



Australian Government

BSBINT302 Apply knowledge of legislation relevant to international trade to complete work

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to complete work in the context of legislation relevant to international trade.

It applies to individuals who work under the supervision of a more experienced colleague in various international work contexts. They may exercise discretion and judgement using appropriate knowledge of legislation relevant to international trade.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Business Development – International Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Identify legislative requirements	1.1 Seek assistance to identify current information about range of legislation, regulations and codes of practice relating to own work 1.2 Access organisation's procedures and practices to facilitate compliance with relevant legislation and clarify with others in the workplace as required 1.3 Seek assistance in applying relevant legislation to own work
2 Comply with legislative requirements	2.1 Clarify compliance requirements with others within the workplace to confirm understanding and ensure consistency of application 2.2 Seek assistance as required to meet compliance requirements

ELEMENT	PERFORMANCE CRITERIA
	while completing assigned tasks 2.3 Check completed assigned tasks with others in the workplace to ensure compliance with legislative requirements
3 Report possible incidents of non-compliance	3.1 Determine and clarify workplace procedures for reporting incidents of non-compliance as required 3.2 Report possible incidents of non-compliance in line with workplace procedures 3.3 Use incidents of non-compliance and possible implications of non-compliance to guide own work practices

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 2.3, 3.1	Identifies and analyses information in organisational and legislative documents
Writing	3.2	Prepares workplace documents in accordance with organisational formats
Oral Communication	1.1-1.3, 2.1-2.3, 3.1, 3.2	- Participates in spoken exchanges using appropriate vocabulary and non-verbal features to seek assistance - Uses listening and questioning skills to seek and clarify information
Navigate the world of work	1.2, 1.3, 2.1-2.3, 3.3	Recognises and applies knowledge of regulatory compliance framework and organisational requirements relating to own work
Interact with others	1.1, 1.3, 2.1-2.3, 3.1, 3.2	- Selects the appropriate form and mode of communication when gathering, clarifying and providing information taking into account purpose and audience - Recognises limitations of own knowledge and skills and collaborates with more experienced work colleagues to achieve outcomes
Get the work done	1.2, 2.2, 3.1-3.3	Plans, organises and implements tasks required to achieve outcomes according to organisational requirements, seeking assistance as necessary

		Uses problem-solving skills to analyse and evaluate potential issues and decide on appropriate actions
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINT302 Apply knowledge of legislation relevant to international trade to complete work	BSBINT302B Apply knowledge of legislation relevant to international trade to complete work	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBINT302 Apply knowledge of legislation relevant to international trade to complete work

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Performance Evidence

Evidence of the ability to:

- maintain compliance with regulatory and policy requirements
- report possible incidents of non-compliance
- seek assistance to clarify compliance requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and provide an overview of key provisions of relevant legislation, codes of practice and national standards that affect international trade
- outline organisational policies and procedures relating to compliance
- explain the implications of non-compliance.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the business development – international business field of work and include access to:

- office equipment and resources
- relevant documentation
- case studies or scenarios relating to international trade.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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