



Australian Government

Department of Education, Employment and Workplace Relations

BSBFIA501A Report on finances related to international business

Revision Number: 1

BSBFIA501A Report on finances related to international business

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to report on finances related to international business activity. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
------------------------	--

Application of the Unit

Application of the unit	This unit applies to individuals with managerial responsibility for compiling required financial information; identifying and meeting compliance requirements of relevant international, Australian and overseas finance regulations; and analysing the financial information to frame recommendations to improve compliance and the effectiveness of international business activity.
--------------------------------	---

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Compile financial information	1.1. Identify financial information related to international business activity and separate from domestic business activity for reporting and compliance purposes 1.2. Collect relevant current financial data, convert to currency used in report, and evaluate and code to ensure consistency, quality and accuracy in accordance with organisational requirements 1.3. Use conversion and consolidation procedures to compile analysis in accordance with organisational requirements 1.4. Make, record and disclose asset and liability valuations, in accordance with organisational requirements 1.5. Identify, resolve or refer discrepancies, unusual features or queries to the appropriate authority
2. Ensure compliance with relevant international finance regulations	2.1. Identify financial compliance requirements associated with international business activity for relevant international finance regulations 2.2. Access processes to ensure compliance with financial compliance requirements for relevant international finance regulations, from workplace policies and procedures, and relevant information sources 2.3. Record income and expenditure to ensure compliance with statutory requirements 2.4. Calculate liabilities for tax in accordance with relevant legislation 2.5. Identify relevant receipts, revenue documentation and payments correctly 2.6. Ensure statements and claims take full advantage of available benefits and allowances in accordance with statutory requirements 2.7. Submit statutory requirement reports to appropriate authorities within stated deadlines
3. Provide financial business recommendations	3.1. Derive recommendations logically and support with evidence in report 3.2. Ensure recommendations propose constructive actions to enhance the effectiveness and efficacy of functions and services related to international business activity

ELEMENT	PERFORMANCE CRITERIA
	3.3. Ensure recommendations are concise and facilitate direction and control of organisation's international operations 3.4. Identify and prioritise significant issues in statements, including comparative financial performances, for review and decision making 3.5. Ensure structure and format of reports are clear and conform to organisational and statutory requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- organisational skills to complete tasks accurately and with attention to detail
- financial management skills to report on international finances with integrity and financial probity
- literacy skills to write complex financial reports
- numeracy skills to produce complex financial reports
- research, information-gathering, analytical, evaluation and assessment skills to report on the financial aspects of an international business
- technology skills to gather, store, use and report on financial information.

Required knowledge

- organisational procedures and requirements relating to compliance issues and financial reporting
- principles of accounting and financial systems
- product or service knowledge for the products/services being marketed and traded by the organisation internationally
- identification and overview knowledge of key provisions of relevant legislation from all levels of government that affects business operations, codes of practice and national standards, such as:
 - Trade Practices Act
 - World Trade Organisation rules
 - bilateral or regional trade agreements
 - International Commercial Terms (INCOTERMS)
 - Warsaw Convention
 - occupational health and safety (OHS)
- sources of information to facilitate compliance with relevant international finance regulations.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- demonstration of the collation and analysis of financial data for the international business operations of an organisation in compliance with Australian, international and overseas financial regulations
- financial report on the organisation's international business operations containing recommendations for improvements in both compliance and the efficiency of the organisation's international business operations
- knowledge of relevant Australian, international and local legislation and conventions.

Context of and specific resources for assessment

Assessment must ensure:

- access to office equipment and resources
- access to workplace documents including completed reports
- access to relevant information sources.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- analysis of responses to case studies and scenarios
- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- observation of presentations of financial performance of international business activities
- observation of techniques used to report on finances related to international trade/business
- oral or written questioning to assess knowledge of principles of accounting and financial systems
- review of recording of income and expenditure
- assessment of asset and liability valuations recorded and disclosed
- assessment of prioritisation of significant issues in

EVIDENCE GUIDE	
	statements, for review and decision making.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • finance units • international business units

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Financial data</i> may include:	• budgets, forecasts and variations • cash flow/profit reports • financial/operational statements and reports (e.g. expenditures and receipts, profit and loss statements) • market valuations
<i>Organisational requirements</i> may include:	• financial analysis assessments • financial management manuals • legal and organisational policy/guidelines and requirements • OHS policies, procedures and programs • price and exchange parameters • quality assurances and/or procedures manuals • recording and filing systems • reporting requirements • standard financial analysis techniques
<i>Conversion and consolidation procedures</i> may include:	• moving averages • spreadsheets • standardised variables • trend analysis • unit costs
<i>Discrepancies</i> may include:	• absence of auditable trail • expenditure report mismatches • inappropriate authorisations • incorrect payments • incorrect report formats • unreconciled cash flows and operating statements • variances from budget and phasings
<i>International finance regulations</i> may include:	• Australian government regulatory authorities • international organisations and bodies • regulatory authorities in overseas countries

RANGE STATEMENT	
Information sources may include:	• academics and training providers • Austrade and other Australian, state/territory government departments and agencies • overseas embassies, consulates, government departments and agencies within Australia and overseas • trade and industry publications
Statutory requirements may include:	• delegated authorities • internal control procedures • limits on volumes and types of financial transactions • reporting of duty, excise and other overseas government charges • reporting periods • taxation and payment timings
Revenue documentation may include:	• bills • cash received • countertrade documentation • debit notes • declarations • forfeiting records • invoices • other documentation involving exchange of money or goods in place of money • records of barter • sales proceeds
Benefits and allowances may include:	• depreciation • donations • goods and services tax (GST) credits derived from export deductions • interest payments • other allowances made to exporters by the Australian government • other allowances made to international traders by overseas governments
Deadlines may include:	• annual reports • lodgement dates • monthly returns • payment schedules
Recommendations may include:	• cash flow • changes in business activity including

RANGE STATEMENT	
	markets, goods or services traded • consolidation • expenses and overheads • labour costs including decisions to move production partly or wholly offshore • loss • profit • write-offs
Evidence may include:	• budgetary analysis • documented costs • forecasts and estimates • order and supplier documentation • returns on investments • taxation and statutory returns
Issues may include:	• cost structures • internal controls • losses and returns • profitability • statutory obligations • suppliers and markets
Format may include:	• audits • balance sheets • cash flow statements • electronic forms • financial year reports • operating statements • spreadsheets • statutory forms

Unit Sector(s)

Unit sector	
--------------------	--

Competency field

Competency field	Business Development - International Business
------------------	---

Co-requisite units

Co-requisite units		