



Australian Government

TLIP4028 Administer international trading accounts

Release: 1

TLIP4028 Administer international trading accounts

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 administer international trading accounts in accordance with relevant codes of practice and regulations for the export of freight.

It includes calculating ratings on international movement of goods, negotiating and confirming financial terms of trade with a customer, monitoring and addressing market changes in international freight forwarding and completing all required documentation.

Work is performed under general supervision.

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

Pre-requisite Unit

Not applicable.

Competency Field

P – Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Calculate ratings on international movement of goods

PERFORMANCE CRITERIA

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

- 1.1 Ratings are calculated for the international movement of goods based on the type of transport mode/s, including single or multi-modal and the type and shipping requirements for goods
- 1.2 Over-ride discounts and rebates for shipments are identified

- 1.3 International currency rates and exchange regulations are confirmed
 - 1.4 Consolidated rate schedule is established
 - 1.5 Cost of routing schedule is established using consolidated rate schedule
- 2 Negotiate and confirm financial terms of trade with customer**
 - 2.1 Credit rating for customer is established in accordance with workplace procedures
 - 2.2 Terms of trade, method of payment and currency arrangements are negotiated and confirmed with customer in accordance with workplace procedures and code of practice requirements
 - 2.3 Payment terms with banks and suppliers are negotiated and confirmed in accordance with workplace procedures
 - 2.4 Insurance requirements for security of payment and security of goods in transit are assessed and confirmed with customer and agents
- 3 Monitor and address market changes in international freight forwarding**
 - 3.1 Changes in international markets are constantly monitored in accordance with workplace procedures
 - 3.2 Alternative strategies and processes for forwarding goods are generated and confirmed with customers and agents as required
 - 3.3 Analyses of future freight forward projections and market trends are undertaken for customers as requested
- 4 Complete documentation**
 - 4.1 Accounts with banks, customers, suppliers, agents and the like are maintained in accordance with workplace procedures and current legislation
 - 4.2 Trading accounts in relation to identified performance measures are regularly monitored and reviewed
 - 4.3 Documentation is completed and secured in accordance with workplace requirements

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 and is equivalent to TLIP4028A Administer international trading accounts.

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 TLIP4028 Administer international trading accounts

Modification History

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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:

- 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

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