



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSBINT303B Organise the importing and exporting of goods**

**Revision Number: 1**

## BSBINT303B Organise the importing and exporting of goods

### Modification History

Not applicable.

### Unit Descriptor

|                        |                                                                                                                                                                                                                                                                                                         |
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| <b>Unit descriptor</b> | This unit describes the performance outcomes, skills and knowledge required to provide general assistance to senior staff in organising the importing and exporting of goods.<br><br>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. |
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### Application of the Unit

|                                |                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Application of the unit</b> | 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 requirements for importing and exporting goods. Work may be for an external client or for the organisation in which the individual is employed. |
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

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| <b>Prerequisite units</b> |  |  |
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## Employability Skills Information

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| <b>Employability skills</b> | This unit contains employability skills. |
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## Elements and Performance Criteria Pre-Content

|                                                                   |                                                                                                                                                                                                                                                                                                                  |
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| 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. Follow organisational systems and processes for organising the importation and exportation of goods | <p>1.1. Detail goods to be imported or exported according to <b>characteristics</b></p> <p>1.2. Identify and access <b>regulations and permits</b> relating to international movement of specific goods with assistance of manager, supervisor or more senior personnel</p> <p>1.3. Research and document required <b>processes</b> to import or export specific goods as assigned by and under direction of manager, supervisor or more senior personnel</p> <p>1.4. Seek assistance as required to research import or export requirements</p>                                                                                               |
| 2. Contribute to cost calculations                                                                     | <p>2.1. Discuss and record components of <b>costs</b> of importing or exporting specific goods with supervisor or manager</p> <p>2.2. Make a <b>determination of components of costs</b></p> <p>2.3. Seek assistance as required in assigned tasks related to calculating costs for international movement of goods</p> <p>2.4. Document costs for international movement of goods in accordance with workplace procedures</p> <p>2.5. Check cost calculation for accuracy and completeness prior to forwarding to supervisor or manager</p> <p>2.6. Finalise and recheck any revisions to calculations by self and supervisor or manager</p> |
| 3. Assist in completing required documentation                                                         | <p>3.1. Complete and collate required documentation for international movement of goods</p> <p>3.2. Seek assistance as required in completing and checking documentation</p> <p>3.3. Check required documents and forward for further checking by supervisor or manager</p> <p>3.4. Finalise documents and submit or lodge with <b>relevant parties</b></p> <p>3.5. Identify and file copies of required documents in accordance with workplace procedures</p>                                                                                                                                                                                |
| 4. Communicate with carriers                                                                           | <p>4.1. Identify customs licensed places and transportation <b>services</b> to be used in the international movement of goods with assistance of supervisor, manager or more senior personnel</p>                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| ELEMENT | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <p>4.2. Ensure <b>communication</b> facilitates arrangements to move goods within required time lines</p> <p>4.3. Identify <b>problems</b> and take actions as required to facilitate resolution</p> <p>4.4. Follow through arrangements for transportation of goods including arrangements with overseas representatives of carriers to finalisation, including arrival of goods at intended destination and settlement effected to complete the contract</p> <p>4.5. Seek assistance as required in communicating with carriers</p> |

## 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
- literacy skills to read and create documentations relation to the import and export of goods
- numeracy skills to perform cost calculations
- communication skills to resolve disputes or problems with carriers.

#### 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
- significant trade routes and modes of transport
- international and Australian regulatory bodies and their roles and responsibilities
- organisational policies and procedures relating to business operations in an international trade context
- penalties for incorrect customs declarations.

## Evidence Guide

| <b>EVIDENCE GUIDE</b>                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Overview of assessment</b>                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>                                                                                                                    | <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• providing assistance in the process of both importing and exporting goods</li> <li>• contributing to cost calculations</li> <li>• providing assistance in completing documentation and communicating with carriers</li> <li>• knowledge of legislation, codes of practice and national standards relevant to the work role.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Context of and specific resources for assessment</b>                                                                                                                                                                | <p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• access to an actual workplace or simulated environment</li> <li>• access to office equipment and resources</li> <li>• access to examples of importing and exporting requirements such as permit forms, and license documents.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Method of assessment</b>                                                                                                                                                                                            | <p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate</li> <li>• review of documents outlining required processes to import or export specific goods; documents outlining costs for international movement of goods</li> <li>• analysis of responses to case studies and scenarios</li> <li>• demonstration of techniques</li> <li>• oral or written questioning to assess knowledge of importing and exporting requirements</li> <li>• assessment of written reports identifying problems and actions taken to facilitate resolution.</li> </ul> |
| <b>Guidance information for assessment</b>                                                                                                                                                                             | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**EVIDENCE GUIDE**

- other 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.

***Characteristics*** may include:

- country of origin or destination
- dangerous goods
- description of goods
- prohibited or restricted goods
- temperature controlled cargo
- volume to be imported or exported

***Regulations and permits*** may include:

- those issued by the Australian Government:
  - Department of Agriculture, Fisheries and Forestry
  - Department of Defence
  - Department of the Environment and Heritage
  - Department of Foreign Affairs and Trade
  - Department of Health and Ageing
  - Department of Industry, Tourism and Resources
  - Office of Film and Literature Classification
- those issued by the:
  - Australian Customs Service
  - Australian Federal Police
  - Australian Quarantine and Inspection Service (AQIS)
- other comparable national and international regulatory bodies

***Processes*** may include:

- advice from more experienced colleagues, technical experts, internet, intranet, induction kits, internal training materials and programs
- AQIS requirements such as fumigation, quarantine or other
- completion of customs declarations
- completion of required financial transactions
- consulting technical experts in the industry, professional associations, training providers,

| <b>RANGE STATEMENT</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                          | <ul style="list-style-type: none"> <li>government bodies and agencies</li> <li>inspection processes</li> <li>obtaining necessary permits</li> <li>transport and warehousing arrangements in country of origin and destination within Australia</li> <li>using reference material within the organisation from training providers and government bodies and agencies, professional libraries, trade journals</li> </ul>                                                                                                                       |
| <b>Costs</b> may include:                                | <ul style="list-style-type: none"> <li>administrative charges for handling of commodities</li> <li>brokerage fees</li> <li>charges levied in country of origin</li> <li>government charges such as duty, tariff, permits, goods and services tax (GST)</li> <li>insurances</li> <li>interest on borrowed capital</li> <li>other fees and charges (local and overseas)</li> <li>packing, port charges, transport and storage charges (local and overseas)</li> </ul>                                                                          |
| <b>Determination of components of costs</b> may include: | <ul style="list-style-type: none"> <li>advice from supervisor or manager, more experienced colleagues, customs brokers, training staff, technical experts</li> <li>previous history of international movement of goods involving same or comparable countries</li> <li>quotation or reference to existing tender or contract</li> <li>reference material within the organisation, training providers, professional libraries, trade journals or accessing internet or organisation's intranet</li> <li>tables of fees and charges</li> </ul> |
| <b>Relevant parties</b> may include:                     | <ul style="list-style-type: none"> <li>Australian and international regulatory bodies</li> <li>client (seller and buyer)</li> <li>financial institutions</li> <li>non-regulatory government agencies</li> <li>other personnel within the organisation</li> </ul>                                                                                                                                                                                                                                                                             |
| <b>Services</b> may include:                             | <ul style="list-style-type: none"> <li>air freight</li> <li>ocean freight</li> <li>rail transport</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| <b>RANGE STATEMENT</b>            |                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <ul style="list-style-type: none"> <li>• road transport</li> <li>• warehousing and storage en route</li> </ul>                                                                                                                                                                                                      |
| <b>Communication</b> may include: | <ul style="list-style-type: none"> <li>• electronic data interchange (EDI)</li> <li>• email</li> <li>• fax</li> <li>• interactive services used to communicate with the Australian Customs Service Integrated Cargo System (ICS)</li> <li>• letter</li> <li>• radio</li> <li>• telephone</li> </ul>                 |
| <b>Problems</b> may include:      | <ul style="list-style-type: none"> <li>• delays in transit at transfer from one mode of transport to another or at international borders</li> <li>• insurance claims as a result of damage to goods during transit</li> <li>• other problems arising due to weather, industrial action, political unrest</li> </ul> |

## Unit Sector(s)

|                    |  |
|--------------------|--|
| <b>Unit sector</b> |  |
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## Competency field

|                         |                                               |
|-------------------------|-----------------------------------------------|
| <b>Competency field</b> | Business Development - International Business |
|-------------------------|-----------------------------------------------|

## Co-requisite units

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|---------------------------|--|--|
| <b>Co-requisite units</b> |  |  |
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