



Australian Government

**BSBINT306 Apply knowledge of
international finance and insurance to
complete work requirements**

Release: 1

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Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

Application

This unit describes the skills and knowledge required to apply knowledge of international finance and insurance to complete work requirements. Work may be for an external client or for the organisation in which the individual is employed.

It 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 of international finance and insurance.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Development – International Business

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|---|--|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| 1 Maintain currency of knowledge of finance and insurance | 1.1 Assess personal knowledge and skills in the area of finance and insurance against needs and available standards to determine currency and adequacy of own knowledge and skills 1.2 Identify the various insurance types available and their application for international trade 1.3 Identify knowledge and skill gaps 1.4 Undertake development to ensure currency and adequacy of knowledge and skills in applying finance and insurance to own work |

| ELEMENT | PERFORMANCE CRITERIA |
|--|---|
| 2 Identify information requirements and access available information | 2.1 Determine specific needs for information 2.2 Access enterprise resources to obtain available information 2.3 Check and access information from available resources against specific needs 2.4 Access further information if required |
| 3 Interpret and analyse available information | 3.1 Collect and collate available information for analysis 3.2 Interpret, analyse and process available information to obtain required information 3.3 Seek assistance of enterprise personnel and relevant third parties if required, to interpret, analyse and synthesise required information 3.4 Check outputs of analysis process against required information and specific needs 3.5 Undertake further research and analysis to meet specific needs if required |
| 4 Apply knowledge to specific international trading operations | 4.1 Use outcomes of research and analysis to facilitate international trading operations in compliance with relevant legislation (Australian and international), trade conventions and agreements, and international financing arrangements 4.2 Complete documentation according to enterprise standards, instructions supplied with document or form, and directions obtained from originator of form or document 4.3 Check documentation for accuracy and correctness by self and manager or supervisor as required |

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

| Skill | Performance Criteria | Description |
|--------------|-----------------------------|--|
| Learning | 1.1, 1.3, 1.4 | <ul style="list-style-type: none"> Assesses personal knowledge and skills, and seeks opportunities for professional development to address knowledge and skill gaps |
| Reading | 1.1, 1.2, 1.4, 2.1-2.4, | <ul style="list-style-type: none"> Interprets textual information from a range of sources |

| | | |
|----------------------------|-----------------------------|---|
| | 3.1, 3.2, 3.4, 3.5, 4.1-4.3 | and identifies relevant and key information |
| Writing | 1.4, 3.2, 3.5, 4.2 | <ul style="list-style-type: none"> Prepares information which incorporates a synthesis of research Prepares documents in required format and style |
| Numeracy | 1.1, 1.4 | <ul style="list-style-type: none"> Interprets numerical information across international finance and insurance contexts |
| Oral Communication | 3.3 | <ul style="list-style-type: none"> Uses clear vocabulary and listening and questioning techniques to confirm understanding |
| Navigate the world of work | 4.1, 4.2 | <ul style="list-style-type: none"> Recognises, understands and applies legislative and organisational requirements in undertaking own tasks and achieving expectations |
| Interact with others | 3.3, 4.3 | <ul style="list-style-type: none"> Seeks to cooperate with others to achieve results in immediate work context |
| Get the work done | 1.1-1.3, 2.1, 3.4, 3.5, 4.2 | <ul style="list-style-type: none"> Plans and implements routine tasks directly related to completion of own work Uses analytical skills to evaluate knowledge and skill gaps and decide on further requirements |

Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--|---|---|--------------------|
| BSBINT306 Apply knowledge of international finance and insurance to complete work requirements | BSBINT306B Apply knowledge of international finance and insurance to complete work requirements | Updated to meet Standards for Training Packages | Equivalent unit |

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>