



Australian Government

Department of Education, Employment and Workplace Relations

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

Release: 1

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

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities. 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 with a broad knowledge of international trade who have a requirement to maintain relevant knowledge and skills by recognising the limits of their own experience and knowledge, and organising learning in order to collect, analyse apply and review information required for specific complex tasks or projects.
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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. Maintain currency of knowledge and skills	1.1. Assess personal knowledge of relevant international conventions, laws and finance and the required skills in applying this knowledge to determine currency and adequacy 1.2. Identify skills and knowledge gaps 1.3. Undertake learning to ensure currency and adequacy of knowledge and skills in applying international conventions, laws and finance to own work
2. Identify information requirements and access available information	2.1. Determine specific needs for information 2.2. Access organisation's resources to meet information requirements 2.3. Use information to address specific work needs and to identify further information requirements 2.4. Access external information resources to meet further information requirements
3. Interpret, analyse and apply available information	3.1. Collect and collate available information for analysis 3.2. Interpret, analyse and process available information to obtain required knowledge 3.3. Seek assistance of specialist experts if required, to interpret, analyse and synthesise required information 3.4. Use information and knowledge to facilitate import and export of goods in compliance with relevant Australian and overseas legislation, trade conventions and agreements, and international financing arrangements
4. Review research and analysis process	4.1. Use and review information and knowledge to facilitate import and export of goods for effectiveness 4.2. Document review findings for future use in import and export of goods 4.3. Identify skills and knowledge gaps and undertake further learning

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- self-management and analysis skills to identify skill gaps and to manage own learning opportunities
- research and data collection skills to maintain knowledge
- analysis skills to apply information and knowledge gathered to own work.

Required knowledge

- organisational learning policies and resources
- 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:
 - contract law
 - 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 Organisation determinations

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: - identifying ongoing learning needs in relation to international conventions, laws and financial matters that impact on their import/export responsibilities - identifying and using learning opportunities to gain the necessary information - self-management of these learning processes - knowledge of organisational learning policies and resources.
Context of and specific resources for assessment	Assessment must ensure: - access to libraries and other resource collections - access to an actual workplace or simulated environment - access to office equipment and resources - access to relevant workplace documents.
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 - assessment of identified skills and knowledge gaps - review of learning undertaken to address skills and knowledge gaps - analysis of responses to case studies and scenarios - observation of presentations on applicable conventions, laws and financial issues related to international transactions - tests to assess knowledge of relevant conventions, treaties, agreements, guidelines, declarations, recommendations, laws.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended,

EVIDENCE GUIDE	
	for example: • 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.

International conventions, laws and finance may include:

- agreements
- bilateral free trade agreements
- conventions
- declarations
- economic blocks
 - ASEAN Free Trade Agreement (AFTA)
 - Asia-Pacific Economic Cooperation (APEC)
 - European Union
 - North American Free Trade Agreement (NAFTA)
- guidelines
- international organisations, bodies and legislation
 - General Agreement on Trade and Tariffs (GATT)
 - International Air Transport Association
 - International Chamber of Commerce (ICC)
 - International Labour Organization
 - International Maritime Organization
 - Organisation for Economic Co-operation and Development (OECD)
 - United Nations
 - World Trade Organization
- laws and rules
 - copyright
 - fair trading
 - intellectual property
- recommendations
- specific countries
- treaties

Skills and knowledge about

- banking institutions

RANGE STATEMENT	
international finance may include:	• business development • capital markets • competition analysis • finance policy and regulation • investment promotion • regional trade organisations • specific international banking process relating to import/exports • ICC • Uniform Customs and Practice for Documentary Credits (UCP) • Uniform Rules for Collections (URC) • Uniform Rules for Bank to Bank Reimbursements Under Documentary Credits (URR)
Learning may include:	• coaching and mentoring • formal courses of any length • informal learning through: • attending conferences/seminars • discussions with colleagues • reading • reading trade journals • short course attendance • web browsing
External information resources may include:	• course providers • government agencies and publications including legislation and explanatory notes • industry and professional associations • internet and the organisation's intranet • libraries and bookshops

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		