



**Australian Government**

# **Assessment Requirements for TLIA0001 Complete import procedures**

**Release: 1**

# Assessment Requirements for TLIA0001 Complete import procedures

## Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- calculating import charges and freight costs
- communicating effectively with a range of parties
- confirming customer requirements
- developing working relationships
- identifying discrepancies
- identifying necessary information
- identifying special requirements
- maintaining records of communications
- making decisions
- managing time effectively
- preparing workplace documents
- reporting information
- solving problems
- verifying details.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- how to resolve issues of non-conformance
- import charges and freight costs
- parameters of freight forwarder role in import processes
- permits, authorities and other regulatory documents
- purpose of shipment details
- responsibilities of import parties
- sources of information
- variety of communication methods to use with suppliers, regulators and customers

- workplace procedures.

## Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so. Where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>