



Australian Government

Department of Education, Employment and Workplace Relations

SFIDIST501C Export product

Release: 1

SFIDIST501C Export product

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency involves contracting to supply product to an overseas customer, and purchasing and packing that product in Australia. This involves developing product specifications, purchasing or obtaining product, organising transport to the overseas customer and ensuring smooth clearance by customs in the importing country. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
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Application of the Unit

Application of the unit	All enterprise or workplace procedures and activities are carried out according to <i>relevant government regulations, licensing and other compliance requirements, particularly food safety and hygiene regulations and procedures.</i>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units	

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. Communicate with suppliers and customers	1.1. Effective culturally appropriate business communication with Australian supplier and overseas customer is established and maintained and conducted in a professional manner. 1.2. Contact with supplier and customer is maintained until sale is completed (or terminated). 1.3. Correct product and market knowledge is demonstrated in all communications with supplier and customer.
2. Purchase product	2.1. Purchase orders for products are placed with approved suppliers. 2.2. Product description is sufficiently detailed so that customer's specifications, exporting and importing country's regulations are met. 2.3. Price, product description, time of delivery and payment terms are negotiated with supplier. 2.4. Contract to purchase is checked and approved by appropriate person before being forwarded to the supplier.
3. Pack and inspect product	3.1. Product to be exported is prepared, processed and packaged under conditions that meet exporting and importing country's requirements. 3.2. Product is labelled according to exporting country's regulations, importing country's requirements and product identification is recorded. 3.3. Product is checked before and after packing to ensure that it meets exporting and importing country's requirements, and, if required, samples are taken for independent analysis and records of checks are maintained. 3.4. Product which is part of a consolidated consignment is stored at the appropriate temperature until distribution to customer is implemented.
4. Complete documentation	4.1. All documentation associated with the transaction is completed. 4.2. Documentation shows all information required to identify product, supplier and customer contract and is completed to the satisfaction of exporting and importing country's requirements. 4.3. Contracts to supply product are not signed and dispatched until checked by appropriate person.

ELEMENT	PERFORMANCE CRITERIA
	4.4. Copies of appropriate documentation are sent to approved storage firm, agent or direct to customer, as required.
5. Arrange distribution of product	5.1. Transportation is arranged to ensure that product reaches customer at the agreed time and condition.
6. Manage records	6.1. Records of all communications with supplier and customer are maintained and are filed against a contract number. 6.2. Records from transport company/cold storage firm/agent or customer are checked to confirm that correct product has been dispatched, product has been checked against manifest, the container number is consistent with that on the documentation and that the container's seal was still intact when dispatched. 6.3. Records, in compliance with packer's quality assurance program, are filed to provide records of product identification and traceability. 6.4. Records of export documentation are checked for completion before being filed against contract number. 6.5. Records of supplier/customer complaints are maintained and copies forwarded to the appropriate person for resolution.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
- assessing seafood quality against a customer's specification - computer literacy for: - electronic filing, records and communications - using internet for market research, ordering and monitoring logistics - document production and spreadsheets - developing and maintaining a networking relationship with a range of suppliers - maintaining records of seafood inspections, transactions and communications with supplier

REQUIRED SKILLS AND KNOWLEDGE

- researching marketing information
- negotiating price and sales arrangements
- using culturally appropriate communication to establish and maintain relationships with suppliers.

Literacy skills used for:

- completing complex forms
- corresponding in writing
- identifying and tracing product
- preparing detailed specifications and contracts to supply and purchase product
- reading and interpreting food standards
- reading enterprise export procedures.

Numeracy skills used for:

- calculating extensions of weight and price to give an accurate price of product
- calculating foreign exchange rates
- calculating total of invoice or statement
- estimating gross profit margins, and/or calculating percentage mark-up.

Required knowledge

- Australian Quarantine Inspection Service (AQIS) regulations for export product
- enterprise import procedures
- importing country's requirements
- market intelligence for the species, such as degree of demand, prices, supply conditions and seasonality
- product knowledge, such as species recognition, quality, potential food safety hazards and specifications
- techniques used in business to establish and maintain networks
- negotiate supply arrangements and seafood prices.

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 evidence required to demonstrate competence in this unit	Assessment must confirm the ability to: - negotiate, arrange and undertake the export of product from Australia (or other country) that meets the needs of the importing customer and importing customer's country, as well as meeting the exporting country's food safety requirements, and at a profit. Assessment must confirm knowledge of: - species likely to be in demand overseas - species suitable for export from Australia - AQIS regulations for the preparation and export of product.
Context of and specific resources for assessment	Assessment is to be conducted at the workplace or in a simulated work environment. Resources may include: - a full set of negotiable documentation - access to: - NATA-certified testing laboratories - central fish markets or other seafood suppliers - cold storage facilities - AQIS registered processing/packing establishments - samples of seafood product - examples of customer's specifications - samples of contract to purchase - samples of contract to supply.
Method of assessment	The following assessment methods are suggested: - prepare a full set of negotiable documentation - correspondence or records of discussions with

EVIDENCE GUIDE	
	customers and suppliers.
Guidance information for assessment	This unit may be assessed holistically with other units within a qualification.

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>Relevant government regulations, licensing and other compliance requirements</i> may include:	• biodiversity and genetically modified organisms • biosecurity, translocation and quarantine • AQIS requirements • business or workplace operations, policies and practices: • commercial law, including fair trading and trade practices • consumer law • corporate law, including registration, licensing and financial reporting • disability policies and practices • equal opportunity, anti-discrimination and sexual harassment • industrial relations and awards, individual employment contracts and share of catch agreements • jurisdictional variations • superannuation • taxation • trade practices • warnings and dismissals • worker's compensation • ecologically sustainable development (ESD)

RANGE STATEMENT	
	principles, environmental hazard identification, risk assessment and control • fisheries or aquaculture regulations, permits, licences, quotas, catch restrictions, and other compliance requirements, including: • Australian Exclusive Economic Zone • international treaties and agreements • food safety, Hazard Analysis Critical Control Point (HACCP), hygiene and temperature control along chain of custody • occupational health and safety (OHS) hazard identification, risk assessment and control • product quality assurance • correct naming and labelling (e.g. country of origin, Australian Fish Names Standard and eco-labelling) • correct quantities, sizes and other customer requirements • third-party certification (e.g. Australian Grown and ISO 14001:2004 Environmental management systems).
<i>Food safety and hygiene regulations and procedures</i> may include:	• Australian Shellfish Sanitation program • display, packaging and sale of food, including seafood and aquatic products • exporting requirements, including AQIS Export Control (Fish) orders • handling and disposal of condemned or recalled seafood products • HACCP, food safety program, and other risk minimisation and quality assurance systems • location, construction and servicing of seafood premises • people, product and place hygiene and sanitation requirements • Primary Products Standard and the Australian Seafood Standard (voluntary) • processing, further processing and preparation of food, including seafood and aquatic products • product labelling, tracing and recall • receipt, storage and transportation of food, including seafood and aquatic products • requirements set out in Australian and New

RANGE STATEMENT	
	Zealand Food Authority (ANZFA) Food Standards Code and state and territory food regulations • temperature and contamination control along chain of custody.
Communication may include:	• email • face to face • facsimile • letter • telephone and SMS.
Product and market knowledge may include:	• AQIS Export Control (Fish) Order • assessment of spoilage defects and parasites • contract to supply • correct marketing name • harvest or fishing area • importing country requirements • local and overseas market situation • potential food safety hazards • presentation of product • prohibited species • protected species • seasonality • shelf life of fresh or frozen product • species' scientific name.
Specifications may include:	• delivery point • dried, salted and pickled seafood • fresh and frozen seafood • gross weight or net weight • mode of transport • packaging • product form • species • time of delivery • weight grade, count grade and grade code.
Documentation may include:	• contract to purchase/supply • enterprise product testing/quality forms • export documentation in compliance with AQIS requirements • importing countries' requirements.

RANGE STATEMENT	
Transportation may include:	• air • containers • rail • road.
Records may include:	• AQIS requirements • computer/computer storage • manual/paper file.

Unit Sector(s)

Unit sector	Seafood sales and distribution
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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