



Australian Government

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.

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>