



Australian Government

BSBINT407 Prepare business advice on export Free-on-Board Value

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 accurately determine and prepare business advice on export entry or declaration Free-on-Board (FOB) Value on goods exported from Australia.

It applies to individuals with a broad knowledge of international trade who contribute well-developed skills to preparing business advice for a client on the FOB value field on an export entry declaration.

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 relevant export invoice	1.1 Identify the buyer and seller 1.2 Identify the relevant contract and export invoice 1.3 Consider definitions and differences in definitions of FOB value in determining FOB value of goods being exported from Australia 1.4 Identify the International Commercial Terms (INCOTERMS) relevant to contract 1.5 Identify the party to the sales contract responsible for Australian export formalities from INCOTERMS

ELEMENT	PERFORMANCE CRITERIA
2 Interpret invoice terms and currency	2.1 Identify the components that constitute the price, in Australian or foreign currency, paid or payable and appearing on the invoice 2.2 Identify INCOTERMS relevant to the invoice 2.3 Identify currency used
3 Adjust invoice price	3.1 Identify adjustments 3.2 Make additions and subtractions to the price
4 Calculate export FOB value, applying currency conversion principles	4.1 Apportion costs against exported goods using organisational requirements/policies/procedures 4.2 Apply appropriate rate of exchange
5 Finalise business advice on export FOB value	5.1 Complete advice on FOB value field on export entry or declaration 5.2 Check calculations for accuracy and verify as required 5.3 Retain and file completed documentation with relevant personnel in the enterprise 5.4 Pass relevant business advice to client

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	1.1-1.5, 2.1-2.3, 3.1, 4.1, 5.1, 5.2	- Identifies relevant information in documents - Interprets and comprehends requirements from organisational documents
Writing	3.2, 4.1, 4.2, 5.1, 5.2, 5.4	Completes documentation according to specific organisational requirements
Oral Communication	5.4	- Uses appropriate language and features in spoken exchanges with clients - Elicits views and opinions of others by listening and questioning
Numeracy	1.2-1.4, 2.1-2.3, 3.1, 3.2, 4.1, 4.2, 5.2	Uses mathematical information from invoices and performs calculations to convert currencies and determine FOB values

Navigate the world of work	4.1	Applies organisational policies and procedures to daily work
Interact with others	5.4	Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.1-1.5, 2.1-2.3, 5.3	Uses logically sequenced steps to plan and implement own work

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Organisational requirements/policies/procedures refer to:	- factorisation where costs are proportioned over a line value (each line of the invoice for which there is a separate classification) - other relevant requirements outlined in policies and procedures for calculating FOB
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINT407 Prepare business advice on export Free-on-Board Value	BSBINT407B Prepare business advice on export Free on Board Value	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 BSBINT407 Prepare business advice on export Free-on-Board Value

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Performance Evidence

Evidence of the ability to:

- interpret a range of export documentation to determine export Free-on-Board (FOB) value as required for goods exported from Australia
- accurately document export FOB calculations and advice as required by client.

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:

- explain the importance of the International Commercial Terms to international trade
- explain the differences in definitions of FOB values
- identify legislation, codes of practice or standards relevant to exporting of goods
- explain relevant organisational policies and procedures relating to exporting
- explain the penalties that apply to goods where the export FOB value is incorrect.

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 workplace documents
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

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