



Australian Government

BSBINT305 Prepare business documents for the international trade of goods

Release: 2

BSBINT305 Prepare business documents for the international trade of goods

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
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 contribute to the preparation of business documents required for trade of goods internationally.

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 theoretical knowledge required for preparation of international trade documentation. Work may be for an external client or for the organisation in which the individual is employed.

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 goods to be transported internationally	1.1 Discuss requirements for transport of goods internationally with supervisor or manager 1.2 Make contributions and suggestions to assist in developing recommended options for arranging international transport of

ELEMENT	PERFORMANCE CRITERIA
	goods based on previous experience 1.3 Record recommendations made for international transport of goods for further investigation
2 Determine method of transport	2.1 Investigate options and requirements for method of transport 2.2 Determine and document suitability and availability of recommended transport options 2.3 Forward details of documented options for method of transport of goods to supervisor or manager for selection and approval 2.4 Seek assistance as required to determine method of transportation
3 Determine packaging and stowage requirements	3.1 Investigate options and requirements for packaging and stowage 3.2 Determine and document suitability and availability of recommended packaging and stowage 3.3 Forward details of documented options for packaging and stowage of goods to supervisor or manager for selection and approval 3.4 Seek assistance as required to determine packaging and stowage of goods
4 Contribute to cost calculations	4.1 Discuss and record components of costs for international transportation of goods with supervisor or manager 4.2 Make a determination of components of costs 4.3 Seek assistance as required in assigned tasks related to calculating costs for international transportation of goods 4.4 Document costs for international transportation of goods in accordance with workplace procedures 4.5 Check cost calculation for accuracy and completeness prior to forwarding to supervisor or manager 4.6 Finalise any revisions to calculations and ensure they are rechecked by self and supervisor or manager
5 Complete required documentation	5.1 Complete and collate required documentation by self and others in the workplace 5.2 Seek assistance as required in completing and checking documentation required for international transportation of goods 5.3 Check required documents by self and forward for checking by supervisor or manager

ELEMENT	PERFORMANCE CRITERIA
	5.4 Finalise and submit documents to be submitted to or lodged with relevant parties 5.5 Identify and file required copies of documents in accordance with workplace procedures

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	2.1, 2.2, 3.1, 3.2, 4.2, 4.4-4.6, 5.1, 5.3, 5.5	Interprets and applies information obtained from a range of sources to own work
Writing	1.3, 2.2, 3.2, 4.1, 4.2, 4.4, 4.6, 5.1, 5.4	- Records key information related to the outcomes of the job - Completes documentation according to organisational requirements
Oral Communication	1.1, 1.2, 2.1, 2.4, 3.1, 3.4, 4.1, 4.3, 5.2	- Participates in a variety of spoken exchanges using appropriate vocabulary and structure - Uses questioning and listening skills to clarify and confirm understanding
Numeracy	4.1-4.6	Uses mathematical techniques to calculate costs for international transfer of services
Navigate the world of work	4.4, 5.5	Understands and follows organisational procedures relating to own work
Interact with others	1.1, 1.2, 2.3, 2.4, 3.3, 3.4, 4.1, 4.3, 4.6, 5.2, 5.3	- Selects the appropriate form and mode of communication when gathering, confirming and providing information - Recognises limitations of own knowledge and skills and collaborates with more experienced work colleagues to achieve outcomes
Get the work done	1.3, 2.1-2.3, 3.1, 3.2, 4.1, 4.2, 4.4-4.6, 5.1, 5.3-5.5	- Uses logically sequenced steps to plan and implement tasks required to achieve work outcomes - Uses analytical skills to make decisions directly related to role, seeking assistance when required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINT305 Prepare business documents for the international trade of goods	BSBINT305B Prepare business documents for the international trade 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 BSBINT305 Prepare business documents for the international trade of goods

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Performance Evidence

Evidence of the ability to:

- assist in arranging the international transportation of goods according to legislative and organisational requirements
- assist in determining method and costs of transportation, including packaging and stowage requirements
- ensure accurate and timely completion of required documentation for submission or lodgement with relevant parties.

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 international transportation of goods
- list international and Australian regulatory bodies and their roles and responsibilities
- identify organisational policies and procedures relating to international transportation of goods
- outline significant trade routes and modes of transport relevant to the work role in assisting with operational aspects of international transportation of goods
- list 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
- documentation relating to the transfer of goods and services
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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