



**Australian Government**

# **BSBINT408 Prepare business advice on the taxes and duties for international trade transactions**

**Release: 1**

## BSBINT408 Prepare business advice on the taxes and duties for international trade transactions

### 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 assess the applicability of the relevant taxes and duties for international trade transactions, and to prepare business advice based on the assessments and calculations undertaken.

It applies to individuals with a broad knowledge of taxes and duties who contribute well-developed skills and knowledge to prepare business advice for a client. This unit addresses the application of relevant legislation, determinations, decisions and guidelines pertaining to the Australian Taxation System and Australian Customs regulations to assess the applicability of the GST, Australian Harmonised Export Commodity Codes for tax and duty related to export transactions, and to accurately calculate relevant taxes and duty and to prepare appropriate business advice for a client.

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 Assess applicability of relevant taxes and duties to international trade transactions | 1.1 Research the applicability of relevant taxes and duty to international trade transactions<br>1.2 Research allowable exemptions and specialised schemes and legislations relating to international taxes or applicability to enterprise operations and specific international trade transactions |

| ELEMENT                                                | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                             |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                        | 1.3 Apply allowable exemptions to trade transactions<br>1.4 Check accuracy of assessments                                                                                                                                                                                        |
| 2 Calculate taxes and duty                             | 2.1 Identify components of international trade transactions to be included in calculations<br>2.2 Calculate taxes and duty on international trade transactions<br>2.3 Check accuracy of calculations                                                                             |
| 3 Prepare business advice on applicable taxes and duty | 3.1 Prepare results of calculations and business advice in required format<br>3.2 Check calculations for accuracy, and seek and obtain verification from relevant personnel as required<br>3.3 Pass completed business advice to client and other relevant personnel as required |

## 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                    | 1.1-1.4, 2.1, 3.1, 3.2      | <ul style="list-style-type: none"> <li>Identifies and analyses relevant information in complex texts so advice can be provided on taxes and duties</li> </ul>                                        |
| Writing                    | 1.1-1.3, 2.2, 3.1, 3.2      | <ul style="list-style-type: none"> <li>Completes documentation according to specific requirements</li> </ul>                                                                                         |
| Oral Communication         | 3.2, 3.3                    | <ul style="list-style-type: none"> <li>Uses appropriate language and features in spoken exchanges with clients</li> <li>Elicits views and opinions of others by listening and questioning</li> </ul> |
| Numeracy                   | 1.3, 1.4, 2.2, 2.3, 3.1-3.3 | <ul style="list-style-type: none"> <li>Uses mathematical skills to calculate trade transactions and taxes, and to check figures for accuracy</li> </ul>                                              |
| Navigate the world of work | 1.2                         | <ul style="list-style-type: none"> <li>Recognises relevant international trade requirements in the context of own work</li> </ul>                                                                    |
| Interact with others       | 3.2, 3.3                    | <ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols when communicating in a range of familiar work contexts</li> </ul>                                     |

|                   |                           |                                                                                                               |
|-------------------|---------------------------|---------------------------------------------------------------------------------------------------------------|
|                   |                           | <ul style="list-style-type: none"><li>Seeks assistance from more experienced work colleagues</li></ul>        |
| Get the work done | 1.1-1.4, 2.1-2.3, 3.1-3.3 | <ul style="list-style-type: none"><li>Uses logically sequenced steps to plan and implement own work</li></ul> |

## Unit Mapping Information

| Code and title<br>current version                                                              | Code and title<br>previous version                                                              | Comments                                        | Equivalence status |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------|
| BSBINT408 Prepare business advice on the taxes and duties for international trade transactions | BSBINT408B Prepare business advice on the taxes and duties for international trade transactions | 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 BSBINT408 Prepare business advice on the taxes and duties for international trade transactions

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### Performance Evidence

Evidence of the ability to:

- accurately calculate at least TWO examples of good and services tax (GST), other taxes and duty payable across international trade transactions
- provide at least TWO examples of situations where an assessment of allowable exemptions and/or incentives have been made including:
- keep records of relevant documentation used in the workplace
- provide examples of completed business advice.

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 legislation, codes of practice and standards relevant to taxes and duties for international trade
- explain allowable exemptions and specialised schemes affecting taxes/duty payable on imports/exports
- summarise exclusions allowable for GST, related taxes and duty
- summarise organisational policies and procedures relating to import, export and customs brokerage/freight forwarding activity
- explain the penalties for incorrect calculation of taxes/duty payable.

### 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:

- workplace documentation

- information about applicable taxes and exemptions
- office equipment and resources
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

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