



Australian Government

Department of Education, Employment and Workplace Relations

BSBINT302B Apply knowledge of legislation relevant to international trade to complete work

Release: 1

BSBINT302B Apply knowledge of legislation relevant to international trade to complete work

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to complete work in the context of legislation relevant to international trade. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	This unit 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 knowledge of legislation relevant to international trade.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify legislative requirements	1.1. Seek <i>assistance</i> to identify current information about the range of <i>legislation</i> relating to own work 1.2. Access organisation's procedures and practices to facilitate compliance with relevant legislation and clarify with others in the workplace as required 1.3. Seek assistance in applying relevant legislation to own work
2. Comply with legislative requirements	2.1. Clarify <i>compliance requirements</i> with <i>others within the workplace</i> to confirm understanding and ensure consistency of application 2.2. Seek assistance as required to meet compliance requirements while completing assigned tasks 2.3. Check completed assigned tasks with others in the workplace to ensure compliance with legislative requirements
3. Report possible incidents of non compliance	3.1. Determine and clarify workplace procedures for reporting incidents of non-compliance as required 3.2. Report possible incidents of non-compliance in line with workplace procedures 3.3. Use incidents of non-compliance and possible <i>implications</i> of non-compliance to guide own work practices

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- analytical skills to identify compliance requirements and to act on feedback provided
- communication skills to clarify work requirements with colleagues
- problem-solving skills to address issues of potential non-compliance.

Required knowledge

- 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:
 - Customs Act
 - Dangerous Goods Act
 - International Commercial Terms (INCOTERMS)
 - trade modernisation legislation: Customs Legislation Amendment and Repeal Act, Import Processing Charges Act, Customs Depot Licensing Charges Amendment Act
 - Trade Practices Act
 - Warsaw Convention
 - World Trade Organization determinations
- organisational policies and procedures relating to compliance
- implications of non-compliance.

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: - maintaining compliance with regulatory and policy requirements - reporting possible incidents of non-compliance - seeking assistance to clarify compliance requirements - knowledge of legislation relevant to international trade and workplace compliance requirements.
Context of and specific resources for assessment	Assessment must ensure: - access to an actual workplace or simulated environment - access to office equipment and resources - examples or case studies relating to international trade scenarios - examples of documents normally used in workplaces to check compliance.
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: - direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate - analysis of responses to case studies and scenarios - observation of presentations to legislation applying to an international transaction - oral or written questioning to assess knowledge of Australian and international legislation relating to international trade - assessment of written reports about possible incidents of non-compliance.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: BSBINT301B Apply knowledge of the international

EVIDENCE GUIDE	
	trade environment to complete work.

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>Assistance</i> may include:	• advice from more experienced colleagues, technical experts, internet, intranet, induction kits, internal training materials and programs • consulting technical experts in the industry, professional associations, training providers, government bodies and agencies • using reference material within the organisation from training providers and government bodies and agencies, professional libraries, trade journals
<i>Legislation</i> may include:	• legislation applicable across all organisations such as that relating to occupational health and safety, equal opportunity, anti-discrimination, company law, contract law, consumer law • legislation specific to the organisation's operations and the conduct of international trade operations
<i>Compliance requirements</i> may include:	• audit schedules and cycles • checks and balances • cross-checking • policies and procedures detailing compliance requirements and processes to ensure compliance • sign offs by individual/s responsible for ensuring compliance
<i>Others within the workplace</i> may include:	• customs brokers • more experienced colleagues • supervisor or manager • technical experts • training staff
<i>Implications</i> may include:	• failure to meet deadlines required for cargo movement • fines or penalties • warnings

RANGE STATEMENT

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| | <ul style="list-style-type: none">• withdrawal of licences, approvals |
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Unit Sector(s)

Unit sector	
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Competency field

Competency field	Business Development - International Business
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Co-requisite units

Co-requisite units		