



Australian Government

TLIX0002 Initiate cargo border procedures

Release: 1

TLIX0002 Initiate cargo border procedures

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 prepare for border clearance of cargo in accordance with relevant legislative requirements and workplace procedures.

Work is performed under some supervision generally within a team environment. Work is undertaken in a range of environments including small to large worksites in the customs broking and freight forwarding industries.

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

Pre-requisite Unit

Not applicable.

Competency Field

X – Logistics

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Outline the framework for Australia's international trade involvement

PERFORMANCE CRITERIA

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

- 1.1 Australia's role and position in international trade are explained
- 1.2 Australia's role and involvement in international trade in relation to customs broking activities and the import and export of cargo are explained

- 1.3 Role and function of World Customs Organization (WCO) is explained
 - 1.4 International custom broking activities and/or agreements to which Australia is a signatory, are explained
- 2 Apply Incoterms to the movement of cargo**
 - 2.1 Purpose of and different types of Incoterms are interpreted
 - 2.2 Current Incoterms are applied as required
 - 2.3 Impact of Incoterms on related documentation and task requirements is assessed and accommodated in activities
- 3 Apply international trade payment methods**
 - 3.1 Cash or open account payment methods are identified and their implications are documented
 - 3.2 Bills of exchange are identified and analysed, and their implications are documented
 - 3.3 Letters of credit are identified and analysed, and their implications for cargo movement and customs broking activities are documented
 - 3.4 Currency exchange protection and basic foreign exchange transactions are interpreted in relation to customs broking activities
- 4 Enable cargo movement**
 - 4.1 Parties involved in international trade and international movement of cargo are identified
 - 4.2 Documents required for international trade are identified and completed
 - 4.3 Bills of lading, waybills and air waybills are accessed, analysed and completed to facilitate cargo movement
 - 4.4 Documentation for importing cargo is correctly identified in accordance with legislative and operative requirements, and workplace policies and procedures
 - 4.5 Documentation for exporting cargo is correctly identified in accordance with legislative and operative requirements, and workplace policies and procedures
 - 4.6 Basic freight concepts such as volumetric versus actual weight calculations are applied as required

- 4.7 Differences between short landed, short shipped and over carried cargo are explained
- 4.8 Basic marine insurance concepts are explained, including general average, procedures to handle pillage, damage and/or loss and are implemented as required
- 5 Prepare documentation for customs clearance and reporting**
 - 5.1 Relevant documents are collated
 - 5.2 Each document element is checked for completion in accordance with required information to ensure completion of customs clearance requirements
 - 5.3 Documents related to transport safety requirements are checked for correctness and availability
 - 5.4 Problems arising in completing required documents are identified and assistance is sought to resolve identified problems in accordance with workplace procedures
 - 5.5 Workplace procedures for authorisations are followed
 - 5.6 Relevant documents are collated and submitted for customs clearance or reporting

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 but is **not** equivalent to TLIX5057A Prepare documents for customs clearance.

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 TLIX0002 Initiate cargo border procedures

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:

- accurately conveying requirements to clients and other stakeholders in writing and verbally
- completing and checking documentation and records to meet relevant customs legislation and related legislative and workplace requirements
- completing and/or assessing accuracy of import and export documentation
- identifying and using documentation for cargo movement and customs clearance
- reading and interpreting relevant instructions and procedures
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant communications, computing and office equipment when completing import and export documentation.

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:

- applicable regulations and legislation:
 - Australian and international regulations and codes of practice for handling and transporting dangerous goods and hazardous substances
 - biosecurity legislation and procedures
 - relevant customs and related legislation and codes for importing/exporting cargo
- Australia's international treaties and agreements
- familiarisation with Australia's role and position in international trade
- focus of operation of work systems and site operating systems for assisting in completing customs clearances
- impact of the following when preparing information for border clearance:

- basic freight concepts such as volumetric versus actual weight calculations
- basic marine insurance concepts, including general average and procedures to handle pillage and loss
- importance and role of commercial documentation, including bills of lading, waybills and air waybills in moving cargo
- possible impact the choice of Incoterms and/or transport terminology has on preparing documentation for cargo movement and customs clearance
- methods of payment used in international trade
- incoterms and their use in international transactions
- relevant workplace procedures for registration and data entry of documentation for customs clearance and/or reporting
- role of parties involved in international cargo movement.

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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