



**Future
First**

**Virtual Work Experience
Series**

INTERNATIONAL TRADE AND COMMERCE

2022/2023



Develop your
knowledge and skills



Find out about future
careers and pathways



Improve your
confidence

CET

Learn • Apply • Achieve

As you may not be able to do work experience in person this year, Future First has created a virtual work experience week so that you don't miss out on this opportunity.

Future First is an education charity that helps schools and colleges across the country connect with their former students (or alumni). These former students form a community that supports the school, its current students and other fellow alumni.

Former students who sign up to their school/college community when they leave are able to stay connected with each other and support one another with career opportunities and skills development. They can also arrange social interactions and events.

Future First also work with a range of employers who share insights into their industries as well as opportunities for career development.

STRUCTURE OF THE WEEK

<p>Each day this week you will 'meet' a volunteer who works in a different area of the International Trade and Commerce sector. You will find out more about their job, their pathway from school as well as what skills they need for this job.</p>	<p>The volunteer will then set you a task to complete that day. The task will relate to their job, giving you an insight into what their job is like and an opportunity to develop relevant experience and skills.</p>	<p>The first set of tasks prepares you with the key information you will need to know before taking part in a work experience placement. Use the next slides to find out more about careers in the International Trade and Commerce sector, before completing the tasks entitled Preparing For Work Experience found here and on page 6 in your student workbook.</p>
<p>You will also discover useful top tips from employers for someone wanting to pursue a career in International Trade and Commerce.</p>	<p>All of these tasks are set out in these slides. You should use these alongside the student workbook which has further instructions and guidance on how to complete the tasks and write notes.</p>	<p>We suggest that you complete the tasks in order. However it is up to you if you want to complete all of the tasks in 1 day or across a longer period.</p>

WHY WORK IN INTERNATIONAL TRADE AND COMMERCE?



... and many more!

WHAT KIND OF JOBS ARE THERE?

There are a diverse range of careers within International Trade and Commerce. On this page you can find a list of some of the many roles available.

Air Freight Export Operator
Content Executive
Customs Advisor
Customs Excise and International Trade Senior Manager
Export Control Support Officer
Export Manager
Global Trading Manager
Import Manager
International Business Development Manager
International Buyer
International Sales Manager
International Sales Strategist
International Trade Documentation Specialist

Lawyer (especially anti-competition)
Logistics and Systems Coordinator
Maritime Transport Economist
Marketing and Design Executive
Marketing and Sponsorships Officer
Policy Advisor
Product Brand Manager
Production Scheduler
Supply Chain Planner
Translator

PREPARING FOR WORK EXPERIENCE

While you will not be taking part in these placements in person, it's still important to cover some key information and policies you would have to know about if you were doing in-person work experience.

These policies include:

- Health and safety policies
- Data protection policies

HEALTH AND SAFETY

What is health and safety?

Health and safety relates to the prevention of accidents and ill health to employees and those who may be affected by their work (this would also include you, if you were completing work experience in-person).

Each workplace will have their own individual health and safety policy, but here are some key things you would need to know if you were participating in person.

Staff working in International Trade and Commerce will all need to adhere to health and safety guidelines. However, these guidelines will vary depending on the environment that the work takes place in. For example, if your placement was taking place at a port or dock where goods are transported you might need to be aware of the risks associated with the lifting of heavy goods, the handling of dusty cargoes as well as considerations of safe working at height.

In all workplaces staff should report accidents/incidents and injuries at work, no matter how minor. An incident report form would be completed to record the event.

Staff would need to know the fire and evacuation procedures in their workplace and what they should do in the event of such an emergency.

Here are four types of signs you may come across on your work experience placement:



Prohibition signs are red on a white background. They mean you must stop or not do something e.g. this sign means, 'no unauthorised access'.



Mandatory signs are blue with white text. These signs tell you what you must do. e.g. if you saw this sign on your placement you would need to wear the clothing specified.



Emergency signs have a green background and show the right way or give instructions to things like fire extinguishers e.g. this fire exit sign, will direct you to the exits in case of a fire.



Warning signs have a yellow background. Their purpose is to make you aware of a potential hazard. e.g. you might see a warning sign like this if you were on a dock and had to be mindful of objects moving above.

DATA PROTECTION

What is data protection?

The Data Protection Act 2018 controls how personal data is collected, stored and managed by organisations and businesses. If you were doing work experience in-person and were given access to this type of data you would need to make sure that you managed it in the correct way. During your work experience you would have a designated supervisor who would be your point of contact for any questions or concerns you had.

What is personal data?

Personal data is information about a particular living individual. This might be anyone, including a customer, client, employee, partner, member, supporter, business contact, public official or member of the public. During your work experience you may have access to client and customer email addresses and phone numbers. It's very important that these are not shared and are kept safe.

Ways to minimise risk and manage data correctly:



Make sure that you always lock your laptop when you are not using it so no one else can see any confidential information on your screen.



Ensure that any confidential information or data is not visible to others and that it is stored away securely when it is no longer needed in a locked drawer.



If you are asked to send an email to a client always make sure that you double check that you are contacting the correct person using the correct email address so that confidential information isn't sent to the wrong person by accident.



Use a strong password for your laptop which includes capital letters, numbers and characters.



Be wary of suspicious emails. Clicking on hyperlinks in these emails can compromise data safety. Signs of suspicious emails include bad grammar and spelling.

Next steps

A: Go to page 6 of the workbook and make notes on the key points that you have learned about health and safety and data protection so far.

B: Watch the video on page 6 of the guidebook below and then answer the questions on page 8 of the workbook.



1. Watch this video [here](https://vimeo.com/703191722/39a494c5d8) or visit <https://vimeo.com/703191722/39a494c5d8>
2. Fill in workbook page 8 before starting the task on page 9.

DAY 1: YOUR TASK

One of the most important aspects on Raveena's role is to have an understanding of the workers within the industries that she is looking to defend.

For this task Raveena would like you to consider the food delivery services industry in the UK and to think about the impact that certain terms and conditions might have on individual restaurants and the consumer themselves.

Imagine that a major food delivery company will only let a restaurant be featured on their platform if they agree to not feature on other similar platforms (this is called exclusivity). Consider the impact that this might have on:

- you as a customer
- the restaurant

Write a compelling persuasive argument to explain why you either agree or disagree with food delivery service platforms requiring exclusivity and explain why.

DAY 1: COMPLETE!

Well done for completing the first day of your virtual work experience week! Make sure you've put everything for today's task in your student workbook and completed your daily reflections.



1. Watch this video [here](#) or visit <https://vimeo.com/703193213>
2. Fill in workbook page 12 before starting the task on page 13.

DAY 2: YOUR TASK

You are to set the price of a new model of carton labelling machine which you will import from the UK to Dubai. You could create an Excel spreadsheet to calculate your selling price.

Key information:

- Each machine costs £4,500
- You can fit 11 machines into one x 20' container
- It costs £500 to move the 20' container to the UK port
- It costs £3600 in sea freight charges to ship one 20' container from the UK to Dubai
- You, the importer must pay 5% import duty on the value of the goods + sea freight charge
- It costs AED 1,400 to move the container from the port in Dubai to the warehouse

- 1) Calculate the cost for the whole container of 11 machines
- 2) What is your cost per machine?
- 3) What price must you charge your customer, if you need to make a 28% margin?
- 4) Imagine you have negotiated with your UK supplier, who will give you a 5% discount if you buy more than 20 machines. If you do not change the price for your customer in Dubai, how much more profit would you make?

DAY 2: COMPLETE!

Well done for completing the second day of your virtual work experience week! Make sure you've put everything in your student workbook and completed your daily reflections.



1. Watch this video [here](#) or visit <https://vimeo.com/703210154/3ebcd0ad92>
2. Fill in workbook page 17 before starting the task on page 18.

DAY 3: YOUR TASK

Using the information provided on the next page, come up with a solution to the supply chain issue below:

Sickmia is a drug which helps people with high blood pressure and low sugar levels. Sickmia is supplied by NA Pharma. Imagine you are working in the trading team for Future First Pharma. Every month, NA Pharma (your main supplier) dispenses 10,000 units of Sickmia to your company.

Today, one of your colleagues is speaking to the supplier to confirm the monthly order for 10,000 units and they are told "you will only receive 5000 units for the next delivery, we are having supply chain issues and we don't know when we can produce large quantities again." This means that we will be 5000 units short.

Your colleague puts the phone down and gathers the team to inform them of the news. It's now up to the trading team to find and resource the remaining 5000 units using other suppliers across Europe. All 5000 units must be ready to be collected from the different manufacturers in 3 weeks.

Name of country	Price of the product	Number of suppliers in the country	Number of units each supplier can provide	Conditions based on authorities of each country	Time it will take for stock to be ready for collection
SPAIN	€25.00	5	500 EACH	IF authority allows permit to export.	4 weeks
PORTUGAL	€26.00	2	300 EACH		5 weeks
NORWAY	NOK 245	3	100 EACH		6 weeks
IRELAND	€26.50	2	350 EACH	Potential export ban due to shortage in the U.K. market	3 weeks
FRANCE	€27.00	6	700 EACH		4 weeks
BELGIUM	€28.50	3	100 EACH		2 weeks
ITALY	€29.00	7	830 EACH	Demand is increasing so price is likely to go up by 0.50 cents	2 weeks
THE NETHERLANDS	€27.20	5	400 EACH		3 weeks
GREECE	€31.00	4	600 EACH		3 weeks
CZECH REPUBLIC	€23.00	4	200 EACH		6 weeks
POLAND	PLN 110	3	50 EACH	News has come in, this line is now on the export ban list.	5 weeks
ROMANIA	RON 170	4	300 EACH		8 weeks
BUGLARIA	€24.00	7	150 EACH		10 days
HUNGARY	NOT AVAILABLE	3			
AUSTRIA	NOT PRESENT	3			

DAY 3: ADDITIONAL TASK

Imagine that you and the rest of the Future First Pharma team are no longer able to collect the 5000 units yourselves which you have ordered from different suppliers across Europe.

Now you will need to pay for dedicated shipping for your items to be delivered in time to Future First Pharma headquarters. Calculate how much you are going to need to pay to get the 5000 units delivered using the criteria below.

Dedicated shipping

- Cost is £1,500 per truck
- Each truck can carry 7 pallets
- 1 pallet contains 1000 units of Sickmia
- Suppliers in different countries cannot share a van

DAYS: COMPLETE!

Well done for completing the third day of your virtual work experience week! You're over halfway through the week now so give yourself a pat on the back for showing determination and resilience, and sticking with it! Make sure you've put everything for today's task in your student workbook and completed your daily reflections.



1. Watch this video [here](#) or visit <https://vimeo.com/703185744/dbc4c3afd0>
2. Fill in workbook page 22 before starting the task on page 23.

DAY 4: YOUR TASK

Create a brand-new KitKat flavour to sell to another country.

Consider:

- The flavours that are popular in that country. You could also consider growing trends such as unicorn and rainbow cakes.
- When you will launch the product? Is it in line with an important celebration or event. E.g. Christmas, Chinese New Year, Olympics.
- Make your packaging stand out.



Green Tea KitKat



Soy Sauce KitKat



Bubble gum KitKat

DAY 4: COMPLETE!

Well done for completing the fourth day of your virtual work experience week! One more day left! Make sure you've put everything for today's task in your student workbook and completed your daily reflections.



1. Watch this video [here](#) or visit <https://vimeo.com/manage/videos/703188196/9d69a680fe>
2. Fill in workbook page 26 before starting the task on page 27.
3. If you are unsure of any words used in the video remember to use the glossary on page 7 of the workbook

DAY 5: YOUR TASK

Imagine you are being interviewed for an Apprenticeship with Casper Chartering. Write an answer to a question you might be asked in the interview using the STAR technique.

- Follow the STAR technique
- Really explain what you did to resolve the situation
- It should flow well and make sense when said out loud so practice your answer with someone at home before writing it in your workbook

WELL DONE!

Congratulations! You've completed the International Trade and Commerce work experience. Don't forget to upload your completed workbook to www.futurefirst.org.uk/wex-packs to receive a certificate of completion that you can keep!

USEFUL INFORMATION

Company information

Find out more about the companies mentioned within this work experience booklet by following the links below:

- Al Thika Packaging: <https://althika.com/>
- Casper Shipping Ltd: <https://www.casperltd.com/>
- Nestle: <https://www.nestle.com/>
- Shardul Amarchand Mangaldas Law Firm: <https://www.amsshardul.com/>

Further information and career prospects

Find out more about international trade and commerce, including the types of undergraduate courses and apprenticeships available within this industry by clicking the links below:

- High Tide Foundation: <https://www.hightidefoundation.co.uk/careers-hub/>
- Institute of Export and International Trade: <https://www.export.org.uk/page/qualifications>
Department for International Trade:
<https://www.gov.uk/government/organisations/department-for-international-trade/about>
- Gov.uk: <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>



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