



**Australian Government**

# **TLIA0002 Prepare cargo for export**

**Release: 1**

## TLIA0002 Prepare cargo for export

### Modification History

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

### Application

This unit involves the skills and knowledge required to prepare cargo for export and includes confirming correct preparation of the consignment, organising cargo loading and processing documentation.

Work must be carried out in compliance with relevant international and domestic legislation, regulations and codes of practice for exporting cargo.

Work is performed under general supervision, with some accountability and responsibility for self and others in achieving prescribed outcomes.

Work involves the application of routine freight forwarding principles and procedures to prepare cargo for export.

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

### Pre-requisite Unit

Not applicable.

### Competency Field

A – Handling Cargo/Stock

### Unit Sector

Not applicable.

### Elements and Performance Criteria

#### ELEMENTS

Elements describe the essential outcomes.

#### 1 Confirm correct

#### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Consignment is checked to ensure cargo is consistent with

|                                   |                                                                                                                                                                                                                                                              |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>preparation of consignment</b> | packing specification and is suitable for mode and method of transport                                                                                                                                                                                       |
|                                   | 1.2 Consignment is checked to ensure labelling and marking of cargo conforms with domestic and international regulations, and workplace requirements and that packaging of cargo conforms to regulatory requirements and is appropriate for transport method |
|                                   | 1.3 Cargo is checked for dangerous goods or explosives and conformance of packaging and labelling with Australian and international dangerous goods or explosives codes is confirmed as required                                                             |
|                                   | 1.4 Discrepancies in composition or preparation of cargo are noted and appropriate action is undertaken in accordance with workplace procedures                                                                                                              |
| <b>2 Organise cargo loading</b>   | 2.1 Handling methods and equipment suitable for goods, transport mode and method are selected                                                                                                                                                                |
|                                   | 2.2 Goods transfer methods between modes of transport are selected as required                                                                                                                                                                               |
|                                   | 2.3 Procedures for cargo loading are organised and followed in accordance with legislative and workplace requirements                                                                                                                                        |
| <b>3 Process documentation</b>    | 3.1 All relevant documentation is consolidated and checked for completion and accuracy                                                                                                                                                                       |
|                                   | 3.2 Discrepancies in documentation are identified and appropriate action is undertaken in accordance with workplace procedures                                                                                                                               |
|                                   | 3.3 Dangerous goods declaration is obtained from consignor as required                                                                                                                                                                                       |
|                                   | 3.4 Copies of documents are retained in accordance with regulatory requirements and workplace procedures                                                                                                                                                     |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces but is **not** equivalent to TLIA4030A Organise cargo for export.

## Links

Companion Volume implementation guides are found in VETNet -

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

# Assessment Requirements for TLIA0002 Prepare cargo for export

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## 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:

- analysing information and making decisions based on information provided
- applying relevant legislation and workplace procedures
- assessing and reporting unusual occurrences in relation to cargo export
- communicating effectively with others
- completing documentation related to organising cargo export
- identifying and solving problems that may occur when organising cargo export
- interpreting client requirements
- monitoring work activities in terms of planned schedule
- reading and interpreting relevant instructions, procedures, information, labels and documents
- responding appropriately to cultural differences in the workplace
- working collaboratively with others when organising cargo export
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

## 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:

- applicable legislation, regulations and codes including:
  - Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances, including:
    - Australian Dangerous Goods (ADG) Code
    - Australian and international explosives codes
    - Australian Marine Orders and the International Maritime Dangerous Goods (IMDG) Code
    - International Air Transport Association (IATA) Dangerous Goods Regulations (DGR)
    - international transport regulations, codes and procedures
  - relevant Australian and international standards and certification requirements
  - relevant international and Australian state/territory road rules and transport regulations
  - relevant legislative requirements, codes and regulations for cargo export
  - relevant state/territory environmental protection legislation
  - relevant state/territory work health and safety (WHS)/occupational health and safety (OHS) legislation
- contacts and sources of information/documentation needed when organising cargo export
- procedures for batching, dating and numbering
- procedures for calculating weights, volumes and dimensions
- procedures for completing consignment documentation
- procedures for reviewing transport options and availability of carriers
- workplace customer service policies and 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.

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