



Australian Government

Department of Education, Employment and Workplace Relations

TLIA5060A Plan and organise the international forwarding of freight by air transport

Release: 1

TLIA5060A Plan and organise the international forwarding of freight by air transport

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to plan and organise international forwarding of freight by air transport (covering the importing, exporting and transiting of freight). This includes confirming customers' freight transport requirements; selecting routing for air freight transport; advising on and organising the packaging, packing, loading, stowage and storage of air freight; and completing freight forwarding calculations for air transport. It also includes assisting in the organisation of insurance for air freight transport; organising permits, authorisations etc.; liaising with the freight forwarding global network; tracking and tracing international cargo being forwarded by air transport; and completing documentation and records required for air freight transport. There are no specific licensing or certification requirements applicable to this unit.

Application of the Unit

Application of the Unit

This unit was developed for persons involved in planning and organising the international forwarding of freight by air transport as part of advanced international freight forwarding functions. Typically these individuals must demonstrate the ability to work independently or as part of a team under direct and/or indirect supervision, perform detailed analyses, use discretion and judgement, and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policy and procedures, as well as national and global codes of practice and regulations applicable to international freight forwarding.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Select routing for air freight transport	<p>1.1 Requirements for international air freight transport services are confirmed and clarified with the customer</p> <p>1.2 Critical logistics aspects of the freight transport are determined, analysed and are taken into account in planning the freight forwarding solution(s)</p> <p>1.3 Checks are made that all conventions for international air freight transport are fulfilled</p> <p>1.4 Where the freight forwarding involves special transport services, advice is sought as required from experts or specialists in the area of the special cargo or dangerous goods concerned</p> <p>1.5 Suitable routing for air freight transport is selected after consideration of the options available and analysis of the risks involved</p> <p>1.6 Alternative routing options are identified for possible use in the event of contingencies</p>
2 Advise on and organise the packaging, packing, stowage and storage of freight for air transport	<p>2.1 Suitable options are determined for the packaging, packing, stowage and storage of freight given the type of cargo, the mode of transport, the destination and the selected route(s)</p> <p>2.2 Where applicable, container types suitable for air freight transport and appropriate for the freight are reviewed and appropriate options selected</p> <p>2.3 The pricing of containers and other forms of freight packaging suitable for air freight transport is determined and advice provided to the customer</p> <p>2.4 Advice is provided to the customer on the selection, loading and packing of suitable container types and other forms of freight packaging as applicable</p> <p>2.5 Documentation required for the selected containers or other forms of packaging suitable for air freight transport is prepared as per standard procedures and regulatory requirements</p> <p>2.6 Appropriate action is taken to organise and provide advice to the customer on the packaging, packing, stowage and storage of the freight for the planned forwarding project including the planning of the loading of the selected containers where applicable</p>
3 Complete freight forwarding calculations for air freight transport	<p>3.1 Calculations required in the course of planning and organising the international forwarding of freight by air freight transport are completed accurately and with the available computational aids</p>
4 Assist in organising insurance for air freight transport	<p>4.1 Risks involved in the planned air freight forwarding solution are identified and analysed</p> <p>4.2 Transport and liability insurance requirements for the proposed forwarding solution are evaluated and considered</p> <p>4.3 Assistance in selecting and organising appropriate insurance</p>

ELEMENT

PERFORMANCE CRITERIA

options is provided as per standard procedures and applicable regulatory requirements

ELEMENT	PERFORMANCE CRITERIA
5 Organise permits, authorisations etc. needed for air freight transport	<p>5.1 Documentation requirements are determined for the cargo, air transport and selected routing concerned, including permits, authorisations etc.</p> <p>5.2 Documentation requirements are organised and processed as per standard procedures and applicable regulatory requirements</p>
6 Liaise with the freight forwarding global network	<p>6.1 Appropriate liaison with agents, carriers and others in the global network and supply chain is undertaken to plan and organise the freight forwarding project</p> <p>6.2 Appropriate information and communications systems and equipment are used when liaising with the freight forwarding global network as per standard operating procedures and regulatory requirements</p>
7 Track and trace international cargo being forwarded by air transport	<p>7.1 International cargo being transported by air freight transport is tracked and traced during a freight forwarding project using the available systems and technology</p> <p>7.2 Problems with the transit of freight identified during tracking activities are evaluated and appropriate action is initiated to address the problems as per standard procedures</p> <p>7.3 Advice is provided to the customer on the progress of the international air freight transport project and any action taken to address unexpected contingencies</p>
8 Complete required documentation and records	<p>8.1 Forms and documentation required for the planned freight forwarding project are completed as per standard operating procedures and applicable regulatory requirements</p> <p>8.2 Data is retrieved from and entered into computer systems as per standard operating procedures and applicable regulatory requirements</p> <p>8.3 Records of arrangements made and critical transactions are kept as per standard operating procedures and applicable regulatory requirements</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Australian and international regulations and conventions applicable to the planning and organising of international freight forwarding by air transport (including the importing, exporting and transiting of goods)
- Standard procedures, codes of practice and protocols for planning and organising international

REQUIRED KNOWLEDGE AND SKILLS

freight forwarding by air transport (including the importing, exporting and transiting of goods)

REQUIRED KNOWLEDGE AND SKILLS

- Relevant OH&S and environmental procedures and regulations
- Principles of international trade and commerce
- Principles and forms of air freight transport
- Definitions, purpose and use of Incoterms and Combiterms
- Types of aircraft - their applications, capacity and routes
- Major air routes, services, conferences, airports and freight terminals as they apply to air freight transport
- Airports, cargo handling and terminal equipment at major worldwide airports and freight terminals
- Cargo types, consignments and consolidations
- Aircraft containers and containerisation, including types, purposes, dimensions and specifications; loading principles and processes; load planning for containers
- Processes for the chartering of aircraft - types of charter, terms and contracts
- Sources of information and documentation needed when planning and organising international freight forwarding by air transport, including permits and authorisations
- Principles and techniques of closed-loop communication in which checks are made to confirm that messages and responses being given or received are unambiguous and are correctly and clearly understood
- Understanding of the principles of quality assurance and customer service standards, policies and procedures as they apply in the international freight forwarding industry
- Typical problems that can occur when planning and organising international freight forwarding by air transport and related appropriate action that can be taken to prevent or solve them

Required skills:

- Communicate effectively with others when planning and organising international freight forwarding by air transport, including unambiguous closed-loop communication in which checks are made to confirm that messages and responses are correctly and clearly understood (particularly in situations where communication is with a person for whom English is not the native language)
- Read and interpret instructions, procedures, information and signs relevant to the planning and organising of international freight forwarding by air transport
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the planning and organising international freight forwarding by air transport including the use of calculators and data entry to a computer
- Operate information and communication technology systems to required protocol
- Perform required estimates and calculations of variables such as size, weight, distance, risk and costs when planning and organising international freight forwarding involving air transport
- Work collaboratively with others when planning and organising international freight forwarding by air transport

Required skills:

- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when planning and organising international freight forwarding by air transport in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may occur when planning and organising international freight forwarding by air transport
- Monitor work activities in terms of planned schedule and deadlines
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - selecting routing for air freight transport
 - advising on and organising the packaging, packing, stowage and storage of freight for air transport
 - completing freight forwarding calculations for air freight transport
 - assisting in the organisation of insurance for air freight transport
 - organising permits, authorisations etc. needed for air freight transport
 - liaising with the freight forwarding global network when organising air freight transport
 - tracking and tracing international cargo being

EVIDENCE GUIDE

- forwarded by air transport
- completing documentation and records required for air freight transport

EVIDENCE GUIDE

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Mode of international freight transport is:

- air transport

International freight forwarding includes services related to:

- the importing of goods
- the exporting of goods
- the transiting of goods

Major aircraft types used for international freight transport may include but are not limited to:

- Airbus A320
- Airbus A321
- Airbus A330

RANGE STATEMENT

- Airbus A340
- Boeing B747
- Boeing B757-200F
- Boeing B767
- Boeing B767-200
- Boeing B767-300
- Boeing B777
- Boeing B777-200
- Boeing B777-300

RANGE STATEMENT

Pre-transport issues in the forwarding of freight by air transport may include:

- confirmation that the cargo fulfils air cargo security requirements
- adequacy of insurance
- adequacy of packaging
- planning of the packing and loading of cargo into aircraft containers
- planning for security, proper stacking and stowage and handling in transit
- planning for clearance, delivery and receipt during transit and at destination

Requirements for work may include:

- international freight forwarding codes of practice, protocols and procedures
- regulations relevant to the international forwarding of freight by air transport
- authorities and permits relevant to the international forwarding of freight by air transport
- workplace standard operating procedures
- information and communications technology and related systems
- global time zones and hours of operation

Parameters of air freight transport services relevant to customer requirements may include:

- standard operating procedures for forwarding of various types of international freight by air
- type of air transport modes
- air transport routing
- various consignment methods for air transport
- packaging, packing, stowage and storage options for air transport, including air freight containerisation or use of unit load devices
- relevant legislative requirements
- required import/export documentation, labelling and requirements
- transport security checks
- insurance requirements
- service costs
- contract arrangements
- payment requirements and procedures
- fiduciary and legal responsibilities of either party

Types of aircraft containers or unit load devices (ULDs) may include but are not limited to:

- LD1 Half Size Lower Deck (Accepted by B767, B747)
- LD2 Half Size Lower Deck (Accepted by B767-200, B767-300)
- LD3 Half Size Lower Deck (Accepted by A330, A340, B757-200F, B767, B777, B747)

RANGE STATEMENT

- LD3-45 Lower Deck (Accepted by A320, A321)
- LD3-45 Wing Pallet With Net (Accepted by A320, A321)
- LD7 Lower Pallet With Net (Accepted by A330, A340, B767-200, B767-300, B777-200, B777-300, B747)
- LD8 Full Width Lower Deck (Accepted by B767-200, B767-300)
- LD9 Full Size Lower Deck (Accepted by A330, A340, B767-200, B767-300, B777-200, B777-300, B747)
- LD29 Full Width Lower Deck (Accepted by B767-200, B767-300, B747)
- M1 Main Deck Pallet With Net (Accepted by B747)
- 96" Lower Deck Pallet With Net (Accepted by A330, A340, B767-200, B767-300, B777-200, B777-300, B747)

RANGE STATEMENT

- Types of packages used for storing and protecting cargo during transit may include:
- bags and cartons
 - thermal cartons with gel-ice
 - cases
 - drums
 - pallets
 - pallecons and other devices for carrying bulk liquids, pastes and powders
- Communications systems may involve:
- face-to-face conversation
 - telephone including fixed, mobile and IP phones
 - fax
 - email
 - electronic data transfer of information (EDI)
 - mail
- Consultative processes may involve:
- customers
 - international and domestic agents and suppliers
 - airline representatives
 - other employees and supervisors
 - relevant regulatory authorities and institutions
 - management
 - freight forwarding specialists
 - other professional or technical staff
- Sources of information required to perform international freight forwarding functions may include:
- websites of key international and Australian organisations such as FIATA, IMO, ICAO, IATA, CASA, AMSA, Australian Customs and Border Protection Service, AQIS, government agencies responsible for transport security etc.
 - key reference publications such as Incoterms, FIATA forms and documents, ICC publications, and other manuals, texts and handbooks on freight forwarding, international trade and related topics etc.
- Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:
- company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
- Information/documents may include but are not limited to:
- Australian and international conventions, codes of practice and regulations relevant to the international transfer of freight
 - summaries and definitions of Incoterms and Combiterms
 - customers' instructions and transport requirements
 - workplace standard operating procedures and policies
 - operations manuals, job specifications and procedures and induction documentation

RANGE STATEMENT

- standard FIATA forms and documentation such as:
 - a Negotiable Multimodal Transport Bill of Lading (FB/L)
 - a Non-negotiable Multimodal Transport Waybill (FWB)
 - a Forwarders Certificate of Receipt (FCR)
 - a Forwarders Certificate of Transport (FCT)
 - a Forwarders Warehouse Receipt (FWR)
 - a Forwarders Forwarding Instructions (FFI)
 - a Shippers Declaration for the Transport of Dangerous Goods (SDT)
 - a Shippers Intermodal Weight Certification (SIWC)
 - an Original Bill of Lading (OB/L)
 - a Master Air Waybill (MAWB)
 - a House Bill of Lading (HBL)
 - a House Air Waybill (HAWB)
 - Multimodal Transport Bill of Lading (MTB/L)
 - cargo manifests
 - pre-advice and pre-alert documents
 - operations manuals, job specifications and procedures and induction documentation
 - Australian and international standards, criteria and certification requirements
 - data obtained through communications technology equipment and oral, aural or signed communications
 - freight forwarder company's quality assurance standards and procedures
 - emergency procedures
 - Australian and international regulations, conventions and codes of practice for the international forwarding of freight
 - relevant regulations for the import and export of cargo
 - Australian and international standards and certification requirements
 - relevant regulations pertaining to international trading and financial transactions
 - relevant Australian and international transport security and safety legislation
 - relevant Australian and international environmental protection legislation
- Applicable regulations and legislation may include:

Unit Sector(s)

Not Applicable

Competency Field

Competency Field A - Handling Cargo/Stock