



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSB30607 Certificate III in International Trade**

**Revision Number: 2**

## BSB30607 Certificate III in International Trade

### Modification History

Release	Comments
<b>Release 2</b>	<p>New release of this Qualification released with <i>version 6 of BSB07 Business Services Training Package</i>.</p> <ul style="list-style-type: none"> <li>• Outdated advice removed</li> <li>• updated unit codes: <ul style="list-style-type: none"> <li>• BSBCMM301A now BSBCMM301B</li> <li>• BSBCUS301A now BSBCUS301B</li> <li>• BSBWOR301A now BSBSWOR301B</li> </ul> </li> </ul>

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

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	access information about the importation and exportation of goods

## 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

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**

BSBCUS301B 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**

BSBCMM301B 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**

BSBWOR301B Organise personal work priorities and development

BSBWOR302A Work effectively as an off-site worker

## **Writing**

BSBWRT301A      Write simple documents