



**Australian Government**

# **TLIR4012 Conduct international purchasing**

**Release: 1**

# TLIR4012 Conduct international purchasing

## 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 conduct international purchasing in various contexts in the transport and logistics industry.

It includes sourcing potential suppliers, inviting offers, evaluating offers received, preparing recommendations and contracting successful supplier/s.

It also covers arranging importation of goods, including satisfying regulatory requirements, arranging required payments and ensuring all contractual obligations are met.

The unit generally applies to those who lead individuals or teams.

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

## Pre-requisite Unit

Not applicable.

## Competency Field

R – Contract Procurement

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### 1 Source international suppliers

### PERFORMANCE CRITERIA

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

- 1.1 Goods to be purchased internationally are identified
- 1.2 Potential sources of supply are researched from relevant information sources
- 1.3 Market structures for proposed purchases are examined

- 1.4 Regulations governing international purchasing are determined
- 1.5 Potential sources of supply are identified from research
- 1.6 Assistance and clarification is sought, as required, to determine and apply workplace policies and procedures, and regulations governing international purchasing of specified goods
- 2 Prepare invitations to offer for imported goods**
  - 2.1 Specifications of requirements for international purchasing of specified goods are obtained from relevant personnel and are clarified as required
  - 2.2 Purchasing strategy most appropriate to proposed purchase is selected
  - 2.3 Invitations to offer are developed and documented
  - 2.4 Invitations to offer are checked for compliance with regulations, organisational policies and procedures and description of required goods
  - 2.5 Criteria for evaluating offers are developed and documented and approval is sought and obtained for documented criteria
  - 2.6 Approval is sought for issuance of invitations to offer prior to issuance to prospective suppliers
- 3 Prepare recommendations in response to offers**
  - 3.1 Offer documents are received from suppliers
  - 3.2 Offer documents are assessed against documented criteria and purchasing strategy requirements
  - 3.3 Further information is sought from suppliers, as required, to clarify offers
  - 3.4 Offers are evaluated against purchasing criteria
  - 3.5 Preferred offer is selected and recommendation are made for approval by relevant personnel
  - 3.6 Approval is obtained for recommended offers
- 4 Action successful offers**
  - 4.1 Contract with successful supplier is drafted
  - 4.2 Legal expertise is accessed to ensure legality of contract agreements

- 4.3 Contract is issued in accordance with approval received
- 4.4 Unsuccessful offers are informed of outcome of evaluation process
- 5 Arrange importation of goods**
  - 5.1 Risks in ownership and transport of goods from point of delivery to final destination are assessed
  - 5.2 Relevant insurance cover is arranged
  - 5.3 Agents are sourced as required to arrange inspection, packing, transport, importation, customs clearance and delivery of goods into store
  - 5.4 Statutory and regulatory requirements including fumigation and export/import controls are satisfied
  - 5.5 Supply and logistics channels are managed to ensure delivery of goods is achieved satisfactorily and within designated timelines
- 6 Finalise payment and contract**
  - 6.1 Advice is obtained on payment strategy to be followed
  - 6.2 Arrangements are made to initiate currency hedging, letter of credit or payment by direct cheque or electronic funds transfer in accordance with advice received
  - 6.3 Payments are authorised at appropriate times
  - 6.4 Actions are taken to ensure any non-compliance with contractual conditions and specifications is rectified

## 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 TLIR4012A Conduct international purchasing.

## 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 TLIR4012 Conduct international purchasing

## 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
- 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>