



Australian Government

Department of Education, Employment and Workplace Relations

BSBINT305B Prepare business documents for the international trade of goods

Revision Number: 1

BSBINT305B Prepare business documents for the international trade of goods

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to contribute to the preparation of business documents required for the trade of goods internationally. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
------------------------	---

Application of the Unit

Application of the unit	This unit applies to individuals who work under the supervision of a more experienced colleague in various international work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge required for the preparation of international trade documentation. Work may be for an external client or for the organisation in which the individual is employed.
--------------------------------	---

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify goods to be transported internationally	1.1. Discuss requirements for transport of goods internationally with supervisor or manager 1.2. Make contributions and suggestions to assist in developing recommended options for arranging international transport of goods based on previous experience 1.3. Record recommendations made for international transport of goods for further investigation
2. Determine method of transport	2.1. Investigate options and requirements for method of transport 2.2. Determine and document suitability and availability of recommended transport options 2.3. Forward details of documented options for method of transport for goods to supervisor or manager for selection and approval 2.4. Seek assistance as required to determine method of transportation
3. Determine packaging and stowage requirements	3.1. Investigate options and requirements for packaging and stowage 3.2. Determine and document suitability and availability of recommended packaging and stowage 3.3. Forward details of documented options for packaging and stowage of goods to supervisor or manager for selection and approval 3.4. Seek assistance as required to determine packaging and stowage of goods
4. Contribute to cost calculations	4.1. Discuss and record components of costs for international transportation of goods with supervisor or manager 4.2. Make a determination of components of costs 4.3. Seek assistance as required in assigned tasks related to calculating costs for international transportation of goods 4.4. Document costs for international transportation of goods in accordance with workplace procedures 4.5. Check cost calculation for accuracy and completeness prior to forwarding to supervisor or manager 4.6. Finalise any revisions to calculations and ensure they are rechecked by self and supervisor or manager
5. Complete required documentation	5.1. Complete and collate required documentation by self and others in the workplace

ELEMENT	PERFORMANCE CRITERIA
	<p>5.2. Seek assistance as required in completing and checking documentation required for international transportation of goods</p> <p>5.3. Check required documents by self and forward for checking by supervisor or manager</p> <p>5.4. Finalise and submit documents to be submitted to or lodged with <i>relevant parties</i></p> <p>5.5. Identify and file copies of documents required for filing in accordance with workplace procedures</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- analysis skills to evaluate skill and knowledge gaps
- planning and organising skills to prepare appropriate documentation within designated time lines
- literacy skills to read and produce a variety of documents
- numeracy skills to calculate costs.

Required knowledge

- identification and overview knowledge of key provisions of relevant legislation from all levels of government that affects business operations, codes of practice and national standards, such as:
 - Customs Act
 - Dangerous Goods Act
 - International Commercial Terms (INCOTERMS)
 - trade modernisation legislation: Customs Legislation Amendment and Repeal Act, Import Processing Charges Act, Customs Depot Licensing Charges Amendment Act
 - Trade Practices Act
 - Warsaw Convention
 - World Trade Organization determinations
- significant trade routes and modes of transport relevant to the work role in assisting with operational aspects of international transportation of goods
- international and Australian regulatory bodies, their roles and responsibilities relevant to the work role in assisting with operational aspects of international transportation of goods
- enterprise policies and procedures relating to business operations in an international trade context
- penalties for incorrect customs declarations.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • providing assistance to arrange for the international transportation of goods • assisting in determining method and costs of transportation, including packaging and stowage requirements • accurate and timely completion of required documentation for submission or lodgement with relevant parties • knowledge of legislation, codes of practice and national standards relevant to the work role.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • access to office equipment and resources • examples of documentation relating to the transfer of goods and services.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • analysis of investigation of options and requirements for method of transport • review of documentation about suitability and availability of recommended transport options; and documentation about suitability and availability of recommended packaging and stowage • analysis of responses to case studies and scenarios • oral or written questioning to assess knowledge of importing and exporting documentation requirements • assessment of examples of completed documentation required for international trade.

EVIDENCE GUIDE**Guidance information for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- communication units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Requirements</i> may include:</p>	<ul style="list-style-type: none"> • designated time lines • destination/origin of goods • handling instructions for cargo (especially for dangerous goods or temperature controlled goods) • mode of transport • nature of goods • other documents specific to goods, country of origin/destination • packaging and stowage, transportation and warehousing instructions • permits from regulatory bodies (Australian and international) • quarantine requirements • separation of dangerous goods in transit
<p><i>Method of transport</i> may include:</p>	<ul style="list-style-type: none"> • air freight • rail transport • road transport • shipping • other transport modes • warehousing and stowage en route and at point of destination while awaiting transportation within country of destination
<p><i>Suitability and availability</i> may include:</p>	<ul style="list-style-type: none"> • compliance with regulations (e.g. prohibition on air freight of certain classes of dangerous goods) • cost • country of origin/destination and connecting trade routes • specialised transportation requirements (e.g. temperature controlled goods) • travel time • whether option being investigated is available at time and is appropriate for goods to be

RANGE STATEMENT	
	transported

RANGE STATEMENT	
Assistance may include:	<ul style="list-style-type: none"> • advice from more experienced colleagues, technical experts, internet, intranet, induction kits, internal training materials and programs • consulting technical experts in the industry, professional associations, training providers, government bodies and agencies • using reference material within the organisation, from training providers and government bodies and agencies, professional libraries, trade journals
Costs may include:	<ul style="list-style-type: none"> • costs for permits • duty, tariffs • fees and charges levied by regulatory authorities • insurances • interest on borrowed capital • labour costs • profit margin • taxes as applicable • transport and storage costs
Determination of components of costs may include:	<ul style="list-style-type: none"> • calculation based on standard rates or rates per item/container/tonnage • internet or organisation's intranet • previous history of goods transported internationally to/from same destination/origin • quotation or reference to existing tender or contract • tables of fees and charges
Relevant parties may include:	<ul style="list-style-type: none"> • Australian and international regulatory bodies • client (seller and buyer) • customs brokers and other external parties assisting in movement of goods • non-regulatory government agencies • other personnel within organisation • transport and warehousing companies

Unit Sector(s)

Unit sector	
--------------------	--

Competency field

Competency field	Business Development - International Business
-------------------------	---

Co-requisite units

Co-requisite units	