Assessment Requirements for TLIE5020 Apply knowledge of freight forwarding documentation and permits

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Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package:

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant national and international codes of practice, regulations and legislative requirements
- communicating effectively with others when preparing and processing required documentation, forms and permits, including using unambiguous closed-loop communication and checking to confirm messages and responses are correctly and clearly understood (particularly in situations where communication is with a person for whom English is a second language)
- completing the preparation and processing of documentation, forms and permits required in international freight forwarding, including computer data entry
- implementing contingency plans
- interpreting and applying current knowledge of the required documentation, forms and permits to an international freight forwarding role and functions
- interpreting and following operational instructions and prioritising work
- maintaining currency of knowledge about required international freight forwarding documentation, forms and permits through appropriate continuous professional development activities
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in information and communications equipment in accordance with operating procedures
- operating applicable information and communications technology to required protocol
- reading and interpreting relevant instructions, procedures and information
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- responding appropriately to cultural differences in the workplace
- selecting and appropriately applying information and communications systems and

procedures to complete workplace tasks

- working collaboratively with others when preparing and processing required documentation, forms and permits
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- applicable regulations and legislation including:
  - Australian and international regulations, conventions and codes of practice for the international freight forwarding
  - Australian and international standards and certification requirements
  - relevant Australian and international environmental protection legislation
  - relevant Australian and international transport security and safety legislation
  - relevant regulations for importing and exporting cargo
  - relevant regulations for international trading and financial transactions
- Australian customs and border protection requirements including:
  - Australian customs and border protection procedures
  - Australian customs and border protection tariffs
  - control of import and export consignments
  - definitions, purpose and use of Incoterms and Combiterms
  - general information on the Australian customs administration
  - goods and services tax (GST) (applicable rate and taxable value)
  - import licences for certain types of dangerous goods
  - intellectual property, counterfeit, artefacts and boycott issues
  - international conventions
  - veterinarian control and live plant control (phytosanitary control)
- documentation requirements for billing and accounts
- factors impacting on international freight forwarding documentation, forms and permits including:
  - bills of lading, waybills or consignment notes
  - cargo manifests
  - commercial invoices with an Incoterm and extra details to ensure proper passage and clearance
  - consular documents
  - container lists
  - delivery notes
  - fumigation or other treatment certificates for shipments containing wood or other materials of plant origin

- health and phytosanitary certificates
- industry recognised inspection certificates and reports
- insurance certificates, claim forms and policies
- origin certificates
- packing declarations for wood and other materials of plant origin
- packing lists
- pre-advice and pre-alert documents
- quality analysis or weight/measurement certificates
- international sales contracts – principles, conditions and specifications, consequences of poor preparation or mistakes
- principles and techniques of communications such as checking to confirm messages and responses given or received are unambiguous and are correctly and clearly understood
- principles of quality assurance and customer service standards, policies and procedures as they apply in the international freight forwarding industry
- procedures and protocols for preparing and processing international freight forwarding documentation, forms and permits
- relevant Australian and international conventions, codes of practice and regulatory requirements for completing international freight forwarding documentation, forms and permits in (including those applicable to importing, exporting and transiting goods)
- responsibilities and liabilities of a freight forwarder in ensuring all required documentation, forms and permits are accurately and correctly prepared
- sources of information about the documentation, forms and permits required when providing international freight forwarding services
- standard International Federation of Freight Forwarders Associations (FIATA) forms and documentation including:
  - Forwarders Certificate of Receipt (FCR)
  - Forwarders Certificate of Transport (FCT)
  - Forwarders Forwarding Instructions (FFI)
  - Forwarders Warehouse Receipt (FWR)
  - House Air Waybill (HAWB)
  - House Bill of Lading (HBL)
  - Master Air Waybill (MAWB)
  - Multimodal Transport Bill of Lading (MTB/L)
  - Negotiable Multimodal Transport Bill of Lading (FB/L)
  - Non-negotiable Multimodal Transport Waybill (FWB)
  - Original Bill of Lading (OB/L)
  - Shippers Declaration for the Transport of Dangerous Goods (SDT)
  - Shippers Intermodal Weight Certification (SIWC)
  - veterinary certificates for materials of biological origin, which are for human consumption
- systems and processes for completing documentation and forms online
- typical problems that can occur and related appropriate action that can be taken to prevent or

resolve these problems.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or simulations
- relevant materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851