



Australian Government

FWPCOT3310 Prepare timber or related products to meet import/export compliance requirements

Release: 1

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Modification History

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to ensure timber or related products meet compliance requirements for import/export. The unit includes reviewing existing workplace procedures for timber import/export for compliance with regulatory requirements, checking that import/export timber meets biosecurity requirements, and completing compliance documentation.

The unit applies to individuals who assess timber for import/export requirements in a variety of work settings, including:

- timber harvesting
- sawmill
- woodchip mill
- veneer mill
- board/plywood mill
- timber and wood products production
- timber and wood products sales and service.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Common Technical (COT)

Elements and Performance Criteria

Elements	Performance Criteria
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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Review workplace procedures for compliance with regulatory requirements for the import/export of timber and related products	1.1 Identify legal requirements for the import/export of timber and related products 1.2 Identify biosecurity requirements for the import/export of timber and related products and the types and consequences for breaches of these requirements 1.3 Examine workplace procedures to determine compliance with legal and biosecurity requirements for import/export timber or related products 1.4 Report potential breaches of legal and biosecurity requirements according to workplace procedures
2. Check import/export timber or related products for compliance with biosecurity requirements	2.1 Identify import/export timber or related products and any associated documentation 2.2 Assess properties of import/export timber or related products to determine risk of fungal disease and insect pests 2.3 Examine timber or related products to identify potential biohazards associated with the particular species and undertake a risk assessment according to workplace procedures 2.4 Determine the need to treat import/export timber or related products, and arrange required treatments according to workplace procedures and regulatory requirements 2.5 Establish the need for phytosanitary certification for import/export timber or related products, and arrange appropriate certification, if required
3. Complete compliance requirements	3.1 Complete and check branding and labelling of timber or related products according to workplace procedures and regulatory requirements 3.2 Obtain forest certification records and forward to relevant authorities according to workplace procedures and regulatory requirements 3.3 Complete and submit compliance records and reports according to workplace procedures and regulatory requirements 3.4 Report potential breaches of compliance requirements according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Identify, analyse and evaluate complex textual information to determine legislative and regulatory requirements, trends and outcomes
Writing	Prepare documentation using format and language appropriate to context, organisational requirements and audience
Oral communication	- Present information and seek advice using language appropriate to audience - Participate in discussions using listening and questioning to elicit advice and to clarify or confirm understanding
Numeracy	Calculate numerical information relating to time

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FWPCOT3310 Prepare timber or related products to meet import/export compliance requirements	FWPCOT3250 Prepare timber to meet import/export compliance requirements	Title amended Minor changes to Application Reworded Elements and Performance Criteria Updated Foundation Skills, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

Assessment Requirements for FWPCOT3310 Prepare timber or related products to meet import/export compliance requirements

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared two consignments of timber or related products for either import or export, and has:

- checked and taken all necessary actions to ensure that timber for import/export complied with legal and biosecurity requirements
- correctly prepared all required compliance documentation for the import/export of the two consignments of timber or related products.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- regulations, standards and codes of practice for identifying import and export requirements of timber and related products, including knowledge of customs and biosecurity requirements
- workplace requirements, policies and procedures for identifying import and export requirements of timber and related products
- timber species identification techniques
- wood properties and how these relate to fungal and insect risks associated with importing/exporting timber
- range of timber treatments meeting biosecurity requirements
- branding and labelling requirements to ensure compliance
- forest certification systems and chain of custody procedures
- established communication channels and protocols
- workplace procedures for recording and reporting records and information.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace location or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - timber for import or export
 - computing facilities for accessing online documentation and preparation of compliance documentation
- specifications:
 - access to work order or instruction detailing timber import/export activities to be carried out by operator
 - access to workplace policies and procedures, regulations and related industry standards and codes of practice applicable to timber import/export
 - access to workplace procedures and forms for recording compliance of timber import/export and reporting breaches.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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