



Australian Government

Department of Education, Employment and Workplace Relations

TLIA4033A Organise international transport of freight

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to organise the international transport of freight, including confirming customer requirements, organising freight arrangements and communicating with shipping agents and authorities. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

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

It is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

Work involves the application of routine principles and procedures to organise the international transport of freight.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills 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

ELEMENT	PERFORMANCE CRITERIA
1 Confirm customer requirements	1.1 Customer requirements for the movement of cargo in terms of the nature of goods, the countries of origin and destination, the timescales for collection and delivery and the estimated budget for the transaction are confirmed 1.2 Customer priorities for the shipment are confirmed 1.3 Decisions on possible routes, taking into account known variables, are undertaken
2 Organise freight arrangements	2.1 International regulations, codes of practice for the transport of freight are confirmed 2.2 Work processes are planned to meet agreed timelines 2.3 Transport modes (including multi-modal options) are matched to customer requirements, freight type and delivery times 2.4 Availability of selected carrier(s) is checked including modes of transport, scheduled departure dates and times, transfer times and costs for each stage of shipment 2.5 Arrangements are made to consolidate freight, where appropriate 2.6 Freight carrier(s) booking(s) are confirmed 2.7 Transport of freight to selected international carrier is organised
3 Communicate with shipping agents and authorities	3.1 Freight documentation is checked for accuracy and forwarded as appropriate to shipping agents and authorities 3.2 Confirmation of despatch of freight from international carrier is obtained 3.3 Arrival of cargo at port of entry is confirmed 3.4 Acceptance of freight documentation is confirmed 3.5 Payments are authorised 3.6 Cargo is on-forwarded from point of entry, where required 3.7 Customer is advised that freight has been forwarded to point of destination

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 codes of practice and legislative requirements including local and international

REQUIRED KNOWLEDGE AND SKILLS

freight regulations

- Relevant OH&S and environmental procedures and regulations
- Procedures for the interpretation of client requirements
- Procedures for the identification and evaluation of information needed to organise the international transport of freight
- Procedures for calculating volumes and dimensions
- Procedures for reviewing transport options and availability of carriers
- Procedures for liaising with Australian and international contacts using appropriate technology
- Procedures for completing consignment documentation
- Problems that may occur when organising the international transport of freight and appropriate action that can be taken
- Contacts and sources of information/documentation needed when organising the international transport of freight
- Customer service policies and procedures

Required skills:

- Communicate effectively with others when organising the international transport of freight
- Read and interpret instructions, procedures and labels relevant to the international transport of freight
- Complete documentation related to the organisation of the international transport of freight
- Work collaboratively with others when organising the international transport of freight
- 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 organising the international transport of freight in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events
- 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
- Use relevant communication and computer equipment and systems when organising the international transport of freight
- Operate and adapt to differences in equipment in accordance with standard operating procedures

Evidence Guide

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/or 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 equipment, and
 - 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 activities in an appropriately simulated environment 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 • various forms of freight transport
Requirements for work may include:	• freight forwarding protocols and procedures • communications equipment • workplace operations • authorities and permits • hours of operation • relevant regulations
Information needed to organise the international transport of freight may include:	• type, capacity and compatibility of cargo • agreed delivery times and routing schedules • pick-up and drop-off points • specified carrier/mode of transport • agreed cost structure
Forms of transport may include:	• road • rail • sea • air • local courier
Consultative processes may involve:	• international and domestic agents, suppliers and clients • relevant authorities and institutions • other employees and supervisors • management • OH&S specialists • other professional or technical staff
Communications systems may involve:	• telephone • fax • email • electronic data transfer of information • mail
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	• company procedures • enterprise procedures • organisational procedures • established procedures
Documentation/records may	• Australian and international codes of practice and regulations relevant to the international transport of freight

RANGE STATEMENT

include:

- operations manuals, job specifications and procedures and induction documentation
- Safe Working Limits (SWL) and Working Load Limits (WLL) of transport options
- workplace operating procedures and policies
- supplier and/or client instructions
- Australian and International standards, criteria and certification requirements
- communications technology equipment, oral, aural or signed communications
- quality assurance procedures
- emergency procedures
- relevant competency standards and training materials

Applicable procedures and codes may include:

- regulations and codes of practice for the international transport of freight
- 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
- relevant regulations for the import and export of cargo
- Australian and international standards and certification requirements
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

A - Handling Cargo/Stock