



Australian Government

Department of Education, Employment and Workplace Relations

TLIE2014A Compile and process export documentation

Release: 1

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Modification History

Not Applicable

Unit Descriptor

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. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work must be 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

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 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:

REQUIRED KNOWLEDGE AND SKILLS

- 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

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

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

RANGE STATEMENT

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| | <ul style="list-style-type: none">• other agencies• management and union representatives• OH&S specialists• other maintenance, professional or technical staff |
| Communications systems may involve: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• company procedures• workplace procedures• organisational procedures• established procedures |
| Documentation/records may include: | <ul style="list-style-type: none">• 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• communications technology equipment, oral, aural or signed communications• OH&S procedures• quality assurance procedures• emergency procedures |
| Applicable regulations and legislation may include: | <ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• 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 |

RANGE STATEMENT

- 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

Competency Field E - Communication and Calculation