



**Australian Government**

# **BSBINT407 Prepare business advice on export Free-on-Board Value**

**Release: 1**

## BSBINT407 Prepare business advice on export Free-on-Board Value

### 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 accurately determine and prepare business advice on export entry or declaration Free-on-Board (FOB) Value on goods exported from Australia.

It applies to individuals with a broad knowledge of international trade who contribute well-developed skills to preparing business advice for a client on the FOB value field on an export entry declaration.

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 Identify relevant export invoice	1.1 Identify the buyer and seller 1.2 Identify the relevant contract and export invoice 1.3 Consider definitions and differences in definitions of FOB value in determining FOB value of goods being exported from Australia 1.4 Identify the International Commercial Terms (INCOTERMS) relevant to contract 1.5 Identify the party to the sales contract responsible for Australian export formalities from INCOTERMS

ELEMENT	PERFORMANCE CRITERIA
2 Interpret invoice terms and currency	2.1 Identify the components that constitute the price, in Australian or foreign currency, paid or payable and appearing on the invoice 2.2 Identify INCOTERMS relevant to the invoice 2.3 Identify currency used
3 Adjust invoice price	3.1 Identify adjustments 3.2 Make additions and subtractions to the price
4 Calculate export FOB value, applying currency conversion principles	4.1 Apportion costs against exported goods using organisational requirements/policies/procedures 4.2 Apply appropriate rate of exchange
5 Finalise business advice on export FOB value	5.1 Complete advice on FOB value field on export entry or declaration 5.2 Check calculations for accuracy and verify as required 5.3 Retain and file completed documentation with relevant personnel in the enterprise 5.4 Pass relevant business advice to client

## 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
Reading	1.1-1.5, 2.1-2.3, 3.1, 4.1, 5.1, 5.2	<ul style="list-style-type: none"> <li>Identifies relevant information in documents</li> <li>Interprets and comprehends requirements from organisational documents</li> </ul>
Writing	3.2, 4.1, 4.2, 5.1, 5.2, 5.4	<ul style="list-style-type: none"> <li>Completes documentation according to specific organisational requirements</li> </ul>
Oral Communication	5.4	<ul style="list-style-type: none"> <li>Uses appropriate language and features in spoken exchanges with clients</li> <li>Elicits views and opinions of others by listening and questioning</li> </ul>
Numeracy	1.2-1.4, 2.1-2.3, 3.1, 3.2, 4.1, 4.2, 5.2	<ul style="list-style-type: none"> <li>Uses mathematical information from invoices and performs calculations to convert currencies and determine FOB values</li> </ul>

Navigate the world of work	4.1	<ul style="list-style-type: none"> <li>Applies organisational policies and procedures to daily work</li> </ul>
Interact with others	5.4	<ul style="list-style-type: none"> <li>Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role</li> </ul>
Get the work done	1.1-1.5, 2.1-2.3, 5.3	<ul style="list-style-type: none"> <li>Uses logically sequenced steps to plan and implement own work</li> </ul>

## Range of Conditions

*This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.*

Organisational requirements/policies/procedures refer to:	<ul style="list-style-type: none"> <li>factorisation where costs are proportioned over a line value (each line of the invoice for which there is a separate classification)</li> <li>other relevant requirements outlined in policies and procedures for calculating FOB</li> </ul>
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## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINT407 Prepare business advice on export Free-on-Board Value	BSBINT407B Prepare business advice on export Free on Board Value	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>