

# **TLIA5035 Manage international freight transfer**

## **Modification History**

**Release 2.** This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor statement changes in Performance Criteria
- Minor statement changes in Performance Evidence
- Minor statement changes in Knowledge Evidence
- Minor statement changes in Assessment Conditions.

**Release 1.** This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## **Application**

This unit involves the skills and knowledge required to plan and manage international freight transfer according to relevant regulatory requirements and workplace procedures, including dangerous goods systems and dangerous goods regulation requirements.

It includes analysing freight transfer requirements, planning and establishing processes, monitoring and coordinating systems and processes for international freight transfer and completing all required documentation.

Work is carried out under general guidance. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes.

The unit generally applies to those with responsibility for resource coordination and allocation, who lead individuals or teams.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## **Pre-requisite Unit**

Not applicable.

## **Competency Field**

A – Handling Cargo/Stock

## **Unit Sector**

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### **1 Analyse freight transfer requirements**

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1** Australian and international codes and regulations, and workplace policies for international freight transfer are identified
- 1.2** Information on current and potential customers, and their international freight requirements is obtained and analysed in accordance with workplace procedures
- 1.3** Special characteristics and customer requirements for the types of freight to be transferred are identified, interpreted and considered in accordance with workplace procedures
- 1.4** Appropriate options for international freight transfer are evaluated in terms of identified special requirements, customer need and relevant regulatory requirements, including Australian and international codes for the transfer of dangerous goods and hazardous substances
- 1.5** Selected options for freight transfer arrangements are documented in accordance with workplace policy and related regulations
- 2.1** Workplace policies and mission statement are interpreted to define the process requirements for international freight transfer
- 2.2** Appropriate systems are evaluated and established and/or coordinated to facilitate the organisation of international freight transfer, including suitable risk analysis
- 2.3** Human resources needed to organise international freight transfer are identified and documented
- 2.4** Action is initiated to ensure staff are assigned, recruited and/or trained in accordance with identified human resource requirements
- 2.5** Office, computer and communications equipment are identified and actions are initiated for appropriate assignment or procurements

#### **2 Plan systems and processes for international freight transfer**

- |          |  |   |
|----------|--|---|
|          | <b>2.6</b>   | Quality standards and procedures for proposed international freight transfer processes are documented and/or updated in accordance with workplace procedures  |
| <b>3</b> | <b>Monitor and coordinate systems and processes for international freight transfer</b> |   |
|          | <b>3.1</b>   | International freight forwarding operations are monitored against identified quality standards and for compliance with Australian and international regulatory requirements   |
|          | <b>3.2</b>   | Non-compliance with quality standards or regulatory requirements is identified and appropriate actions are initiated to report or rectify in accordance with workplace procedures   |
|          | <b>3.3</b>   | Customer satisfaction with international freight transfer services is monitored in accordance with workplace procedures   |
|          | <b>3.4</b>   | Customer concerns and suggestions for service improvements are actioned in accordance with workplace procedures   |
|          | <b>3.5</b>   | Reports and documentation related to international freight transfer operations are completed and referred to relevant personnel in accordance with workplace procedures   |
|          | <b>3.6</b>   | Australian and international regulations and codes of practice relevant to international freight transfer are monitored and appropriate actions are initiated to ensure ongoing compliance of workplace processes and systems |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to TLIA5035A Manage international freight transfer.

## Links

TLI Transport and Logistics Training Package Companion Volume Implementation Guide at:  
[sector webpage link here]

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# Assessment Requirements for TLIA5035 Manage international freight transfer

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## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required actions to minimise, control or eliminate hazards that may exist during work activities
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when managing international freight transfer operations
- completing documentation related to managing international freight transfer operations
- maintaining workplace records and documentation when managing international freight transfer operations
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in freight and systems in accordance with operating procedures
- planning and organising systems and activities when managing international freight transfer operations
- providing leadership to others when managing international freight transfer operations
- reading and interpreting instructions, procedures, information and labels relevant to managing international freight transfer operations
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- selecting and applying appropriate technology, information systems and procedures when managing international freight transfer operations
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- application of relevant Australian Standards and associated certification requirements
- contacts and sources of information/documentation needed when managing international freight transfer systems
- operational requirements for the safe transfer and storage of dangerous goods and hazardous substances
- procedures for:
  - establishing and monitoring suitable international freight transfer operations
  - identifying and evaluating information needed to manage the international transfer of freight
  - identifying and interpreting requirements of current and potential clients
  - liaising with relevant Australian and international contacts using appropriate technology
  - reviewing options for international freight transfer systems
  - workplace documentation applicable to the international transfer of freight
- relevant Australian and international regulations, codes of practice and legislative requirements including local and international freight regulations
- relevant dangerous goods systems and dangerous goods regulation requirements
- relevant permit and licence requirements.

## Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

## Links

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