



Australian Government

Department of Education, Employment and Workplace Relations

BSB30607 Certificate III in International Trade

Revision Number: 1

BSB30607 Certificate III in International Trade

Modification History

Not applicable.

Description

Descriptor

This qualification reflects the role of skilled operators who apply a broad range of international trade competencies in varied work contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Job Roles

- Export Clerk
- Import Clerk
- Import/Export Clerk.
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Pathways Information

Qualification Pathways

Entry requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB20107 Certificate II in Business or other relevant qualification/s

OR

- with vocational experience in assisting international trade/business team leaders, supervisors or managers to conduct international trade activities but without formal international trade qualifications.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB41107 Certificate IV in International Trade.
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Licensing/Regulatory Information

Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Qualification Code and Title

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • communicating with carriers to pick up and deliver goods • using written and verbal communication skills to work with others in the process of arranging international transportation of goods
Teamwork	<ul style="list-style-type: none"> • applying teamwork skills to ensure the timely arrival/departure of international goods or services • clarifying compliance requirements for international trade with others in the workplace
Problem-solving	<ul style="list-style-type: none"> • identifying and taking action to resolve problems such as insurance claims arising as a result of goods damaged in transit • rescheduling forwarding or transfer of goods/services when delays occur
Initiative and enterprise	<ul style="list-style-type: none"> • investigating sources of information about international trade • making suggestions for improvement to knowledge management systems to relevant personnel
Planning and organising	<ul style="list-style-type: none"> • assisting in the organisation of importing and exporting goods by contributing to cost calculations, completing documentation and communicating with carriers • informing colleagues and contractors of expected time of arrival and deadlines for pick up of goods to meet carrier requirements
Self-management	<ul style="list-style-type: none"> • clarifying own role in transfer of international services from the job description, written instructions and discussions with the supervisor • managing own time to ensure tasks are completed on time
Learning	<ul style="list-style-type: none"> • seeking the assistance of others to clarify requirements when not known • undertaking learning to ensure currency of knowledge and skills about regulatory codes and their impact on own work
Technology	<ul style="list-style-type: none"> • producing documents using word processing, spreadsheet and specialised computer programs • using the internet and organisation's extranet and intranet to

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	access information about the importation and exportation of goods
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Packaging Rules**Packaging Rules**

Total number of units = 12

1 core unit plus

11 elective units

5 elective units must be selected from the **Group A** units listed below.

4 elective units must be selected from the remaining elective units listed below.

The remaining **2 elective units** may be selected from the **Group A** or **Group B** elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below **1 of the elective units** may be selected from either a Certificate II or Certificate IV qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units**Occupational Health and Safety**

BSBOHS407A Monitor a safe workplace

Elective units**Group A units****International Business**

BSBINT301B Apply knowledge of the international trade environment to complete work

BSBINT302B Apply knowledge of legislation relevant to international trade to complete work

Packaging Rules

BSBINT303B Organise the importing and exporting of goods

BSBINT304B Assist in the international transfer of services

BSBINT305B Prepare business documents for the international trade of goods

BSBINT306B Apply knowledge of international finance and insurance to complete work requirements

Group B units**Customer Service**

BSBCUS301A Deliver and monitor a service to customers

Diversity

BSBDIV301A Work effectively with diversity

Financial Administration

BSBFIA301A Maintain financial records

General Administration

BSBADM311A Maintain business resources

Information Management

BSBINM301A Organise workplace information

BSBINM302A Utilise a knowledge management system

Interpersonal Communication

BSBCMM301A Process customer complaints

IT Use

BSBITU303A Design and produce text documents

BSBITU305A Conduct online transactions

BSBITU306A Design and produce business documents

Product Skills and Advice

BSBPRO301A Recommend products and services

Purchasing and Contracting

BSBPUR301B Purchase goods and services

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

Workplace Effectiveness

BSBWOR301A Organise personal work priorities and development

Packaging Rules

BSBWOR302A Work effectively as an off-site worker

Writing

BSBWRT301A Write simple documents

Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

Import/Export Clerk

1 core unit plus

6 Group A units

- BSBINT301B Apply knowledge of the international trade environment to complete work
- BSBINT302B Apply knowledge of legislation relevant to international trade to complete work
- BSBINT303B Organise the importing and exporting of goods
- BSBINT304B Assist in the international transfer of services
- BSBINT305B Prepare business documents for the international trade of goods
- BSBINT306B Apply knowledge of international finance and insurance to complete work requirements

plus the following 5 Group B units

- BSBCUS301A Deliver and monitor a service to customers
- BSBDIV301A Work effectively with diversity
- BSBPRO301A Recommend products and services
- BSBPUR301B Purchase goods and services
- BSBWOR301A Organise personal work priorities and development