



Marcar con una x las adquiridas durante las prácticas

FCT PLAN

Student		Term
Degree course International Trade	Teaching code CS06001	Nº of FCT hours 380
Centre of work placement	Tutor/ at work placement	
Educational insitute IES Ribeira do Louro	Professor/tutor	

Acquired skills/ results of training/ evaluation criteria

Ignore those that are not going to be/have not been carried out

Integration into the company, in regards to organizational, socio-economic, and labour knowledge.

Acquired

A fact sheet is carried out, regarding the socio-economic organization and the employer-employee relations of the company.

Carry out management and negotiation with clients and suppliers

Acquired

Identification of market segment of suppliers and clients, in addition to its characteristics.

Contact made with suppliers and clients, applying selling techniques according to established specific procedures for the development in business behaviour.

Expanding, receiving, and archiving of paperwork related to sales management.

Office and other available computer programmes are used in the office for sales management.

Use of other languages in international sales management negotiations.

Acquired

The student obtains, analyses, and summarises professional documents.

The student translates and writes up business correspondence: letters: reports, circulars, faxes, offers, demands, etc.

Oral communication with other interlocutors from business relationships.

Carry out administrative procedures concerning import and export, and operations of introduction and delivery of goods, in accordance with the regulations.

Acquired

Identify official bodies to negotiate or issue required documents for international business negotiations.

Models of official documents of international commerce are recognized.

Necessary negotiations are made in order to obtain documentation.

The import/export taxes of products are settled and their value estimated.

Documents of corresponding activity are developed.

The correct formation of all required documents is checked.

Acquired skills/ results of training/ evaluation criteria

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Necessary information related to processing and completion of the documentation is interpreted.

Manage/Settle payment methods of international by and sell operations and determine financial risks of international transactions **Acquired**

Necessary documents are identified in order to settle the payment of international transactions.

Writing up of documents concerning methods of payments in the organization.

Blank bank forms of documentary credit are filled in.

Checking bank transactions are correctly registered.

Settling necessary administrative negotiations for the transaction

Negotiate funding of international commerce operations. **Acquired**

Information is gained about funding possibilities in different institutions related to commercial credit.

Documents are prepared and developed to ask for funding and financial subsidies from national or international organizations according to the established procedures.

The costs and risks of funding with foreign currency are valued in international operations.

Carry out management and monitoring tasks in international storage and distribution. **Acquired**

The storage system of the company is identified and an outline is drawn up of the distribution zones.

Computer programmes appropriate for warehouse management in order to notify, obtain and inform.

Necessary information related to different transport services is obtained, through procedures established by the loading contracts.

Necessary management is carried out in order to obtain information regarding circumstances that result in returns.

The student checks that the characteristics of the packaging, used in every shipment are suitable for the agreed form of transport and type of products, as well as that of the symbols and format follow the regulations.

Collaborate with external bodies and personnel, in management and the development of commerce, transport, customs and financial documentation **Acquired**

Contact is made with transport and insurance companies in order to request offers regarding their services, and a form is submitted.

Managing and monitoring of required documents in transport and insurance operations.

The student monitors that the *incoterms* achieve the international commerce operations.

The student assists in the department that carry out customs clearances.

Contact is maintained with customs agencies, banks, etc.

Organize action plans related to the process of goods and services in order to see if they need improving or modifying. **Acquired**

Information is obtained concerning possible support and export consortia to facilitate commerce operations of products.

The student cooperates in the steps and in the organization of assistance at fairs.

Ignore those that are not going to be/have not been carried out

Paperwork is drawn up in regards to necessary funding of international projects supplies when the company can participate in international tenders.

To perform with professional responsibility in all assigned tasks and related to work, demonstrating an attitude or respect. Acquired

The student follows rules, procedures, objectives, and deadlines when faced with any activity or task, and he/she respects the levels of hierarchy that exist in the company.

Responsibility is demonstrated in assigned tasks and one communicates with appropriate person at all times.

The student coordinates own activities with the rest of the team and departments, and reports any unforeseen contingency.

The repercussions of the commerce activities carry out in the commercial process of the company and corporative image are estimated

A respectable attitude is presented at all times, towards the procedures and rules of the company.

Overall assessment

Incluir Pass(Apto)/Fail (No Apto)



Date:

*Pass/Fail

Tutor/ at work placement

Teacher/Tutor

Firma tutor prácticas en empresa



Firma del tutor del IESRdL

