the **start-of-year study cycle** (in which case your active study period will extend from March to November), you are required to **enrol by no later than the first week of March**.
- ✓ If you opt for the **mid-year study cycle** (in which case your active study period will extend from August to the following June), you are required to **enrol by no later than the first week of August**.



As you will be working according to a set assignment schedule, you should **enrol for your chosen cycle as early as possible** to allow yourself sufficient time to settle into the study programme.

## Fees: 2021

The fee structure is as follows:

- ✓ **Tuition fees** (covering registration; all study materials for relevant study cycle; assessment of, and feedback on, assignments; standard telephonic/e-mail assistance; and examination entrance) **R5 500 per subject**. Acceptable payment methods are: electronic transfer or credit card [Visa or Mastercard only]. **The preferred payment method is electronic transfer.**

ITRISA's bank details are as follows:

<b>Name of Account:</b>	International Trade Institute of Southern Africa		
<b>Bank:</b>	First National Bank	<b>Branch:</b>	Rosebank, Jhb
<b>Account No:</b>	50371106467	<b>Branch code:</b>	253305

- ✓ **International surcharge (if applicable)**

If you live outside South Africa, you are required to pay – over and above your tuition fees – an **international surcharge** upon enrolment to cover international courier charges. The 2021 charge is **R2 750.00 per subject**.

Fees are payable **in full** upon enrolment. Kindly note that **once registration has been effected, no refunds will be given.**

## Enrolment procedures

The **enrolment form**, which can be found at the back of this document, must be completed **in full** and accompanied by the **necessary payment (or proof thereof) AND a copy of your South African ID** (or **passport** if you lack an ID) **AND a copy of your highest formal education certificate**, e.g. Grade 12/Senior Certificate, B.Com degree certificate, etc. **Incomplete forms will not be processed.** If you are paying by electronic transfer, direct deposit or credit card, you may FAX or EMAIL us your enrolment form and accompanying documentation. (You can also complete your registration online by visiting ITRISA's website, [www.itrisa.co.za](http://www.itrisa.co.za) and using the appropriate link). As stated on the last page of the enrolment form, submission of completed enrolment forms and payment of the relevant fees constitutes the contract between the student and ITRISA. When your application has been processed, you will be sent a letter confirming your registration. Study material will be despatched in good time for you to start preparing for your assignments.

## Why choose ITRISA as your education partner?

With so many institutions of learning in evidence these days, all claiming superior credentials and connections, it is often difficult to make the right choice of education provider. ITRISA differs from many other educational/training institutions in South Africa in that it **specialises** in a specific field. Thus, all of its education, training and consulting activities are geared towards building knowledge, skills and capacity in the international trade field, i.e. exporting and importing, thereby ensuring a focused, enriching learning experience for students.

ITRISA is a Non-Profit Company (registration number 1996/011678/08) with a diverse client base and established links with government, the academic world and a number of private sector entities, both in South Africa and abroad. In line with national legislation, ITRISA is **registered with the Department of Higher Education and Training** as a private higher educational institution (registration certificate no. 2002/HE08/001) and is **fully accredited by the Council on Higher Education** which is the official quality council for the higher education sector in South Africa. ITRISA is also accredited by the UK-headquartered **International Association of Trade Training Organisations (IATTO)** which defines and monitors members' adherence to international standards for the delivery and management of international trade training and education programmes. As an accredited provider under the IATTO system since 1997, ITRISA is also able to award

**IATTO-certified qualifications** to graduates of its own international trade courses. An IATTO-certified *Diploma in International Trade Management (Exports or Imports)* is one of the requirements (along with work experience, and commitment to an ongoing professional education programme and a code of ethics) of the global professional designation '**World Trade Professional**'. Holders of this designation, who may use the letters **WTP** after their names, are recognised across many countries/regions (e.g. the US, Canada, Europe, Africa, Australasia and the Far East) as professionals in import/export and are therefore at an advantage when negotiating international trade deals.

In respect of its many educational and training ventures, ITRISA draws on the expertise of a wide network of industry and academic specialists. In addition, ITRISA enjoys consultancy-based partnerships with North-West University and selected private concerns, giving the organisation ongoing access to specialised skills and sources of information.

ITRISA/its employees has/have been the recipient(s) of a number of awards over the years, the most recent of which are:

*The 2019/2020 Pan African Awards: Africa's Most Influential Women in Business and Government. Country Winner: SADC South in the category: 'Education and Training: Private Sector'.*

*An international 'CorporateLiveWire' 2020/21 Prestige Award (South Africa) for the category 'Trade Consultancy Services Winner of the Year'.*

### **The ITRISA Education team**

*ITRISA's directors:* R S Dunn-Blatch (Executive, Gauteng); M W Smith (Non-executive; KZN); B D Blatch (Non-executive; EC)

*Western Cape provincial representative:* B van Rooyen (B Econ (Hons) Stellenbosch; Dip ExM (Institute of Export)

*Academic Staff:* F M Mollatt (BA: London, UK; GCE: UCR, Rhodesia); Prof S Grater (PHD [Intern. Trade]: NWU; DITM [Exports]: ITRISA); A Warrington (B Com Hons [Accounting & Finance] – RAU; DITM [Exports] – ITRISA); R S Dunn-Blatch (BA: Natal; STD: UCT; Graduate Diploma in International Marketing: IMI, Harvard, USA); Dr Lorainne Ferreira (PHD [Economics – Exports: NWU.]; B D Blatch (Regional Manager EC: Shell BP; previously Manager, Harare Depot: Shell BP Zimbabwe; Manager, Lilongwe Depot: Shell BP Malawi).

### **Code of conduct**

- The Institute and its employees must comply with all applicable laws and regulations in the execution of their duties, and any unlawful or unethical business dealings will not be tolerated. Furthermore, the Institute expects its employees to conduct themselves in a business-like manner at all times, and to uphold its values.
- Employees should avoid investing in, or acquiring, a financial interest for their own account in any business organisation that competes with the Institute, has a contractual relationship with the Institute, or that provides goods or services to the Institute, if such investment gives rise to a conflict of interest. In addition, employees must not use organisational identification, stationery, supplies or equipment for personal matters.
- Employees responsible for accounting and record-keeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.
- Employees who have access to organisational funds must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Institute's policies and procedures manual or other explanatory manuals.
- When dealing with anyone outside the organisation, employees must take care not to compromise the integrity or damage the reputation of the Institute, or any outside individuals, business or government body.

**For more information, e-mail: [info@itrisa.co.za](mailto:info@itrisa.co.za)**



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## ENROLMENT FORM - 2021

### HIGHER CERTIFICATE IN INTERNATIONAL TRADE DIPLOMA IN INTERNATIONAL TRADE MANAGEMENT (Exports or Imports)

**Please complete form in full (date & signature) and return to ITRISA**

fax. +27 (0)11 807 5321; P O Box 2475, Rivonia 2128, Gauteng, South Africa  
Trade Development House, Eden Gardens, 16 Wessel Road, Rivonia, Sandton, Gauteng  
(Enquiries : tel. +27 (0)11 807 5317 ; e-mail [admin@itrisa.co.za](mailto:admin@itrisa.co.za))

For which course are you registering (*please tick*)?

	1-year Higher Certificate in International Trade
	3-year Diploma in International Trade Management (Exports)
	3-year Diploma in International Trade Management (Imports)

Year of registration		Are you registering for the 1 <sup>st</sup> or 2 <sup>nd</sup> study cycle (semester) of the year?	
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Are you a current student? ( <i>Please provide student number</i> )	
Where did you hear about the course and/or ITRISA?	

#### PERSONAL DETAILS

Dr/Mr/Mrs/Ms		First name		Surname	
By which (first) name do you wish to be called?					
Date of birth		Sex		Marital status	
Home language		Nationality		ID/Passport no (copy required)	
Race group ( <i>Information required by the Department of Education</i> )					
Any disability?	Yes		No		

If yes, please state nature of disability:

<b>KEY CONTACT INFORMATION</b>			
Telephone number during the day:			
Cell number:		Business e-mail:	
Personal email:			
Are you a student at North-West		If so, what is your student no:	

<b>BUSINESS CONTACT DETAILS</b>	
Name of company / place of employment	
Main focus of the business	
Size of the business, (large multinational, SME, etc.)	
Your position in the company	
What does your job entail?	
Business postal address (including postal code)	
Business street address (including postal code)	
Business telephone number	(       )
Business fax number	(       )
Your company's VAT registration number, if applicable (for invoicing purposes)	

<b>PRIVATE CONTACT DETAILS</b>	
Private postal address (including postal code)	
Private street address (including postal code)	
Home telephone number	(       )

<b>CONTACT DURING THE STUDY YEAR</b>	
To which postal address (i.e. business or private) do you wish us to address all normal correspondence (marked assignments, progress reports, final results sheets, etc.)?	
If we need to courier documentation to you, which street address should we use (i.e. business or private)?	

To whom should your progress reports be sent? (Specify name, company (if applicable), postal address and e-mail address)	
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<b>ACADEMIC RECORD</b>	
What is the highest formal qualification that you have obtained? (copy required)	
From which institution was the qualification obtained?	
In what year was the qualification obtained?	

<b>SUBJECT CHOICE</b>
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For which of the following subjects are you registering? (please tick)

<b>A. Higher Certificate in International Trade / Year 1 of Diploma course:</b>	
<input type="checkbox"/>	International Trade Relations
<input type="checkbox"/>	International Cargo Movement
<input type="checkbox"/>	Introduction to International Marketing and Purchasing
<input type="checkbox"/>	International Trade Finance and Payment

<b>B. Year 2 of Diploma courses*:</b>	
(*You can register for one or more 2 <sup>nd</sup> year level subject/s if you have completed all 4 subjects at 1 <sup>st</sup> year level)	
<input type="checkbox"/>	International Monetary Relations
<input type="checkbox"/>	International Trade Law
<input type="checkbox"/>	Export Administration (export stream only)
<input type="checkbox"/>	Import Administration (import stream only)
<input type="checkbox"/>	Export Marketing (export stream only)
<input type="checkbox"/>	International Purchasing (import stream only)

<b>C. Year 3 of Diploma courses*:</b>	
(*You can register for one or more 3 <sup>rd</sup> year level subject/s if you have completed all 4 subjects at 2 <sup>nd</sup> year level)	
<input type="checkbox"/>	General Principles of International Trade Management
<input type="checkbox"/>	International Financial Management
<input type="checkbox"/>	Export Marketing Management (export stream only)
<input type="checkbox"/>	International Purchasing Management (import stream only)
<input type="checkbox"/>	Export Logistics Management (export stream only)
<input type="checkbox"/>	Import Logistics Management (import stream only)

<b>PAYMENT ARRANGEMENTS</b>	<b>(Remember: the 2021 fee is R5 500 per subject)</b>
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Your chosen payment method (please tick)

<input type="checkbox"/>	Electronic transfer/direct deposit (proof of payment must accompany this enrolment form)
<input type="checkbox"/>	Credit card

Is your company paying for the course or are you (in your personal capacity)?	
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**PAYMENT ARRANGEMENTS (..... contd) (Remember: the 2021 fee is R5 500 per subject)**

Banking details of the International Trade Institute of Southern Africa:

*Account holder:* International Trade Institute of Southern Africa;

*Bank:* First National Bank; *Account Number:* 50371106467; *Branch:* Rosebank; *Branch Code:* 253305

**A. PAYMENT BY ELECTRONIC TRANSFER OR DIRECT DEPOSIT**

I attach a copy of the transfer / deposit slip\* for: R..... which covers my tuition fees.

\* **NOTE:** An application will only be processed if ITRISA receives a hard, scanned or faxed copy of the transfer / deposit slip as proof of payment. Student's name should be inserted in the **REFERENCE** section of the transfer / deposit slip when payment is being made. Vague or incomplete references could lead to unnecessary delays.

OR

**B. PAYMENT BY CREDIT CARD**

Type of credit card (please tick)	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard									
Credit card number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>										
Expiry date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
Credit card type	<input type="checkbox"/> Normal	<input type="checkbox"/> Budget	Period	months							

I authorise the following amount to be paid: R ..... which covers my tuition fees.

Signature	<input type="text"/>	Date	<input type="text"/>
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**CERTIFICATION**

If you are successful in the course and are awarded the qualification in question, how would you like your name to appear on your final certificate? (please print)

<input type="text"/>
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**DECLARATION**

I confirm that (please tick **ALL** squares):

<input type="checkbox"/>	This enrolment form has been completed in full.		
<input type="checkbox"/>	The particulars contained in this form are correct.		
<input type="checkbox"/>	Payment or proof of payment accompanies this form.		
<input type="checkbox"/>	A copy of my South African ID or my passport accompanies this form		
<input type="checkbox"/>	A copy of my highest formal education certificate accompanies this form		
<input type="checkbox"/>	I understand that payment (or part thereof) is not refundable once I have been registered for my chosen course/subject(s).		
<input type="checkbox"/>	By signing this form, I acknowledge that I am entering into a contract with ITRISA and am therefore bound by its terms.		
Signature	<input type="text"/>	Date	<input type="text"/>