



Australian Government

Department of Education, Employment and Workplace Relations

TLIA907E Complete and check import/export documentation

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to complete and or evaluate import and export documentation, and check documentation in accordance with the requirements of Customs and related legislation and workplace procedures. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Work must be carried out in compliance with the relevant Customs and related legislation and workplace requirements concerning the completion and checking of import/export documentation.

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.

This unit is normally packaged at AQF II or above.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Identify procedures required for documentation for import/export of goods	1.1 Documents required for import/export of goods are identified 1.2 Required documents are sourced 1.3 Content requirements for each section of the documentation are applied 1.4 Timelines for completion of documents are identified and noted 1.5 Requirements for permits and other documentation (e.g. Quarantine) are identified and implications noted 1.6 Procedures for obtaining clearances including AUTHORITY TO DEAL, Delivered into Home Consumption authorisation and Export Declaration Numbers (EDN) are identified and followed in accordance with the requirements of Customs and related legislation and workplace procedures 1.7 Letters of credit are identified and implications of each noted 1.8 Assistance is sought as required in identifying required documents and to commence process of assessing or completing these documents 1.9 Lodge all documentation if required by legislation (e.g. Convention on International Trade in Endangered Species CITES)
2 Complete documentation to meet legislative and workplace requirements	2.1 Content requirements for each section of the documentation are identified and applied in accordance with the requirements of Customs and related legislation and workplace procedures 2.2 Workplace procedures for authorisations are followed 2.3 Data entry for documents are completed 2.4 Problems arising in completing required documents

are identified and assistance sought to resolve these in accordance with the requirements of Customs and related legislation and workplace procedures

2.5 Actions are taken to meet deadlines

2.6 Assistance is sought as required in completing required documents

3 Check documentation to ensure it meets legislative requirements

3.1 Documents are collated and checked before forwarding to supervisor, manager or more senior personnel for checking within designated timelines in accordance with the requirements of Customs and related legislation and workplace procedures

3.2 Declarations are checked to ensure they meet the requirements of Customs and related legislation and workplace procedures

3.3 Letters of credit are checked to ensure they meet commercial, transport and overseas requirements

3.4 Dangerous goods documentation is checked in accordance with the requirements of Customs and related legislation and workplace procedures

3.5 Required documents are forwarded for checking by supervisor, manager or more senior personnel in accordance with the requirements of Customs and related legislation and workplace procedures

3.6 Any revisions to documents are finalised and rechecked by self and supervisor, manager or more senior personnel prior to lodgement

4 Lodge documentation for processing

4.1 Documents are forwarded to relevant personnel in accordance with the requirements of Customs and related legislation and workplace procedures

4.2 Documents are filed, stored and retained in accordance with the requirements of Customs and related legislation and workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Australian and international standards, codes and regulations relevant to the import and export of cargo and freight

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for the completion of import and export documentation

Focus of operation of work systems, equipment, management and site operating systems for completing import/export cargo and freight documentation

Problems that may occur when completing import and export documentation and appropriate action that can be taken to resolve the problems

The Customs Act 1901 and related legislation

Documentation requirements for the import and export of cargo and freight

Required skills:

Communicate effectively with others when completing import and export documentation

Read and comprehend simple statements in English

Read and interpret instructions, procedures and labels relevant to the import and export of cargo and freight

Complete and/or assess accuracy of import and export documentation

Work collaboratively with others when completing import and export documentation

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems when completing and/or assessing import and export documentation in accordance with regulatory requirements and workplace procedures

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Operate and adapt to differences in equipment in accordance with standard operating procedures

Select and use relevant communications, computing and office equipment when completing import and export documentation

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of:

identifying procedures required for documentation for import/export of goods

completing and checking documentation and records to meet relevant Customs legislation and related legislation and workplace requirements

providing customer/client service and work effectively with others

selecting and using appropriate workplace colloquial and technical language and communication technologies in the workplace context

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at the registered training organisation, and/or

in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Work may be conducted in:	a range of work environments by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Work may be conducted in:	limited or restricted spaces exposed conditions controlled or open environments
Cargo may include:	goods with specialist requirements, including temperature controlled goods and dangerous goods personal effects consignments imported/exported by parcels post consignments imported/exported by air freight consignments imported/exported by sea freight wildlife or wildlife products (living or non-living) goods with specialist requirements, including temperature controlled goods and dangerous goods
Hazards in the work area may include exposure to:	chemicals dangerous or hazardous substances movements of equipment, goods and materials
Consultative processes may involve:	other employees and supervisors suppliers, customers and clients relevant authorities and institutions management and union representatives

Communication in the work area may include:

industrial relations and OH&S specialists
other maintenance, professional or technical staff
phone
electronic data interchange (EDI)
fax
email
internet
radio
oral, aural or signed communications

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

company procedures
enterprise procedures
organisational procedures
established procedures

Information/documents may include:

goods identification numbers and codes
manifests, barcodes, and container identification/serial number
relevant Customs legislation, related legislation including quarantine legislation, environment and conservation legislation and Australian and international codes of practice and regulations relevant to import/export of cargo
Australian and international standards, regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
dangerous goods declarations and material safety data sheets (MSDSs) (where applicable)
packing declaration
timber treatment certificates
cleanliness certificate
handling instructions for cargo (especially for dangerous goods or temperature controlled goods)
commercial invoices

packing lists
air waybill (AWB)
certificates of origin
bills of lading (B/L) or sea waybills
certificates of marine insurance, other insurance certificates
quarantine treatment certificate
transportation and warehousing instructions
permits from regulatory bodies (Australian and international)
financial documentation
other documents specific to goods, country of origin/destination
operations manuals, job specifications and induction documentation
manufacturers specifications for equipment
workplace procedures and policies
supplier and/or client instructions
award, enterprise bargaining agreement, other industrial arrangements
relevant Australian Standards and certification requirements
quality assurance procedures
emergency procedures

Applicable regulations and legislation may include:

relevant Customs and related legislation, including taxation legislation
relevant standards and codes for the import/export of cargo
quarantine legislation
Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
Australian and International Dangerous Goods Codes
Australian Marine Orders and the International Maritime Dangerous Goods

Code

IATA Dangerous Goods by Air regulations

Australian and International Explosives

Codes

workplace relations regulations

equal opportunity legislation

equal employment opportunity and
affirmative action legislation**Unit Sector(s)**

Not applicable.

Competency Field

A - Handling Cargo/Stock