Australian Government

Department of Education, Employment and Workplace Relations

TLIA3307C Organise international transport of freight

Release: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

TLIA3307C Organise international transport of freight

Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to organise the international transport of freight, including confirming customer requirements, organising freight arrangements and communicating with shipping agents and authorities.

Application of the Unit

Work must be carried out in compliance with the relevant codes of practice and regulations for the international transport of freight.
It is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.
Work involves the application of routine principles and procedures to organise the international transport of freight.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.
Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

     Transport & Logistics Industry Skills Council

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 **Confirm customer requirements**	1.1 Customer requirements for the movement of cargo in terms of the nature of goods, the countries of origin and destination, the timescales for collection and delivery and the estimated budget for the transaction are confirmed
	1.2 Customer priorities for the shipment are confirmed
	1.3 Decisions on possible routes, taking into account known variables, are undertaken
2 **Organise freight arrangements**	2.1 International regulations, codes of practice for the transport of freight are confirmed
	2.2 Work processes are planned to meet agreed timelines
	2.3 Transport modes (including multi-modal options) are matched to customer requirements, freight type and delivery times
	2.4 Availability of selected carrier(s) is checked including modes of transport, scheduled departure dates and times, transfer times and costs for each stage of shipment
	2.5 Arrangements are made to consolidate freight, where appropriate
	2.6 Freight carrier(s) booking(s) are confirmed
	2.7 Transport of freight to selected international carrier is organised
3 **Communicate with shipping agents and authorities**	3.1 Freight documentation is checked for accuracy and forwarded as appropriate to shipping agents and authorities
	3.2 Confirmation of despatch of freight from international carrier is obtained
	3.3 Arrival of cargo at port of entry is confirmed
	3.4 Acceptance of freight documentation is confirmed

Transport & Logistics Industry Skills Council

3.5   Payments are authorised

3.6   Cargo is on-forwarded from point of entry, where required

3.7   Customer is advised that freight has been forwarded to point of destination

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Relevant codes of practice and legislative requirements including local and international freight regulations

Relevant OH&S and environmental procedures and regulations

Procedures for the interpretation of client requirements

Procedures for the identification and evaluation of information needed to organise the international transport of freight

Procedures for calculating volumes and dimensions

Procedures for reviewing transport options and availability of carriers

Procedures for liaising with Australian and international contacts using appropriate technology

Procedures for completing consignment documentation

Problems that may occur when organising the international transport of freight and appropriate action that can be taken

Contacts and sources of information/documentation needed when organising the international transport of freight

Customer service policies and procedures

Required skills:

Communicate effectively with others when organising the international transport of freight

Read and interpret instructions, procedures and labels relevant to the international transport of freight

Complete documentation related to the organisation of the international transport of freight

Work collaboratively with others when organising the international transport of freight

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may arise when organising the international transport of freight in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unplanned events

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Use relevant communication and computer equipment and systems when organising the international transport of freight

Operate and adapt to differences in equipment in accordance with standard operating procedures

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
	the underpinning knowledge and skills
	relevant legislation and workplace procedures
	other relevant aspects of the range statement
Context of and specific resources for assessment	Performance is demonstrated consistently over a period of time and in a suitable range of contexts
	Resources for assessment include:
	a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or
	access to an appropriate range of relevant operational situations in the workplace
	In both real and simulated environments, access is required to:
	relevant and appropriate materials and/or equipment, and/or
	applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
Method of assessment	Assessment of this unit must be undertaken by a registered training organisation
	As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
	Practical assessment must occur:
	through appropriately simulated activities at

the registered training organisation, and/or

in an appropriate range of situations in the workplace

Transport & Logistics Industry Skills Council

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.

Organisational activities may cover movement of:	equipment
	goods
	materials
	various forms of freight transport
Requirements for work may include:	freight forwarding protocols and procedures
	communications equipment
	workplace operations
	authorities and permits
	hours of operation
	relevant regulations
Information needed to organise the international transport of freight may include:	type, capacity and compatibility of cargo
	agreed delivery times and routing schedules
	pick-up and drop-off points
	specified carrier/mode of transport
	agreed cost structure
Forms of transport may include:	road
	rail
	sea
	air
	local courier
Consultative processes may involve:	international and domestic agents, suppliers and clients
	relevant authorities and institutions
	other employees and supervisors
	management
	OH&S specialists
	other professional or technical staff
Communications systems may involve:	telephone

	fax
	email
	electronic data transfer of information
	mail
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures
	enterprise procedures
	organisational procedures
	established procedures
Documentation/records may include:	Australian and international codes of practice and regulations relevant to the international transport of freight
	operations manuals, job specifications and procedures and induction documentation
	Safe Working Limits (SWL) and Working Load Limits (WLL) of transport options
	workplace operating procedures and policies
	supplier and/or client instructions
	Australian and International standards, criteria and certification requirements
	communications technology equipment, oral, aural or signed communications
	quality assurance procedures
	emergency procedures
	relevant competency standards and training materials
Applicable procedures and codes may include:	regulations and codes of practice for the international transport of freight
	Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
	Australian and international dangerous goods codes
	Australian Marine Orders and the International Maritime Dangerous Goods Code
	IATA Dangerous Goods by Air regulations

Australian and International Explosives Codes

relevant regulations for the import and export of cargo

Australian and international standards and certification requirements

relevant state/territory OH&S legislation

relevant state/territory environmental protection legislation

Unit Sector(s)

Not applicable.

Competency Field

A - Handling Cargo/Stock

Transport & Logistics Industry Skills Council