



Australian Government

Assessment Requirements for TLIP4028 Administer international trading accounts

Release: 1

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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:

- applying relevant legislation and workplace procedures
- communicating effectively with others
- implementing contingency plans
- monitoring work activities in terms of planned schedule
- negotiating contract requirements and issues related to international trading accounts
- operating electronic communications equipment to required protocol
- reading and interpreting relevant instructions, procedures, information and labels
- selecting and using relevant computerised systems and equipment for calculations and document generation
- working collaboratively with others
- working systematically with required attention to detail.

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:

- aspects of contract law relevant for administering international trading accounts
- banking procedures and exchange rates
- contacts and sources of information and documentation needed for administering international trading accounts
- customer service policies and procedures
- documentation requirements of international and domestic banks, governments, clients, suppliers and agents
- international legislation regarding carriage of goods
- operational procedures for document control
- payment terms and procedures for method of international payments

- relevant agreements, codes of practice and legislative requirements including international trade and freight regulations
- typical problems that can occur and appropriate action that can be taken to prevent or solve them
- workplace procedures for administering international trading accounts.

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>