



Australian Government

Department of Education, Employment and Workplace Relations

TLIP4028A Administer international trading accounts

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to administer international trading accounts, including calculating ratings on international movement of goods, negotiating and confirming financial terms of trade with customer, monitoring and addressing market changes in international freight forwarding, and completing all required documentation. 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 codes of practice and regulations for the export of freight.

Work is performed under general supervision. It involves the application of established workplace procedures to administer international trading accounts.

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 Calculate ratings on international movement of goods	1.1 Ratings are calculated for the international movement of goods based on the type of transport mode(s), including single or multi-modal and the type and shipping requirements for goods 1.2 Over-ride discounts and rebates for shipments are identified 1.3 International currency rates and exchange regulations are confirmed 1.4 Consolidated rate schedule is established 1.5 Cost of routing schedule is established using consolidated rate schedule
2 Negotiate and confirm financial terms of trade with customer	2.1 Credit rating for customer is established in accordance with workplace procedures 2.2 Terms of trade, method of payment and currency arrangements are negotiated and confirmed with customer in accordance with workplace procedures and code of practice requirements 2.3 Payment terms with banks and suppliers are negotiated and confirmed in accordance with workplace procedures 2.4 Insurance requirements for security of payment and security of goods in transit are assessed and confirmed with customer and agents
3 Monitor and address market changes in international freight forwarding	3.1 Changes in international markets are constantly monitored in accordance with workplace procedures 3.2 Alternative strategies and processes for forwarding goods are generated and confirmed with customers and agents where required 3.3 Analyses of future freight forward projections and market trends are undertaken for customers as requested
4 Complete documentation	4.1 Accounts with banks, customers, suppliers, agents and the like are maintained in accordance with workplace procedures and current legislation 4.2 Trading accounts in relation to the identified performance measures are regularly monitored and reviewed 4.3 Documentation is completed and secured in accordance with workplace requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant agreements, codes of practice and legislative requirements including international trade and freight regulations
- Relevant OH&S and environmental procedures and regulations
- Workplace procedures for the administration of international trading accounts
- Contacts and sources of information and documentation needed when carrying out the administration of international trading accounts
- Customer service policies and procedures
- Documentation requirements of international and domestic banks, governments, clients, suppliers and agents
- Aspects of contract law relevant to the administration of international trading accounts
- Payment terms and procedures for method of international payments
- Operational procedures for document control
- International legislation regarding carriage of goods
- Banking procedures and exchange rates
- Typical problems that can occur when administering international trading accounts and appropriate action that can be taken to prevent or solve them

Required skills:

- Communicate effectively with others when administering international trading accounts
- Negotiate contract requirements and issues related to international trading accounts
- Read and interpret instructions, procedures, information and labels relevant to the administration of international trading accounts
- Prioritise work and coordinate self in relation to others
- Complete documentation related to the administration of international trading accounts
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when administering international trading accounts
- 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 administering international trading accounts in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may occur when administering international trading accounts
- Monitor work activities in terms of planned schedule

Required skills:

- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail
- Select and use relevant computerised systems and equipment for calculations and document generation
- Adapt to differences in equipment in accordance with standard operating procedures

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
 - 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

EVIDENCE GUIDE

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 activities may cover: | <ul style="list-style-type: none"> • trading accounts related to the international movement of freight and may be conducted by day or night |
| Customers may be: | <ul style="list-style-type: none"> • internal or external |
| Requirements for work may include: | <ul style="list-style-type: none"> • site restrictions and procedures • communications equipment • international markets • authorities and permits • international codes of practice • international financial control and exchange regulations |
| Methods of payment may include: | <ul style="list-style-type: none"> • open accounts • cash against documents • factoring • consignments • bills of exchange • letters of credit |
| Currency arrangements may include: | <ul style="list-style-type: none"> • foreign bank accounts • forward rates • spot rates • dollar rates |
| Changes in international markets may include: | <ul style="list-style-type: none"> • foreign bank accounts • fluctuations in exchange rates • changes to government regulations • pricing variations by customers and shipping lines • transit delays and strikes |

RANGE STATEMENT

Forms of freight transport may include:

- road
- rail
- sea
- air
- multi-modal

Communications systems may involve:

- telephone
- fax
- email
- electronic data transfer of information (EDI)
- mail

Consultative processes may involve:

- other employees and supervisors
- suppliers, potential customers and existing clients
- relevant authorities
- shipping lines
- banking institutions
- other agencies
- management and union representatives
- OH&S specialists
- maintenance, professional or technical staff

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- workplace procedures
- organisational procedures
- established procedures

Documentation/records may include:

- operations manuals, job specifications and procedures and induction documentation
- trading documentation, including trading accounts, consignment notes, bills of exchange, letters of credit
- financial and trading records
- workplace operating procedures and policies
- manufacturers/client specifications, instructions and labelling advice including material safety data sheets
- competency standards and training materials
- supplier and/or client instructions
- Australian and international standards, criteria and certification requirements
- communications technology equipment, oral, aural or signed communications
- OH&S procedures
- quality assurance procedures
- emergency procedures

RANGE STATEMENT

Applicable regulations and legislation may include:

- international transport regulations, codes and procedures
- relevant regulations for the import and export of cargo
- regulations and codes of practice for international trading accounts and the import and export of cargo
- Australian and international standards and certification requirements
- dangerous goods and hazardous substances codes and regulations
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- other regulations and legislative requirements pertaining to embargos, tariffs, quotas and prohibited goods

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

P - Administration and Finance