



Australian Government

TLIA0003 Complete and check import/export documentation

Release: 1

TLIA0003 Complete and check import/export documentation

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 complete and check import and export documentation in accordance with the requirements of Customs and related legislation and workplace procedures.

It includes identifying procedures required for documenting import/export of goods, completing documentation to meet legislative and workplace requirements, checking documentation to ensure it meets legislative requirements and lodging documentation for processing.

Work is performed under some supervision generally within a team environment. Work is undertaken in a range of environments, including small to large worksites, in the Customs broking and freight forwarding industries.

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 Identify procedures required for

PERFORMANCE CRITERIA

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

1.1 Documents required for import/export of goods are identified

**documentation for
import/export of goods**

- 1.2 Required documents are sourced
 - 1.3 Content requirements for each section of the documentation are applied
 - 1.4 Timelines for completion of documents are identified and noted
 - 1.5 Requirements for permits and other documentation (such as quarantine) are identified and implications are noted
 - 1.6 Procedures for obtaining clearances are identified and followed in accordance with the requirements of Customs, related legislation and workplace procedures
 - 1.7 Letters of credit are identified and implications of each are noted
 - 1.8 Assistance is sought, as required, to identify necessary documents and to commence process of assessing or completing these documents
- 2 **Complete documentation to meet legislative and workplace requirements**
 - 2.1 Content requirements for each section of the documentation are identified and applied in accordance with the requirements of Customs, related legislation and workplace procedures
 - 2.2 Workplace procedures for authorisations are followed
 - 2.3 Data entry for documents is completed
 - 2.4 Problems arising in completing required documents are identified and assistance is sought to resolve these in accordance with the requirements of Customs, related legislation and workplace procedures
 - 2.5 Actions are taken to meet deadlines
 - 2.6 Assistance is sought, as required, in completing required documents
- 3 **Check documentation to ensure it meets legislative requirements**
 - 3.1 Documents are collated and checked before forwarding to supervisor, manager or more senior personnel for checking within designated timelines in accordance with the requirements of Customs, related legislation and workplace procedures

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| | 3.2 | Declarations are checked to ensure they meet the requirements of Customs, related legislation and workplace procedures |
| | 3.3 | Letters of credit are checked to ensure they meet commercial, transport and overseas requirements |
| | 3.4 | Dangerous goods (DG) documentation is checked in accordance with the requirements of Customs, related legislation and workplace procedures |
| | 3.5 | Document revisions are finalised, rechecked and forwarded to supervisor, manager or more senior personnel prior to lodgement |
| 4 | Lodge documentation for processing | |
| | 4.1 | Documents are copied then forwarded to relevant personnel in accordance with the requirements of Customs, related legislation and workplace procedures |
| | 4.2 | Copies of documents are filed, stored and retained in accordance with the requirements of Customs, related legislation 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.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2009 Complete and check import/export documentation.

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 TLIA0003 Complete and check import/export documentation

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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:

- communicating and working effectively with others when completing import and export documentation
- completing and checking documentation and records to meet relevant Customs legislation, related legislation and workplace procedures
- completing and/or assessing accuracy of import and export documentation
- identifying procedures required for documentation for import and export of goods
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- providing customer/client service
- reading, interpreting and following import and export instructions, procedures and labels
- reporting and/or rectifying identified problems promptly in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment when completing import and export documentation.

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:

- Australian and international standards, codes, conventions and regulations relevant to importing and exporting cargo and freight
- Customs Act and related legislation
- documentation requirements for importing and exporting cargo and freight
- focus of operation of work systems, equipment, management and site operating systems for completing import and export cargo and freight documentation
- problems that may occur when completing import and export documentation and appropriate action that can be taken to resolve these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines

- workplace procedures and policies for completing import and export documentation.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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 must include:

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE)
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals.

Links

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