



Australian Government

BSBINT303 Organise the importing and exporting of goods

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 provide general assistance to senior staff organising importing and exporting of goods. Work may be for an external client or for the organisation in which the individual is employed.

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 requirements for importing and exporting goods.

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 Follow organisational systems and processes for organising importation and exportation of goods	1.1 Detail goods to be imported or exported according to characteristics 1.2 Identify and access regulations and permits relating to international movement of specific goods with assistance of manager, supervisor or more senior personnel 1.3 Research and document required processes and trade routes to import or export specific goods as assigned by and under direction of manager, supervisor or more senior personnel 1.4 Seek assistance as required to research import or export requirements

ELEMENT	PERFORMANCE CRITERIA
2 Contribute to cost calculations	2.1 Discuss and record components of costs of importing or exporting specific goods with supervisor or manager 2.2 Make a determination of components of costs 2.3 Seek assistance as required in assigned tasks related to calculating costs for international movement of goods 2.4 Document costs for international movement of goods in accordance with workplace procedures 2.5 Check cost calculation for accuracy and completeness prior to forwarding to supervisor or manager 2.6 Finalise and recheck any revisions to calculations by self and supervisor or manager
3 Assist in completing required documentation	3.1 Complete and collate required documentation for international movement of goods 3.2 Seek assistance as required in completing and checking documentation 3.3 Check required documents and forward for further checking by supervisor or manager 3.4 Finalise documents and submit or lodge with relevant parties 3.5 Identify and file copies of required documents in accordance with workplace procedures
4 Communicate with carriers	4.1 Identify customs licensed places and transportation services to be used in the international movement of goods with assistance of supervisor, manager or more senior personnel 4.2 Ensure communication facilitates arrangements to move goods within required timelines 4.3 Identify problems and take actions as required to facilitate resolution 4.4 Follow through arrangements for transportation of goods including arrangements with overseas representatives of carriers to finalisation, including arrival of goods at intended destination and settlement effected to complete the contract 4.5 Seek assistance as required in communicating with carriers

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, 1.3, 2.4-2.6, 3.1, 3.3, 3.5, 4.1	Comprehends and applies relevant information in organisational and legislative documents
Writing	1.1-1.4, 2.1-2.4, 2.6, 3.1, 3.2, 3.4, 4.2, 4.5	Uses clear simple vocabulary, everyday grammatical structures and workplace conventions to complete and update documentation
Oral Communication	1.2-1.4, 2.1, 2.3, 3.2, 4.1, 4.2, 4.5	- Uses appropriate vocabulary, including technical language, in discussions directly relevant to own role - Elicits the views and opinions of others by listening and questioning
Numeracy	2.1-2.6, 4.2	- Interprets relevant mathematical data that may be embedded in tables of fees and charges - Performs calculations required to determine costs and timeframes
Navigate the world of work	1.2, 2.4, 3.5	Applies knowledge of regulatory compliance frameworks and organisational procedures to achieve expectations
Interact with others	1.2-1.4, 2.1-2.3, 2.5, 2.6, 3.2-3.4, 4.1, 4.2, 4.4, 4.5	- Selects the appropriate form and mode of communication when gathering, confirming and providing information, taking into account purpose and audience - Recognises limitations of own knowledge and skills and collaborates with more experienced work colleagues to supplement knowledge and achieve outcomes
Get the work done	1.1-1.3, 2.2, 2.3, 3.1, 4.2, 4.3, 4.4	- Plans, organises and implements tasks required to achieve required outcomes, including making arrangements with external persons - Recognises and responds to predictable routine problems related to role in immediate work context

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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BSBINT303 Organise the importing and exporting of goods	BSBINT303B Organise the importing and exporting of goods	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 BSBINT303 Organise the importing and exporting of goods

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Performance Evidence

Evidence of the ability to:

- follow legislative and organisational guidelines for importing and exporting goods
- communicate effectively with managerial and carrier personnel
- accurately calculate the cost of importing or exporting specific goods
- produce accurate documentation.

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:

- outline legislation, codes of practice and national standards relevant to business operations in an international trade context
- list international and Australian regulatory bodies and their roles and responsibilities
- identify organisational policies and procedures relating to business operations in an international trade context
- briefly outline the process used in the organisation for the importing or exporting of goods
- outline significant trade routes and modes of transport used by the organisation
- explain the penalties for incorrect customs declarations.

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
- examples of importing and exporting documents

- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements

Links

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