

## THE BTS IN INTERNATIONAL TRADE RELATIONS AND WORK EXPERIENCE

### **The BTS in international trade relations**

**The BTS in international trade relations is a short higher education diploma which prepares students after the baccalaureate for careers in international trade.**

**This 2-year post-baccalaureate course leads to a nationally recognized higher education diploma and testifies of a vocational training.**

### **Specificities of the course**

After completing this vocational training the students will have acquired work related skills.

Apart from general subjects, this course provides :

- mandatory teaching of 2 foreign languages on an equal footing in an economic and commercial field
- working knowledge international trade techniques and marketing
- 12 weeks' work experience among which 4 in a foreign country.

### **Objectives of the work experience**

These 12 weeks can be carried out in several companies, in a foreign country entirely or only in part.

This work experience under the responsibility of the academic authorities is subject to a signed contract between the college, the trainee and the host firm. The trainees keep their student status and can therefore not claim any salary. Any allowance or financial aid is left to the firm's discretion.

This work experience should enable the student to :

- put into practise the professional techniques in international trade and marketing
- master the business language of the host country
- acquire a greater personal understanding of the economic and social profile of the host country.

### **First year work experience : 8 weeks among which 4 in a foreign country.**

This is a work experience which is directly linked to export prospecting. The student can carry out such tasks as :

- preparing a prospecting mission
- surveying markets : finding customers by direct mail advertising, telemarketing, contacting prospective customers, foreign field missions
- preparing, taking part and carrying out the follow up of trade events (fairs, showrooms...)
- negotiating orders.

### **Second year work experience : 4 weeks.**

This is a work experience which is directly connected to the management of import-export transactions. The trainee can be involved in such tasks as :

- taking part in the different tasks linked to the sales management (or purchases) : sending out quotations, receiving and processing orders
- Transport management : choice of a means of transport and impact studies, quotations according to different incoterms...
- Collaboration in the drawing up of insurance files
- Use of instruments and techniques of payment
- Follow up of documentary credits
- Drawing up import-export documents
- Writing business letters.