



Australian Government

BSB41107 Certificate IV in International Trade

Release 3

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Modification History

Release	Comments
Release 3	<p>New release of this Qualification with <i>BSB07 Business Services Training Package version 7.0</i>.</p> <p>BSBOHS elective unit updated with the BSBWHS unit and imported elective units updated with the most current equivalent.</p>
Release 2	<p>New release of this Qualification released with <i>BSB07 Business Services Training Package version 6.0</i>.</p> <p>Change to packaging rules to include "The remaining 3 elective units may be selected from the remaining Group A or Group B units".</p> <p>Outdated advice removed.</p> <p>Unit codes updated:</p> <ul style="list-style-type: none">• BSBCUS401A now BSBCUS401B• BSBCUS402A now BSBCUS402B• BSBCUS403A now BSBCUS403B• BSBITS401A now BSBITS401B
Release 1	Initial release of this Qualification.

Description

This qualification reflects the role of individuals who use well-developed international trade skills and a broad knowledge base in a wide variety of international trade contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to a more senior international trade/business practitioner.

Job roles

- Export Customer Service Coordinator
- Exporter
- Importer
- Trade Coordinator.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB30612 Certificate III in International Trade or other relevant qualifications

OR

- with vocational experience in assisting international trade/business team leaders, supervisors or managers to conduct international trade/business activities but without formal international trade qualifications.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Export Clerk
- Import Clerk
- Import/Export Clerk.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB50807 Diploma of International Business.

Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">communicating with parties, agents, suppliers and customers to ensure business is transacted in an efficient mannerusing negotiation skills to obtain new client orders or prices
Teamwork	<ul style="list-style-type: none">consulting with teams and individuals to allocate resourcesplanning and implementing team activities to meet customer needs
Problem-solving	<ul style="list-style-type: none">using procedures to resolve customer difficulties and complaintsutilising risk management processes to minimise potential adverse impacts and to maintain continuity of operations
Initiative and enterprise	<ul style="list-style-type: none">adapting to new and emerging trends and changes in the international business environmentgenerating a range of continuous improvement suggestions to improve workplace policies and procedures
Planning and organising	<ul style="list-style-type: none">scheduling shipments so they depart and arrive within clients' required time linesdeveloping project plans including time lines, task breakdowns, roles and responsibilities
Self-management	<ul style="list-style-type: none">recognising the limitations of own experience and knowledge of international conventions, laws and finance and seeking advice from more experienced people where appropriateworking with attention to detail, thoroughness, accuracy and speed
Learning	<ul style="list-style-type: none">maintaining currency of knowledge and skills of international conventions, laws and financereflecting on own performance and analysing how it could be improved in the future
Technology	<ul style="list-style-type: none">using computer-based search technologies to locate learning resources and opportunitiesusing computer-based software such as word processing and spreadsheets to organise resources

Packaging Rules

Total number of units = 10

10 elective units

4 elective units must be selected from the **Group A** units listed below.

3 elective units must be selected from the **Group B** units listed below.

The remaining **3 elective units** may be selected from the remaining **Group A** or **Group B** units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 unit** may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Group A units

Compliance

BSBCOM405A Promote compliance with legislation

International Business

BSBINT401B Research international business opportunities

BSBINT405B Apply knowledge of import and export international conventions, laws and finance

BSBINT407B Prepare business advice on export Free on Board Value

BSBINT408B Prepare business advice on the taxes and duties for international trade transactions

BSBINT409B Plan for international trade

Marketing

BSBMKG415A Research international markets

BSBMKG416A Market goods and services internationally

Relationship Management

BSBREL403A Implement international client relationship strategies

Group B units

Customer Service

BSBCUS401B Coordinate implementation of customer service strategies

BSBCUS402B Address customer needs

BSBCUS403B Implement customer service standards

Financial Administration

BSBFIA402A Report on financial activity

General Administration

BSBADM409A Coordinate business resources

Information Management

BSBINM401A Implement workplace information system

Interpersonal Communication

BSBCMM401A Make a presentation

IT Support

BSBITS401B Maintain business technology

IT Use

BSBITU401A Design and develop complex text documents

Learning and Development

BSBLED401A Develop teams and individuals

Management

BSBMGT401A Show leadership in the workplace

BSBMGT402A Implement operational plan

BSBMGT403A Implement continuous improvement

BSBMGT404A Lead and facilitate off-site staff

Marketing

BSBMKG413A Promote products and services

BSBMKG414B Undertake marketing activities

Work Health and Safety

BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Relationship Management

BSBREL401A Establish networks

Research

BSBRES401A Analyse and present research information

Risk Management

BSBRSK401A Identify risk and apply risk management processes

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

Workplace Effectiveness

BSBWOR401A Establish effective workplace relationships

BSBWOR402A Promote team effectiveness

Writing

BSBWRT401A Write complex documents