



## **Documentary Credit Advanced**

January – February 2025

# 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.

For a long time, Documentary Credits have been and remain key financial instruments underpinning the international trade. Whether it is for the buyer or the exporter, these instruments bring security, reliability and efficiency while allowing the banks involved to hold a decisive role in the transaction cycle.

In a daily basis, the Documentary Credit Officer is at the forefront of individual transaction financial executions. Whether working with a Bank or in Trade Finance, Import / Export, Procurement Department, a good technical understanding of Documentary Credit and other instruments will be a key success factor within the international trade workspace.

This new programme has been designed by a working group of experts directly active in Trade Finance Departments within renowned commodity trading companies and within major banks active in trade finance. This second part is designed to perfectly complement the first one and is tailored toward more experienced candidates.

***"SUISSENÉGOCE views training more than ever as a prerequisite for a career in the commodity trading industry."***

Florence Schurch, Secretary General, SUISSENÉGOCE

## AUDIENCE

- Juniors working in a Documentary Credit Department having a minimum of 6 months to one year of professional experience in a commodity trading company or in a bank who want to accelerate their training process and fully grasp all angles of this complex profession which is in constant evolution.
- Former participants of the "Documentary Credit Officer" course who want to pursue their education in that field.
- Graduated participants of the Operator's Certificate who want to strengthen their knowledge in documentary credits.

# COURSE OBJECTIVES

Our main goals include meeting the requirements of commodity trading companies and banks active in Trade Finance by offering them a specific training programme to accelerate the training process for their junior Documentary Credit Officers.

At the end of the training and through practical examples, case studies and simulation, the course participant will be able to:

- Understand the techniques of the documentary credits, collections and guarantees areas and their handling going through end-to-end processes.
- Develop a mindset and practical toolbox which should contribute to all value to their intervention beyond the execution level.
- Assess and advise which will be the most relevant instrument to meet the objectives assigned (amongst other with respect to security, flexibility, ... sought)
- Handle and process the instruments (wrt issuance/amendment/check documents compliance and honoring...)

We expect that, through this training, participants will ultimately be best placed to rapidly gain in experience, making the most out of the various real-life cases that they will be confronted with.

## PROGRAMME

### **Module 1: Introduction**

**12 & 14.01.2026**

Trade & Commodity Finance, Compliance & KYC

### **Module 2: Bank Operations**

**19 & 21.01.2026**

Tasks, responsibilities, and actions

### **Module 3: LC and shipping documents**

**26 & 28.01.2026**

Into technics of analysis and checking

### **Module 4: Trade Finance Operations**

**02 & 04.02.2026**

Tasks, responsibilities, and actions

### **Module 5: Introduction to guarantees**

**09 & 11.02.2026**

Presence in class mandatory on 12.02.2025

### **Module 6: Practical transaction from end-to-end**

**18.02.2026**

Presence in class mandatory

# PROGRAMME DIRECTOR

Paolo Montella, Head of L/C Department, ING Bank N.V.

He has been a specialist in trade & commodity finance since 1995. He covers the technical L/C aspects in Oil, Soft, Metals deals, and has also been actively involved in various projects including the Multibank Platform, since its conception in 2008. More recently, Paolo has been involved in the emergence of blockchain technology. He has had the opportunity to organize various internal and external training courses, and he is the Program Director of the Documentary Credit Specialist Certificate.

## Teaching Format

The Certificate consists of 6 modules for a total of 33 teaching hours, divided into two evenings per week (3 hours/day). All modules are taught in English.

Some pre-reading, preparation, case studies or homework may be required, depending on the teachers' recommendations and will be communicated upon admission to the course.

The lectures are given by industry experts from the commodity trading and banking sectors, with inputs from guest speakers to give further depth and various perspectives. Participants are stimulated to actively contribute to the programme. Their background and professional experience constitute a valuable asset and ensure transversal knowledge sharing.

***"We understand that participants often have demanding professional and family obligations; however, to successfully obtain the certificate, you will need to be fully engaged and ready to face significant preparation work."***

Serge Claus, Education & Training Manager, SUISSENÉGOCE

## Evaluation

The award of the Documentary Credit Specialist Certificate – Advanced - is based on attendance and successful completion of exams. However, your full commitment and engagement will be required to obtain the Certificate.

Each module is subject to an evaluation. The candidates are required to attend and participate in a minimum of 80% of the programme sessions to obtain the Certificate. Any absences must be appropriately justified.

An overall average of 4.0 (out of 6) must be achieved to graduate, and no more than one mark between 3.0 and 4.0 will be accepted. A mark lower than 3.0 will automatically disqualify the participant from obtaining the Certificate. The participant may re-take the failed module/course during the following intake at his/her cost. Only one opportunity to retake the module will be given. If the participant fails, more than 1 module in one session he/she will be automatically disqualified.

Any participant caught cheating or plagiarising will be automatically disqualified without appeal.

All exams and assignments must be completed in English.

## INFORMATION

### Course Schedule and Location:

6 hours per week on Monday and Wednesday evenings from 6.00pm to 9.00pm. The planning with exact dates will be made available 2 months before the beginning of the classes.

**SUISSENÉGOCE Academy**, 11 rue de Chantepoulet, 1201 Geneva

### Application

Applications **must** include the following documents:

- 1) Motivation letter in English;
- 2) Application form duly completed;
- 3) Your updated resume in English;

Applications and all supporting documents must be submitted **electronically via SUISSENÉGOCE's website** (<https://suissenegoce.ch/education/>)

All candidacies are reviewed by a Selecting Committee consisting of experts in the Commodity Trading industry. Accepting or refusing a candidate is at the sole discretion of the Selecting Committee. An answer will be sent by email to the candidate, no later than a month after receipt of the complete application.

### Admission criteria:

- 1) Good command of spoken and written English is necessary as the programme is taught in English.
- 2) Being fully proficient with Microsoft Office.

Acceptance or refusal of applications are at the sole discretion of SUISSENÉGOCE. 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 SUISSENÉGOCE members**

CHF 4'100 (includes 5 modules)

### **For non SUISSENÉGOCE members**

CHF 4'800 (includes 5 modules)

### **Multi booking**

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

### **Instalments**

After acceptance of your application, a deposit of CHF 900 will be requested to secure your place on the programme and confirm enrolment. In case of withdrawal, no refund of this deposit will be provided.

The balance must be paid at least 20 days before the course starts.

### **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.

### **Force Majeure**

In case a force majeure (pandemic and/or forced confinement imposed by any governmental authority) would prevent SUISSENÉGOCE Academy to conduct in-person teaching in the classroom, the following situations may occur:

- In the event that the programme has not started, it may be postponed to a later date. In this case, the course participant will be offered the possibility to maintain his registration and attend the course at the later date or to be reimbursed for the amount(s) paid. SUISSENÉGOCE Academy shall notify the course participant in writing thereof.
- In the event that the programme has started, the remaining modules will be maintained but may be conducted via an online platform. This solution only applies if there is no other possibility to follow the course in situ. In this case, the participant shall not be entitled to any reimbursement of any kind.

## FAQ

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

No specific certification is required. However, participants are required to have a minimum of 6 months to one year of professional experience in a documentary credit department, or to have successfully completed the two modules of the Operator's Certificate related to Financial Instruments or the Documentary Credit Specialist Certificate – Level I.

### **Can you help me acquire a work permit?**

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

### **Do I need to take my laptop to class?**

Presentations and documents will be uploaded on SUISSENÉGOCE Learning Platform and you will need an electronic device to view them. It can be a tablet or a computer.

### **Will you help me find a job?**

No. The purpose of the Certificate is for the participants to grow professionally and attain competences in documentary credit. It is not SUISSENÉGOCE's purpose or objective to assist the participants in finding a job.

Nevertheless, participants of SUISSENÉGOCE classes considerably enhance their employability and several employers look for their juniors within the SUISSENÉGOCE's alumni pool.

### **When I obtain my Certificate, will I be accepted to pursue the Master or the Diploma also set up by SUISSENÉGOCE?**

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

However, many participants of SUISSENÉGOCE programmes have decided to further develop their skills by following additional SUISSENÉGOCE classes or academic programmes offered by the University of Geneva (DAS in Commodity Trading or Master of Science in Commodity Trading).

### **Can I meet SUISSENÉGOCE 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?**

It will be your responsibility to obtain the presentations and the notes taken during the course from another student and to coordinate with the trainer responsible for the module to pass the exam.

Under no circumstances can courses be recorded.

### **Can I write my assignments in French?**

No, the language of the programme is in English and all correspondence, assignments and/or exams must be written in English.

## ABOUT SUISENÉGOCE

GTSA, the Geneva-based maritime trade and chartering association, was founded in 2006. In 2014, GTSA became national and took the name STSA to offer a greater representation of the industry on a national level. STSA encompasses the three regional associations (GTSA, ZCA in Zug and LCTA in Ticino) and consists of more than 210 member companies and institutions, as well as around 100 experts involved in the association's various working groups.

Today, our association is known as SUISENÉGOCE and has a new logo. A new image that highlights the transformation of the industry as a whole: the commodity trading industry will be communicating with Swiss citizens and engaging in public debate. The different colours of our logo represent the different commodities: green and brown for agricultural products, grey and dark blue for energy, metals & minerals, and light blue for maritime transport, which is of prime importance for all commodities.

The Association has become renowned for its successful professional programmes such as the Operator's Certificate and the Commodity Trading Fundamentals. To respond to the industry's request, SUISENÉGOCE has recently put in place three innovative certificates: SUISENÉGOCE the Commodity Trading Risk Analyst, the Documentary Credit Officer and the Commodities Sustainability Fundamentals (ESG) certificate.

In parallel, SUISENÉGOCE 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.

In 2025, SUISENÉGOCE Academy has been awarded the eduQua Label for the third time. The first Swiss federal qualification providing quality assurance for continuing education and training. This certification is a mark of recognition of the high quality of SUISENÉGOCE Academy's education and training programmes. It was obtained after an in-depth evaluation process and an in-house audit, to ensure that our methods are fully transparent and in accordance with its standards.

SUISENÉGOCE  
Rue de Chantepoulet 11  
CH-1201 Genève  
T. +41 22 715 29 90  
[learning@suissenegoce.ch](mailto:learning@suissenegoce.ch)

[www.suissenegoce.ch/education](http://www.suissenegoce.ch/education)