



Australian Government

Assessment Requirements for TLIR4012 Conduct international purchasing

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
- assessing and managing risks as appropriate to work tasks
- communicating effectively with others
- completing relevant documentation
- managing tasks with consideration of cultural and geographic backgrounds
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures and signs
- working collaboratively with others
- working systematically to timelines and with required attention to detail and accuracy.

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:

- agencies involved in importation arrangements such as customs brokers, freight forwarders, logistics and transport companies and consultants
- methods of payment applicable to international purchasing
- organisational policies and procedures for international purchasing
- procedures for managing and controlling hazardous situations when carrying out work activities
- relevant insurance brokers and available types of policies to cover identified risks
- relevant legislation, codes of practice and national standards, for example Australian

Customs Act, Trade Practices Act, law of contracts, quarantine legislation, national and international legislation relating to restrictions and prohibitions on imports

- requirements for completing relevant documentation
- sources of information and assistance external to organisation, for example relevant regulatory authorities, customs brokers, Austrade, state/territory government departments or agencies, chambers of commerce
- sources of information on differences in equipment and related standard operating and servicing procedures
- steps involved in planning work activities.

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>