



Australian Government

Department of Education, Employment and Workplace Relations

TLIA3010A Coordinate goods to bond premises

Release: 1

TLIA3010A Coordinate goods to bond premises

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to coordinate goods to bond premises in accordance with regulatory and workplace requirements including identifying and listing goods for bonding, arranging transfer of goods to bond store, and preparing and issuing bond lists. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant regulations and workplace requirements concerning coordination of goods to bond premises.

Work is performed under some supervision generally within a team environment. It involves the application of workplace procedures and regulatory requirements to the coordination of goods to bond premises as part of work activities in the warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

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 required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify and list goods for bonding	<p>1.1 Goods are listed for bonding when not delivered or collected on completion of agreed storage period</p> <p>1.2 Prior to listing for bonding, inspection is arranged with the Australian Customs Service for goods identified as surplus</p> <p>1.3 Goods left after time advertised for collection are listed for bonding in accordance with workplace policy and Australian Customs Service requirements</p>
2 Arrange transfer of goods to bond store	<p>2.1 Arrangements for the transfer of goods to bond store are made in accordance with regulatory requirements and workplace procedures</p> <p>2.2 Carrier is notified of storage or yard location, marks and quantity</p>
3 Prepare and issue bond list	<p>3.1 Bond list is prepared in accordance with workplace requirements and Australian Customs Service regulations</p> <p>3.2 Bond list, endorsed with the relevant information, is issued to carrier</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Australian and international codes and regulations relevant to the coordination of goods to bond premises
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the coordination of goods to bond premises
- Focus of operation of work systems, equipment, management and site operating systems for coordination of goods to bond premises
- Problems that may occur when coordinating goods to bond premises and appropriate action that can be taken to resolve the problems

Required skills:

- Communicate effectively with others when coordinating the delivery of goods to bond premises
- Read and comprehend simple statements in English

Required skills:

- Read and interpret instructions, procedures and labels relevant to the coordination of goods to bond premises
- Complete documentation when coordinating the delivery of goods to bond premises
- Work collaboratively with others when coordinating the delivery of goods to bond premises
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems when coordinating the delivery of goods to bond premises in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events when coordinating the delivery of goods to bond premises
- 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
- Select and use relevant communications, computing and office equipment when coordinating goods to bond premises
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide**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/or other simulated practical and knowledge assessment, and/or

EVIDENCE GUIDE

- 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 equipment, and
 - 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 activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

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.

- | | |
|---|---|
| Work may be conducted: | <ul style="list-style-type: none">• in a range of work environments• by day or night |
| Customers may be: | <ul style="list-style-type: none">• internal or external |
| Workplaces may comprise: | <ul style="list-style-type: none">• large, medium or small worksites |
| Work may be conducted in: | <ul style="list-style-type: none">• limited or restricted spaces• exposed conditions• controlled or open environments |
| Hazards in the work area may include exposure to: | <ul style="list-style-type: none">• chemicals• dangerous or hazardous substances• movements of equipment, goods and materials |
| Consultative processes may involve: | <ul style="list-style-type: none">• other employees and supervisors• suppliers, customers and clients |

RANGE STATEMENT

	<ul style="list-style-type: none">• bond store representatives• relevant authorities and institutions• management and union representatives• industrial relations and OH&S specialists• other maintenance, professional or technical staff
Communication in the work area may include:	<ul style="list-style-type: none">• phone• electronic data interchange (EDI)• fax• email• internet• radio• oral, aural or signed communications
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	<ul style="list-style-type: none">• company procedures• enterprise procedures• organisational procedures• established procedures
Personal protective equipment may include:	<ul style="list-style-type: none">• gloves• safety headwear and footwear• safety glasses• two-way radios• high visibility clothing
Information/documents may include:	<ul style="list-style-type: none">• workplace procedures and policies for the coordination of goods to bond store premises• supplier and/or client instructions• goods identification numbers and codes• manifests, bar codes, goods and container identification/serial number• agents delivery order and agents program• customers clearance• quarantine clearance• point of MT return/hand-over agreement• continuing permission• single transaction permissions• chief clerks MT delivery program• gate pass/VMO clearance stamped• bulk run numbers• manufacturers specifications for equipment• dangerous goods declarations and material safety data sheets (where applicable)• relevant legislation, regulations and related documentation

RANGE STATEMENT

Applicable regulations and legislation may include:

- including ADG / IMDG Code
- award, enterprise bargaining agreement, other industrial arrangements
- relevant Australian standards and certification requirements
- quality assurance procedures
- emergency procedures
- relevant codes and regulations pertaining to the coordination of goods to bond premises
- 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
- licence, patent or copyright arrangements
- water and road use and licence arrangements
- export/import/quarantine/bond requirements
- marine orders
- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations
- workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

A - Handling Cargo/Stock