

**Requirements for Recognition of Prior Learning  
Import and Export Industry**

Cluster Code	QF Level	Cluster Title	Years of Working Experience and relevant experience	UoC Code	Units of Competency (UoC)	Credit	Assessment Method	Assessment Fee
<b>1. Finance</b>								
IE101LAS	4	Financial Management	Six years experience in import & export industry, of which not less than three years in financial management	105225L4	Monitor budgets	5	Interview & Written Test	\$1,200
				105226L4	Review budgets	4		
				105230L4	Plan resource requirements	4		
				105223L4	Manage financial plans	6		
				105292L4	Monitor international business performance	6		
				105181L3	Use financial statements to understand business operations	3		
IE102LAS	4	Financial Planning	Six years experience in import & export industry, of which not less than three years in financial planning	105224L4	Provide accurate estimates to develop budgets	6	Interview & Written Test	\$1,200
				105223L4	Manage financial plans	6		
				105227L4	Compile financial reports	5		
				105228L4	Conduct financial feasibility analysis	6		
				105229L4	Provide business advice on taxes and duties for international trade	5		
				105292L4	Monitor international business performance	6		
IE103LAS	4	Cost Control	Six years experience in import & export industry, of which not less than three years in product cost control	105231L4	Identify cost of products	4	Interview & Written Test	\$1,200
				105232L4	Execute costing in import and export	4		
				105215L3	Carry out freight cost calculations	3		
				105233L4	Master cost and price estimation of new products	6		
				105234L4	Manage cost deviation	5		
				105235L4	Conduct profit and cost analysis	6		
				105236L4	Conduct cost review upon project completion	4		
IE104L3S	3	Commercial Trading	Five years experience in import & export industry, of which not less than two years in trading operations	105167L2	Handle trading and shipping documents	4	Written Test	\$550
				105189L3	Carry out stock-taking	4		
				105182L3	Handle petty cash	2		
				105183L3	Handle trading payments	4		
				105184L3	Handle commercial invoices and receipt of payments	4		
<b>2. Warehousing and Logistics</b>								
IE201LAS	4	Warehouse Management	Six years experience in import & export industry, of which not less than three years in warehouse management	105239L4	Plan and design inventory control procedures	5	Interview & Written Test	\$1,200
				105240L4	Review inventory plans	4		
				105189L3	Carry out stock-taking	4		
				105246L4	Monitor warehouse operations	4		
				105186L3	Determine goods storage locations	3		
IE202L3S	3	Inventory Operations	Five years experience in import & export industry, of which not less than two years in inventory operations	105247L4	Organise goods operations	3	Written Test	\$550
				105192L3	Co-ordinate goods loading/unloading operations	2		
				105194L3	Co-ordinate warehouse operations	3		
				105195L3	Co-ordinate fleet operations	4		
				105190L3	Implement integrated logistics support	3		
				105197L3	Implement emergency response procedures	3		
IE203L3S	3	Warehouse Operations	Five years experience in import & export industry, of which not less than	105185L3	Conduct goods receipt	3	Written Test	\$550
				105186L3	Determine goods storage locations	3		
				105187L3	Execute goods labelling and packaging	4		

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IE205L2S	3	Warehouse Operations	Of which not less than two years in warehouse operations	105191L3	Use basic statistics in workplace	2	Written Test	\$550
				105193L3	Complete documentation in compliance with regulatory requirements	2		
				105196L3	Organise goods receipt/dispatch/export	5		
IE204L3S	3	Logistics Security	Five years experience in import & export industry, of which not less than two years in logistics security operations	105171L2	Implement goods security operations	4	Written Test	\$550
				LOCUSS301A	Apply security technology to help handle cargo transport security matters	6		
				LOGSS301A	Implement sea freight security plan	9		
				LOAFSS301A	Implement air freight security control procedures	9		
				LOCUSS305A	Implement workplace security procedures	3		
IE205L4S	4	Goods Management	Six years experience in import & export industry, of which not less than three years in goods management	105241L4	Ascertain customer transport requirements	3	Written Test	\$550
				105242L4	Assess the logistics needs of different import/export transport modes	5		
				105243L4	Develop integrated logistics support plans	6		
				105244L4	Monitor performance of logistics service providers	4		
				105245L4	Apply quarantine procedures	4		
IE206L2S	2	Goods Handling	Three years experience in import & export industry, of which not less than one year in goods handling	105174L2	Handle electronic documents	3	Written Test	\$550
				105169L2	Perform stock control procedures	4		
				105170L2	Carry out delivery operations	4		
				105171L2	Implement goods security operations	4		
				105187L3	Execute goods labelling and packaging	4		
IE207L1S	1	General Technique (Goods Handling)	One year experience in import & export industry	105165L1	Understand import and export terminologies	3	Written Test	\$550
				105164L1	Arrange goods deliveries	3		
				105180L2	Complete various kinds of computerised freight document templates	3		
IE208L1S	1	General Competencies (Supporting and Ancillary Services)	One year experience in import & export industry	105180L2	Complete various kinds of computerised freight document templates	3	Written Test	\$550
				LOGGCN101A	Apply basic knowledge of container	3		
				LOAFCN101A	Use air freight terms, codes and abbreviations	3		
				LOSAOM101A	Understand logistics and supporting service terminologies	3		
				LOGGCN102A	Understand logistics and sea freight terminology	6		
IE209L4S	4	Dangerous Goods/Hazardous Substances Management	Six years experience in import & export industry, of which not less than three years in dangerous goods/hazardous substances management	105237L4	Establish and implement storage procedures for dangerous goods/hazardous substances	5	Interview & Written Test	\$1,200
				105238L4	Implement freight safety standards for dangerous goods/hazardous substances	4		
				105248L4	Manage security of assets and facilities	4		
				105188L3	Handle dangerous goods/hazardous substances	4		
				105168L2	Identify and label explosive and dangerous goods	4		
IE210L2S	2	Air Freight Dangerous Goods/Hazardous Substances Handling	Three years experience in import & export industry, of which not less than one year in handling dangerous goods/hazardous substances	LOCUSS204A	Understand dangerous goods and their characteristics	3	Written Test	\$550
				105168L2	Identify and label explosive and dangerous goods	4		
				LOWHCT204A	Prepare for transport of dangerous goods	3		
				LOCUCT301A	Load and unload explosive and dangerous goods	3		
				105188L3	Handle dangerous goods/hazardous substances	4		

IE211L2S	2	Sea Freight Dangerous Goods/Hazardous Substances Handling	Three years experience in import & export industry, of which not less than one year in handling dangerous goods/hazardous substances	LOCUSS204A	Understand dangerous goods and their characteristics	3	Written Test	\$550
				105168L2	Identify and label explosive and dangerous goods	4		
				LOWHCT204A	Prepare for transport of dangerous goods	3		
				LOCUCT301A	Load and unload explosive and dangerous goods	3		
				105188L3	Handle dangerous goods/hazardous substances	4		
			Three years experience	LOCUSS204A	Understand dangerous goods and their characteristics	3		

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IE212L2S	2	Land Transport Dangerous Goods/Hazardous Substances Handling	in import & export industry, of which not less than one year in handling dangerous goods/hazardous substances	105168L2	Identify and label explosive and dangerous goods	4	Written Test	\$550
				LOWHCT204A	Prepare for transport of dangerous goods	3		
				LOCUCT301A	Load and unload explosive and dangerous goods	3		
				105188L3	Handle dangerous goods/hazardous substances	4		
IE213L2S	2	Warehouse Dangerous Goods/Hazardous Substances Handling	Three years experience in import & export industry, of which not less than one year in handling dangerous goods/hazardous substances	LOCUSS204A	Understand dangerous goods and their characteristics	3	Written Test	\$550
				105168L2	Identify and label explosive and dangerous goods	4		
				LOWHCT204A	Prepare for transport of dangerous goods	3		
				LOCUCT301A	Load and unload explosive and dangerous goods	3		
				105188L3	Handle dangerous goods/hazardous substances	4		
IE214L2S	2	E-logistics (Application)	Three years experience in import & export industry, of which not less than one year in e-logistics work	LOCUEL210A	Implement e-logistics websites maintenance	3	Written Test	\$550
				105174L2	Handle electronic documents	3		
				LOCUEL212A	Execute security works for electronic documents	3		
				LOCUEL213A	Apply electronic devices on cargo identifications	3		
				LOCUEL214A	Implement e-platform operations in logistics	3		

**3. Sales and Merchandising**

IE301L3S	3	Product Design I	Five years experience in import & export industry, of which not less than two years in product design	105202L3	Display products and samples	2	Written Test	\$550
				105204L3	Prepare proposals on product design projects	2		
				105205L3	Develop product specification and product sample	4		
				105266L4	Provide recommendations to enhance or develop products	4		
IE302L4S	4	Product Design II	Six years experience in import & export industry, of which not less than three years in product design	105264L4	Develop product knowledge	3	Interview & Written Test	\$1,200
				105268L4	Undertake design duties	7		
				105271L4	Apply and comply with intellectual property	5		
				105272L4	Enhance the appearance and structure of products	6		
				105270L4	Co-ordinate manufacturing and design	5		
IE303L4S	4	Product Management I	Six years experience in import & export industry, of which not less than three years in product management	105203L3	Issue product design briefs	2	Interview & Written Test	\$1,200
				105263L4	Conduct product presentation	3		
				105265L4	Assess product performance	5		
				105267L4	Formulate product development plans	5		
				105269L4	Determine market acceptance	5		
				105206L3	Produce quality control reports	3		
				105297L4	Compile claims reports	5		
				105320L5	Develop products	8		

IE304L4S	4	Product Management II	Six years experience in import & export industry, of which not less than three years in product management	105273L4	Formulate production plans	5	Interview & Written Test	\$1,200
				105204L3	Prepare proposals on product design projects	2		
				105266L4	Provide recommendations to enhance or develop products	4		
				105274L4	Manage production	6		
				105316L5	Conduct marketing research	9		
IE305L4S	4	Contract Management	Six years experience in import & export industry, of which not less than three years in contract management	105280L4	Prepare contracts	6	Interview & Written Test	\$1,200
				105281L4	Monitor contracts	6		
				105282L4	Renew, terminate, and conclude contracts	6		
				105321L5	Conduct contract negotiation	6		

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IE306L3S	3	Product Promotion	Five years experience in import & export industry, of which not less than two years in product promotion	105202L3	Display products and samples	2	Written Test	\$550
				105207L3	Perform selling of products	3		
				105263L4	Conduct product presentation	3		
				105165L1	Understand import and export terminologies	3		
IE307L4S	4	Marketing Planning	Six years experience in import & export industry, of which not less than three years in marketing planning	105253L4	Implement marketing strategies	4	Interview & Written Test	\$1,200
				105255L4	Implement marketing plans	4		
				105256L4	Design marketing channels	5		
				105258L4	Use of brand-building tools	5		
				105261L4	Formulate plan for exhibitions	5		
				105262L4	Develop and implement promotion plans	6		
IE308L4S	4	Product Marketing Management	Six years experience in import & export industry, of which not less than three years in product marketing management	105204L3	Prepare proposals on product design projects	2	Interview & Written Test	\$1,200
				105263L4	Conduct product presentation	3		
				105264L4	Develop product knowledge	3		
				105265L4	Assess product performance	5		
				105266L4	Provide recommendations to enhance or develop products	4		
				105269L4	Determine market acceptance	5		
IE309L4S	4	Marketing Management I	Six years experience in import & export industry, of which not less than three years in marketing management	105280L4	Prepare contracts	6	Interview & Written Test	\$1,200
				105293L4	Design export tactics	6		
				105316L5	Conduct marketing research	9		
				105319L5	Select brand extension strategies	7		
				105317L5	Formulate marketing strategies	8		
				105250L4	Manage customer service	6		
				105252L4	Review quality of customer service	5		
				105277L4	Formulate sales estimates of products	4		
IE310L4S	4	Marketing Management II	Six years experience in import & export industry, of which not less than three years in marketing management	105207L3	Perform selling of products	3	Interview & Written Test	\$1,200
				105267L4	Formulate product development plans	5		
				105278L4	Manage sales teams	6		
				105279L4	Train sales teams	5		
				105318L5	Make branding decisions	7		
				105320L5	Develop products	8		
IE311L4S	4	Strategic Marketing Management	Six years experience in import & export industry, of which not less than three years in strategic marketing management	105254L4	Develop marketing plans	5	Interview & Written Test	\$1,200
				105256L4	Design marketing channels	5		
				105257L4	Manage distribution channels	6		
				105262L4	Develop and implement promotion plans	6		
				105208L3	Develop sales plans	3		
				105317L5	Formulate marketing strategies	8		
IE312L3S	3	Customer Services	Five years experience in import & export industry, of which not less than two years in customer services	105165L1	Understand import and export terminologies	3	Written Test	\$550
				105198L3	Provide customer service	2		
				105249L4	Develop relationship with customers	4		
				105251L4	Handle complaints on product and service quality	3		
				105172L2	Update customers with latest company news	3		
			Three years experience	105167L2	Handle trading and shipping documents	4		

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IE313L2S	2	Sales Support	Three years experience in import & export industry, of which not less than one year in sales support	105172L2	Update customers with latest company news	3	Written Test	\$550
				105180L2	Complete various kinds of computerised freight document templates	3		
				105280L4	Prepare contracts	6		
IE314L4S	4	Sales Operations	Six years experience in import & export industry, of which not less than three years in sales operations	105207L3	Perform selling of products	3	Interview & Written Test	\$1,200
				105253L4	Implement marketing strategies	4		
				105255L4	Implement marketing plans	4		
				105264L4	Develop product knowledge	3		
				105276L4	Implement product recalls	4		
IE315L4S	4	Sales Management I	Six years experience in import & export industry, of which not less than three years in sales management	105250L4	Manage customer service	6	Interview & Written Test	\$1,200
				105252L4	Review quality of customer service	5		
				105266L4	Provide recommendations to enhance or develop products	4		
				105278L4	Manage sales teams	6		
				105279L4	Train sales teams	5		
IE316L4S	4	Sales Management II	Six years experience in import & export industry, of which not less than three years in sales management	105258L4	Use of brand-building tools	5	Interview & Written Test	\$1,200
				105261L4	Formulate plan for exhibitions	5		
				105265L4	Assess product performance	5		
				105269L4	Determine market acceptance	5		
				105293L4	Design export tactics	6		
				105318L5	Make branding decisions	7		
IE317L3S	3	Sales Administration I	Five years experience in import & export industry, of which not less than two years in sales administration	105201L3	Review insurance policy in international trade	4	Written Test	\$550
				105210L3	Verify insurance certificates and policies or related documents	3		
				105259L4	Select export facilities and services	3		
				105260L4	Select import facilities and services	3		

IE318L4S	4	Sales Administration II	Six years experience in import & export industry, of which not less than three years in sales administration	105199L3	Review shipping and payment terms in international trade	4	Interview & Written Test	\$1,200
				105200L3	Evaluate on the use of export credit insurance	4		
				105275L4	Manage product claim and rejection	4		
				105281L4	Monitor contracts	6		
				105297L4	Compile claims reports	5		
				105316L5	Conduct marketing research	9		
IE319L2S	2	Merchandising Support	Three years experience in import & export industry, of which not less than one year in merchandising support	105165L1	Understand import and export terminologies	3	Written Test	\$550
				105167L2	Handle trading and shipping documents	4		
				105177L2	Compile transport documents	3		
				105180L2	Complete various kinds of computerised freight document templates	3		
				105169L2	Perform stock control procedures	4		
IE320L4S	4	Merchandising Operations I	Six years experience in import & export industry, of which not less than three years in merchandising	105210L3	Verify insurance certificates and policies or related documents	3	Interview & Written Test	\$1,200
				105259L4	Select export facilities and services	3		
				105260L4	Select import facilities and services	3		

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			operations	105284L4	Develop relationships with suppliers	4		
IE321L4S	4	Merchandising Operations II	Six years experience in import & export industry, of which not less than three years in merchandising operations	105167L2	Handle trading and shipping documents	4	Interview & Written Test	\$1,200
				105205L3	Develop product specification and product sample	4		
				105275L4	Manage product claim and rejection	4		
				105276L4	Implement product recalls	4		
				105280L4	Prepare contracts	6		
				105281L4	Monitor contracts	6		
				105297L4	Compile claims reports	5		
IE322L4S	4	Merchandising Operations III	Six years experience in import & export industry, of which not less than three years in merchandising operations	105169L2	Perform stock control procedures	4	Interview & Written Test	\$1,200
				105259L4	Select export facilities and services	3		
				105260L4	Select import facilities and services	3		
				105206L3	Produce quality control reports	3		
				105251L4	Handle complaints on product and service quality	3		
				105297L4	Compile claims reports	5		
				105321L5	Conduct contract negotiation	6		
IE323L3S	3	International Trade Operations	Five years experience in import & export industry, of which not less than two years in international trade operations	105165L1	Understand import and export terminologies	3	Written Test	\$550
				105210L3	Verify insurance certificates and policies or related documents	3		
				105199L3	Review shipping and payment terms in international trade	4		
				105200L3	Evaluate on the use of export credit insurance	4		
				105201L3	Review insurance policy in international trade	4		
IE324L4S	4	Supplier Management	Six years experience in import & export industry, of which not less than three years in supplier management	105259L4	Select export facilities and services	3	Interview & Written Test	\$1,200
				105260L4	Select import facilities and services	3		
				105284L4	Develop relationships with suppliers	4		
				105323L5	Evaluate suppliers	7		

IE325L4S	4	Merchandising Management I	Six years experience in import & export industry, of which not less than three years in merchandising management	105264L4	Develop product knowledge	3	Interview & Written Test	\$1,200
				105283L4	Formulate procurement plans	5		
				105284L4	Develop relationships with suppliers	4		
				105294L4	Develop international sourcing tactics	7		
				105322L5	Establish policies and procurement procedures	7		
				105324L5	Formulate purchasing strategies	6		
IE326L4S	4	Merchandising Management II	Six years experience in import & export industry, of which not less than three years in merchandising management	105270L4	Co-ordinate manufacturing and design	5	Interview & Written Test	\$1,200
				105273L4	Formulate production plans	5		
				105274L4	Manage production	6		
				105275L4	Manage product claim and rejection	4		

**4. Operations Management**

IE401L4S	4	Project Management	Six years experience in import & export industry, of which not less than three years in project management	105236L4	Conduct cost review upon project completion	4	Interview & Written Test	\$1,200
				105285L4	Define project scope	6		
				105286L4	Develop project implementation plans	6		
				105288L4	Manage project closure	5		
				105292L4	Monitor international business performance	6		
				105289L4	Implement and monitor risk management plans	6		
			Six years experience in	105305L4	Implement continuous process improvement	5		

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IE402LAS	4	Operations Management	import & export industry, of which not less than three years in operations management	105295L4	Implement standard operating procedures	5	Interview & Written Test	\$1,200
				105291L4	Establish and monitor occupational safety and health procedures	7		
				105296L4	Develop and implement contingency plans	6		
IE403LAS	4	Security Management	Six years experience in import & export industry, of which not less than three years in security management	105290L4	Establish and implement security plans in workplace	7	Interview & Written Test	\$1,200
				105248L4	Manage security of assets and facilities	4		
				105209L3	Monitor workplace security	3		
				105213L3	Demonstrate effective workplace communications	3		
IE404LAS	3	Security Operations	Five years experience in import & export industry, of which not less than two years in security operations	105171L2	Implement goods security operations	4	Written Test	\$550
				LOCUSS305A	Implement workplace security procedures	3		
				105197L3	Implement emergency response procedures	3		
				LOCUSS402A	Implement accident-emergency procedures	3		
IE405LAS	3	Operations Management (Records)	Five years experience in import & export industry, of which not less than two years in records management	LOCUOM204A	Conduct routine administrative tasks	3	Written Test	\$550
				LOCUOM303A	Develop rosters	3		
				LOCUOM304A	Monitor attendance records	3		
				LOSAOM301A	Maintain and manage business records	3		
				LOSAPD301A	Access and present data/information	3		
				105213L3	Demonstrate effective workplace communications	3		

**5. Shipping Documents and Management**

IE501L2S	2	Trading and Import/Export Documentation	Three years experience in import & export industry, of which not less than one year in handling trading and import/export documents	LOSAIE203A	Handle import/export or re-export documents	3	Written Test	\$550
				105167L2	Handle trading and shipping documents	4		
				105217L3	Complete import/export documents	3		
				LOSAIE304A	Plan and design import/export documents	6		
IE502LAS	4	Import and export operations Management	Six years experience in import & export industry, of which not less than three years in import and export operations management	105298L4	Manage import and export activities	7	Interview & Written Test	\$1,200
				105299L4	Develop and implement ecommerce procedures	6		
				105260L4	Select import facilities and services	3		
				105259L4	Select export facilities and services	3		
				105221L3	Obtain licences for freight operations and make relevant administrative arrangements	3		
IE503L3S	3	Transport Arrangement	Five years experience in import & export industry, of which not less than two years in arrangement of goods transport	105214L3	Manage multimodal transport	5	Written Test	\$550
				105220L3	Classify commodities for import and export	4		
				105241L4	Ascertain customer transport requirements	3		
				105199L3	Review shipping and payment terms in international trade	4		
IE504L3S	3	Transport Document Handling	Five years experience in import & export industry, of which not less than two years in transport document handling	105174L2	Handle electronic documents	3	Written Test	\$550
				105216L3	Manage documents for special goods	3		
				105217L3	Complete import/export documents	3		
				105218L3	Verify the required proofs and documents	3		
				105220L3	Classify commodities for import and export	4		
			Three years experience in import & export	105174L2	Handle electronic documents	3		
				105178L2	Arrange for customs declarations	3		

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IE505L2S	2	Customs Clearance Handling	industry, of which not less than one year in customs clearance handling	105179L2	Handle customs clearance procedures	3	Written Test	\$550
				105180L2	Complete various kinds of computerised freight document templates	3		
				105219L3	Apply specialist permit requirements for customs clearance	3		
IE506L2S	2	Sea Freight Document Handling	Three years experience in import & export industry, of which not less than one year in transport document handling	105174L2	Handle electronic documents	3	Written Test	\$550
				105176L2	Handle sea freight documents	3		
				105177L2	Compile transport documents	3		
				105167L2	Handle trading and shipping documents	4		
IE507L2S	2	Air Freight Document Handling	Three years experience in import & export industry, of which not less than one year in transport document handling	105175L2	Handle air freight documents	3	Written Test	\$550
				105174L2	Handle electronic documents	3		
				105177L2	Compile transport documents	3		
				105167L2	Handle trading and shipping documents	4		
IE508L1S	1	General Document Handling (Sea Freight)	One year experience in import & export industry	105176L2	Handle sea freight documents	3	Written Test	\$550
				105165L1	Understand import and export terminologies	3		
				105164L1	Arrange goods deliveries	3		
IE509L1S	1	General Document Handling (Air Freight)	One year experience in import & export industry	105175L2	Handle air freight documents	3	Written Test	\$550
				105165L1	Understand import and export terminologies	3		
				105164L1	Arrange goods deliveries	3		

**6. Quality Management**

IE601L4S	4	Quality Management	Six years experience in import & export industry, of which not less than three years in quality management	105300L4	Use international standards to assure quality	6	Interview & Written Test	\$1,200
				105302L4	Promote quality management in workplace	5		
				105251L4	Handle complaints on product and service quality	3		
				105206L3	Produce quality control reports	3		
				105222L3	Handle issues on quality of import and export services	4		
IE602L4S	4	Audit of Standards	Six years experience in import & export industry, of which not less than three years in auditing standards	105303L4	Conduct quality management audits	6	Interview & Written Test	\$1,200
				105301L4	Select measures to conduct performance analysis	6		
				105287L4	Execute project and monitor project performance	6		
				105305L4	Implement continuous process improvement	5		
				105304L4	Formulate and implement performance pledges	6		

**7. Strategic Management**

IE701L4S	4	Environmental Management	Six years experience in import & export industry, of which not less than three years in environmental management	105306L4	Assess environmental impacts of working procedure	6	Interview & Written Test	\$1,200
				105307L4	Implement environmental protection procedures	6		
				105308L4	Enhance awareness of environmental protection	4		
				105338L5	Conduct environmental audits	9		