



STSA Commodity Trading Fundamentals

JUNE 2020

PRESENTATION

Switzerland is an internationally recognised centre of expertise for commodity trading. The 550+ companies based in Switzerland, located in a unique trading hub, account for over 35'000 direct jobs.

In this vibrant and professional environment, training is becoming all the more a prerequisite. Experts responsible for logistics and operations are key players in the industry's success. With increased international competition and challenges faced by the commodity trading activity, education & training have become a critical asset to succeed in today's industry.

This programme is intended to provide the participants, in a very short period of time, with a comprehensive understanding of all steps needed to execute a transaction from start to finish. The course focuses on the importance of each phase of a trading contract and emphasises the interactions between them.

In addition, it makes understand the importance of the work done by colleagues and actively enhance inter-departmental collaboration and to familiarise the participants with business documentation and specific terminologies, immediately usable in their daily practice.

AUDIENCE

All employees new to the industry in an administrative position such as HR, Accountants and/or IT, looking to enhance their understanding of the commodity trading world.

Anyone who is seeking to fully grasp all angles of a complex sector.

PROGRAMME

Module 1 Trading

- Broad Overview
- Trade Patterns of specific commodities

Module 2 Documentation

- Look at examples of principle documents used within a trading company:
- Contracts, CPs, BLs, LC Docs, Shipping docs, Financial docs

Module 3 Terms used in Trading Companies

- Ensuring that all participants understand the terminology being used

Module 4 Trading Contracts

- Basics of Contracts
- INCOTERMS

Module 5 Trading Operations

- Role of an operator
- Typical operational walkthrough

Module 6 Shipping

- Chartering (Process, CPs and voyage estimations)
- Vessel operations (voyage & time CP)
- Laytime & Demurrage

Module 7 Finance

- Overview of Trade Finance
- Payment terms
- Letters of Credit etc.

Module 8 Legal

- From an operational point of view
- Choosing law, arbitration and lawyers
- How to avoid claims

Module 9 Insurance

- Overview of types and uses of insurance

Module 10 Counterparty Relations

- Too often overlooked at all levels

Teaching Format

The course will be given by an experienced trainer, working in the industry for many years and who will adapt its curriculum to the level of the class. We will welcome a maximum of 20 participants.

Evaluation

There is no evaluation for this programme but after completion of the course, the participants will receive a Certificate of Participation, if they have followed the whole programme.

INFORMATION

Course Schedule and Location:

8 hours per week on Monday and Tuesday mornings from 9am to 1pm.

STSA Learning, 11 rue de Chantepoulet, 1201 Geneva

Application

Applications **must** include the following documents:

- 1) Application form duly completed;
- 2) Your updated resume in English;
- 3) 1 passport picture.

Applications and all supporting documents must be submitted **electronically via STSA's website** (<https://stsa.swiss/training/education>).

Admission criteria:

Good command of spoken and written English is necessary as the programme is taught in English.

Acceptance or refusal of applications are at the sole discretion of STSA. Late applications may be considered depending on available slots.

You will be notified via e-mail if you have been accepted to attend the course.

A maximum of 20 participants will be accepted per intake.

Tuition Fees

For STSA members

CHF 900 (includes 4 half-days)

For non STSA members

CHF 1'200 (includes 4 half-days)

The course must be paid at least 10 days before start.

Multi booking

A discount of 10% will be applied for 3 or more bookings from the same company in the same intake.

Cancellation and substitution policy

No refund whatsoever will be made for cancellations received 10 days or less before the course start date. Participants can however be substituted by an acceptable candidate, if the organisers receive prior notification.

FAQ

Can I be accepted even if I do not have any particular certification?

No, certification as such is requested but a strong motivation and a good command of the English language are necessary.

Can you help me acquire a work permit?

Unfortunately no. This is an educational programme and STSA does not provide this kind of service.

Do I need to take my laptop to class?

Presentations and documents will be printed, but you can bring a tablet or a computer if you wish.

Will you help me find a job?

No. The purpose of this training is for the participants to grow professionally and attain a good understanding of the commodity trading activities. It is not STSA's purpose or objective to assist the participants in finding a job.

After the training, will I be accepted to pursue the Master or the Diploma also set up by STSA?

No, acceptance for the Master or Diploma is subject to a specific set of rules set by the University of Geneva.

Can I meet STSA representatives before the courses?

Yes if necessary, but it would be preferable to schedule any such meeting in advance.

What happens if I cannot attend one course?

Unfortunately, unattended classes cannot be replaced.

Under no circumstances can courses be recorded.

ABOUT STSA

STSA was created as GTSA in 2006 by the main actors of the Commodity Trading community in Geneva. In 2008, it extended its reach to the Lake Geneva Region. In 2014, it became STSA – a national Association for Trading and Shipping in Switzerland – overseeing the regional chapters of Zug and Lugano, and representing more than 190 members encompassing large, medium and small entities.

The Association has become renowned for its successful professional programmes such as the STSA Operator's Certificate and the Commodity Trading Fundamentals. In response to the industry's requests, STSA has recently put in place three innovative certificates: the STSA Commodity Trading Risk Analyst, the STSA Documentary Credit Specialist and the STSA Business & Human Rights Certificates.

In parallel, STSA also organises educational programmes such as the Master of Science in Commodity Trading, and the Diploma in Advanced Studies in Commodity Trading. Both programmes have been created in partnership with the University of Geneva and have been running since 2008 with an increasing level of recognition.

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