



Australian Government

Department of Education, Employment and Workplace Relations

TLIP5006A Establish international distribution networks

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to establish international distribution networks in accordance with workplace procedures. This includes sourcing potential networks, establishing potential service providers' profiles, and contracting suitable service providers. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant Australian and international regulations, standards and codes of practice.

Work is under general guidance on progress and outcomes of work. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within workplace policy and procedures.

A range of opportunities may be used to develop the work area and to support the development of work systems, innovative strategies to deal with contingencies and to encourage the achievement of the workplace's goals and key performance objectives by the work area and the individuals and teams within it.

The unit generally applies to those with responsibility for resource coordination and allocation and who provide leadership of others individually or in teams.

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 Source potential networks	1.1 Current and required future enterprise distribution networks are identified 1.2 Potential agents, capable of servicing current or potential operations, are identified 1.3 Initial contact is undertaken with potential service providers 1.4 Information is sourced from potential service agents regarding their capacity, capability and viability to meet identified operations
2 Establish potential service provider's profile	2.1 Distributor's contact details, scope of operation(s) and cost and service standards are evaluated and documented 2.2 An assessment of the service provider's technostructures and infrastructures is undertaken, including the compatibility of the system(s) to own operations 2.3 Service provider's current credit ratings are established in accordance with enterprise procedures 2.4 Security procedures for potential service providers are established in accordance with workplace requirements
3 Contract service providers	3.1 Terms of operation and performance standards are negotiated with selected service providers 3.2 Contracts are completed with selected service provider(s) within scope of authority 3.3 The performance of service providers is monitored against identified targets within the contract 3.4 Variances to contracts are renegotiated in accordance with statutory requirements and changes within the international and local trading environments 3.5 Contracts and ancillary documentation are stored in accordance with enterprise and regulatory requirements

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, codes of practice and legislative requirements relevant to the establishment and maintenance of international distribution networks

REQUIRED KNOWLEDGE AND SKILLS

- Australian Dangerous Goods Code and relevant Australian and international regulations and standards applicable to transport and distribution of dangerous goods and hazardous substances
- Relevant OH&S and environmental protection procedures and regulations
- Workplace policies and processes for the establishment of an international distribution network
- Problems that may occur during the establishment of an international distribution network and action that can be taken to report or resolve the problems
- Hazards and risks that may arise during the establishment of an international distribution network and ways of controlling the risks involved
- Focus of operation of distribution systems, resources, management and workplace operating systems
- Applicable contract law
- Relevant aspects of international and domestic trade operations
- Operational procedures for document control
- International legislation regarding carriage of goods
- Banking procedures and exchange rates
- Quality and customer service standards, policies and procedures
- Application of relevant Australian and international standards and associated certification requirements
- Resource availability including the competencies of individuals in the team/group
- The application of current competencies within functional activity

Required skills:

- Communicate and negotiate effectively with others when establishing an international distribution network
- Resolve issues and conflicts
- Read and interpret contracts, distribution specifications, regulatory requirements and customer instructions relevant to the establishment of an international distribution network
- Prioritise work and coordinate self and others in relation to workplace activities
- Complete documentation related to the establishment of an international distribution network
- Operate electronic communication equipment to required protocol
- Provide leadership and work collaboratively with others when establishing an international distribution network
- 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 during the establishment of an international distribution network in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist

Required skills:

during work activities

- Plan and organise international distribution systems and projects
- Monitor work activities in terms of planned schedule
- Modify activities to cater for variations in workplace contexts and environment
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Assess logistics functions
- Negotiate and monitor contracts
- Select and apply appropriate computing and communications technology, information systems and procedures
- Operate and adapt to differences in equipment in accordance with standard operating procedures

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:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

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,

EVIDENCE GUIDE

- 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.

- Work may be undertaken:
- in various work environments in the warehousing, storage, transport and distribution industries
- Customers may be:
- internal or external
- Operations may be conducted:
- by day or night
 - in all weather conditions
- The workplace environment may involve:
- twenty-four hour operation
 - single and multi-site locations
 - large, medium and small workplaces
- Requirements for work may include:
- limits of authority in relation to determination of contracts
 - international codes of practice
 - communications equipment
 - international financial control and exchange regulations
 - international markets
 - authorities and permits
- Consultative processes may involve:
- service providers
 - other employees and supervisors
 - financial and government institutions
 - suppliers, potential customers and existing clients

RANGE STATEMENT

- management and union representatives
 - freight forwarding agencies and specialists
 - custom brokers
 - other professional or technical staff
- Service providers will be:
- from a range of organisations and countries, and will differ significantly in their capability and capacity to undertake freight forwarding operations. Assessment should confirm the applicability of new providers to provide a quality, cost competitive service within agreed service parameters
- Communications systems may involve:
- fixed or mobile telephone
 - radio
 - fax
 - email
 - electronic data transfer of information
 - mail and internal memos
 - RF systems
- Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:
- company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
- Documentation/records may include:
- Australian and international codes of practice and regulations relevant to the international distribution of goods and freight
 - Australian and international regulations and codes of practice for the handling, storage and transport of dangerous goods and hazardous substances, including the ADG and IDG Code
 - workplace operating procedures and policies
 - contract documents
 - insurance documentation
 - operations manuals, job specifications and procedures and induction documentation
 - manufacturers/suppliers specifications, instructions and labelling advice, including material safety data sheets
 - Safe Working Limits (SWL) and Working Load Limits (WLL) of transport and distribution options
 - client instructions
 - relevant Australian and international standards, criteria and certification requirements
 - communications technology equipment and oral, aural or signed communications
 - customer service and quality assurance standards and

RANGE STATEMENT

- Applicable procedures and codes may include:
- procedures
 - emergency procedures
 - relevant competency standards and training materials
 - QA plans, data and document control
 - conditions of service, legislation and industrial agreements including workplace agreements and awards
 - regulations and codes of practice for the international transfer of freight
 - Australian and international regulations and codes of practice for the handling and transfer of dangerous goods and hazardous substances, including:
 - Australian and International Dangerous Goods Codes
 - Australian Marine Orders and the International Maritime Dangerous Goods Code
 - IATA Dangerous Goods by Air regulations
 - Australian and International Explosives Codes
 - Australian and international insurance regulations and legislation
 - Australian and international standards and certification requirements
 - relevant state/territory OH&S legislation
 - relevant state/territory environmental protection legislation
 - licence, patent or copyright arrangements
 - relevant workplace relations legislation
 - relevant workers compensation legislation
 - equal opportunity, equal employment opportunity and affirmative action legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

P - Administration and Finance