



Australian Government

Department of Education, Employment and Workplace Relations

TLIR4012A Conduct international purchasing

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to conduct international purchasing and includes sourcing potential suppliers, inviting offers, evaluating the offers received, preparing recommendations and contracting the successful supplier. It also covers arranging importation of the goods, including satisfying regulatory requirements, arranging required payments, and ensuring all contractual obligations are met. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work may be undertaken in various contexts within the transport and distribution industry.

The unit generally applies to those who provide leadership of others individually or in teams.

This unit is normally packaged at AQF IV or above.

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 Source international suppliers	1.1 Goods to be purchased internationally are identified 1.2 Potential sources of supply are researched from relevant information sources 1.3 Market structures for proposed purchases are examined 1.4 Regulations governing international purchasing are determined 1.5 Potential sources of supply are identified from research 1.6 Assistance and clarification is sought, as required, to determine and apply workplace policies and procedures and regulations governing international purchasing of specified goods
2 Prepare invitations to offer for imported goods	2.1 Specifications of requirements for international purchasing of specified goods are obtained from relevant personnel and clarified, as required 2.2 Purchasing strategy most appropriate to the proposed purchase is selected 2.3 Invitations to offer are developed and documented 2.4 Invitations to offer are checked for compliance with regulations, organisation's policies and procedures and description of required goods 2.5 Criteria for evaluating offers are developed and documented and approval is sought and obtained for the documented criteria 2.6 Approval is sought for issuance of invitations to offer prior to issuance to prospective suppliers
3 Prepare recommendations in response to offers	3.1 Offer documents are received from suppliers 3.2 Offer documents are assessed against documented criteria and requirements of purchasing strategies 3.3 Further information is sought from suppliers, as required, to clarify offers 3.4 Offers are evaluated against purchasing criteria 3.5 Preferred offer is selected and recommendation made for approval by relevant personnel 3.6 Approval is obtained for recommended offers
4 Action successful offers	4.1 Contract with successful supplier is drafted 4.2 Legal expertise is accessed to ensure legality of contract agreements 4.3 Contract is issued in accordance with approval received 4.4 Unsuccessful offers are informed of outcome of evaluation process
5 Arrange importation of goods	5.1 Risks in ownership and transport of goods from point of delivery to final destination are assessed

ELEMENT	PERFORMANCE CRITERIA
6 Arrange provision of foreign currency payments and ensure all contractual obligations are satisfied	5.2 Relevant insurance cover is arranged
	5.3 Agents are sourced as required to arrange inspection, packing, transport, importation, customs clearance and delivery of goods into store
	5.4 Statutory and regulatory requirements including fumigation and export/import controls are satisfied
	5.5 Supply and logistics channels are managed to ensure delivery of goods is achieved satisfactorily and within designated timelines
	6.1 Advice is obtained on payment strategy to be followed
	6.2 Arrangements are made to initiate currency hedging, letter of credit or payment by direct cheque in accordance with advice received
	6.3 Payments are authorised at appropriate times
	6.4 Actions are taken to ensure that any non-compliance with contractual conditions and specifications is rectified

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Legislation, codes of practice and national standards, for example Australian Customs Act, Trade Practices Act, law of contracts, quarantine legislation, relevant other government and international legislation relating to restrictions and prohibitions on imports
- Relevant OH&S and environmental procedures and regulations
- Organisation's policies and procedures for international purchasing
- Sources of information and assistance external to organisation, for example regulatory authorities such as Australian Custom Service (ACS) and Australian Quarantine Inspection Service (AQIS), customs brokers, Austrade, state/territory government departments or agencies, chambers of commerce
- Methods of payment applicable to international purchasing
- Relevant insurance brokers and available types of policies to cover identified risks
- Agencies involved in importation arrangements such as customs brokers, freight forwarders, logistics and transport companies and consultants
- Requirements for completing relevant documentation
- Code of practice for working collaboratively with others
- Steps involved in planning the work activities

REQUIRED KNOWLEDGE AND SKILLS

- Procedures for managing and controlling hazardous situations when carrying out work activities
- Sources of information on differences in equipment and related standard operating and servicing procedures

Required skills:

- Communicate effectively with others when completing work activities, including written and verbal communication skills for developing and documenting invitations to offer
- Read and interpret instructions, procedures, information and signs relevant to work activities
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to work activities
- Operate electronic communication equipment to required protocol
- Work collaboratively with others
- Manage tasks across cultural and geographic barriers
- Assess and manage risks as appropriate to work tasks
- Promptly report and/or rectify any identified problems in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Modify activities depending on differing operational contingencies, risk situations and environments
- Monitor work activities in terms of planned schedule
- Work systematically to timelines and with required attention to detail and accuracy
- Behave ethically and with probity in all aspects of work activities and adhere to industry and organisational codes of conduct

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

- 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

EVIDENCE GUIDE

unit

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.

Information sources may include:

- trade or industry publications
- Austrade and state/territory government departments or agencies and chambers of commerce
- existing databases of suppliers

RANGE STATEMENT

Assistance and clarification may be sought from:	• international branches and affiliates of organisation • catalogues and directories • internet • manager or other personnel within the organisation • external parties, for example, regulatory authorities such as Australian Customs Service (ACS), Australian Quarantine Inspection Service (AQIS), customs brokers and Austrade
Specifications may include:	• technical descriptions of goods to be purchased • relevant quality parameters for goods • size, capacity and volume of individual items • quantities required • indications of price range to be paid • designated timelines • packaging requirements
Criteria for evaluating offers may include:	• any preferences for country of origin • cost structure • quality parameters • value adding offered by suppliers including technical support and guarantees • availability and ability to meet designated timelines • clarity of offer
Approval may be sought and obtained from:	• own manager • purchasing manager
Specialist expertise may include:	• expertise within organisation • regulatory bodies such as AQIS and ACS • customs brokers, freight forwarders, logistics and transport companies and consultants
Agents include:	• customs brokers • freight forwarders • logistics and transport companies • consultants
Actions may include:	• referral to more senior personnel within organisation, regulatory bodies and agents involved in arranging importation of goods • imposition of fines or penalties • interventions by self
Communication in the work area may include:	• phone • electronic data interchange (EDI) • fax

RANGE STATEMENT

Depending on the organisation concerned, workplace procedures may be called:	• email • internet • RF systems • oral, aural or signed communications • standard operating procedures (SOPs) • company procedures • enterprise procedures • organisational procedures • established procedures
Documentation and records may include:	• organisation's policies, procedures, strategies, methods and instructions relevant to purchasing in an international context • lists of relevant personnel to consult • proformas and instructions used when preparing invitations to offer • quality assurance procedures • technical instructions
Applicable legislation and regulations may include:	• legislation, codes of practice and national standards, for example: • Australian Customs Act • quarantine legislation • other Australian legislation relating to restrictions and prohibitions on imports

Unit Sector(s)

Not Applicable

Competency Field

Competency Field	R - Contract Procurement
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