



Australian Government

Department of Education, Employment and Workplace Relations

TLIE1407C Compile and process export documentation

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to compile and process export documentation including assessing cargo for transport, preparing regulatory and commercial documentation, preparing transport documentation, and coordinating documentation in accordance with requirements.

Application of the Unit

Work must be carried out in compliance with the relevant codes of practice and regulations for the export of freight.

Work is performed under general supervision. It involves the application of routine principles and procedures to compile and process export documentation.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

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 Assess cargo for transport	1.1 Cargo for export is assessed in terms of commodity type and size, fair market value, shipping method, classification and conformity to domestic and foreign export/import requirements 1.2 Customer is advised of discrepancies/anomalies and procedures for rectification in accordance with workplace procedures
2 Prepare regulatory and commercial documentation	2.1 Export packing lists are prepared from shipper's instructions including information regarding identifying marks and numbers, weights and measurements and package details 2.2 Commercial documents, including invoices, banking and insurance requirements, are processed/prepared in accordance with regulatory and workplace procedures 2.3 Lodgement instructions, where applicable, are prepared for forwarding to banking institutions 2.4 Regulatory requirements are generated as required
3 Prepare transport documentation	3.1 Interim receipt/forwarding instructions are processed in accordance with shipping line requirements and workplace procedures 3.2 Bill of lading/airway bills are obtained from shipping agent/company and processed in accordance with workplace procedures 3.3 Additional transport documentation for export is generated/processed as required
4 Coordinate documentation requirements	4.1 Documentation is collated and checked to ensure it is complete and accurate 4.2 Procedures for the lodgement of documents, including destination points and required timeframes, are recorded 4.3 Export documentation is forwarded in accordance

with workplace procedures and export schedule

4.4 Documents are filed/stored in accordance with 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:

Relevant agreements, codes of practice and legislative requirements including Australian Dangerous Goods Code and local and international freight regulations

Relevant OH&S and environmental procedures and regulations

Workplace procedures for the compilation and processing of export documentation

Contacts and sources of information/documentation needed when compiling and processing export documentation

Customer service policies and procedures

Documentation requirements of banking institutions, governments and insurance companies

Required skills:

Communicate effectively with others when compiling and processing export documentation

Read and interpret instructions, procedures, information and labels relevant to the compilation and processing of export documentation

Identify, read and interpret the various types of export documentation and their appropriate usage

Interpret and follow operational instructions and prioritise work

Complete and process export documentation

Use relevant communications equipment when organising the international transport of freight

Use relevant computerised systems for communication and document generation

Work collaboratively with others when compiling and processing 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 that may arise when compiling and processing export documentation in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unanticipated situations that may occur when compiling and processing export documentation

Monitor work activities in terms of planned schedule

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

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

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

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 applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

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.

Organisational activities may cover:	movement of equipment, goods, materials and various forms of freight transport may be conducted by day or night
Customers may be:	internal or external
Requirements for work may include:	site restrictions and procedures relevant domestic and international regulations specified loading operations communications equipment hours of operation authorities and permits incident/accident breakdown procedures
Transport documentation for export may include:	bill of lading airway bills export wharfage quarantine documentation parcel post receipt commerce markings
Regulatory requirements may involve:	export permits and clearances goods certificates financial duties
Forms of transport may include:	road rail sea air multi-modal
Forms of documentation include:	packing specifications and lists manifests

	invoices
	drafts
	instructions
	letters
Consultative processes may involve:	other employees and supervisors
	suppliers, potential customers and existing clients
	relevant authorities
	shipping lines
	banking institutions
	other agencies
	management and union representatives
	OH&S specialists
	other maintenance, professional or technical staff
Communications systems may involve:	telephone
	fax
	email
	electronic data transfer of information (EDI)
	mail
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures
	workplace procedures
	organisational procedures
	established procedures
Documentation/records may include:	operations manuals, job specifications and procedures and induction documentation
	competency standards and training materials
	manufacturers/client specifications, instructions and labelling advice including material safety data sheets
	workplace operating procedures and policies
	supplier and/or client instructions
	Australian and international standards, criteria and certification requirements

Applicable regulations and legislation may include:

communications technology equipment, oral, aural or signed communications

OH&S procedures

quality assurance procedures

emergency procedures

international transport regulations, codes and procedures

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

regulations and codes of practice for the import and export of cargo

relevant Australian and international standards and certification requirements

relevant state/territory OH&S legislation

relevant state/territory environmental protection legislation

other regulations and legislative requirements pertaining to embargos, tariffs, quotas and prohibited goods

Unit Sector(s)

Not applicable.

Competency Field

E - Communication and Calculation