



**Australian Government**

**Department of Agriculture,  
Fisheries and Forestry**

# **Competency and Assessment Requirements**

## **BVI3001: Export inspection of empty bulk vessels**

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### Version History

Version	Date	Comments
1.0	17/11/2022	First publication of this document.
2.0	25/07/2023	Removed reference to APS code of conduct and values and replaced with AO terms and conditions.

### Application

This unit describes the skills, knowledge and attributes required of an Authorised Officer (AO) candidate to successfully complete actions and tasks involved in inspecting empty bulk vessels to be used to export plants and plant products from Australia in a competency-based assessment.

It applies to individuals with export inspection responsibilities.

To be found competent in this job function, candidates are expected to describe and demonstrate the scope and criteria required to conduct an empty bulk vessel inspection.

Candidates will be required to demonstrate compliance with legal/statutory requirements, organisational protocols and industry standards. Candidates will be asked to describe a process, demonstrate process tasks and record the inspection.

### Pre-requisites

This job function has the following pre-requisite requirements:

- HLTAID003 – Provide First Aid or equivalent
- RIIWHS204E – Working safely at heights or equivalent
- DEFWHS010 – Identify confined spaces or equivalent
- Medical clearance – Fitness to perform inspection
- Marine Security Identification Card (MSIC)

### Unit Sector

Assessment

## Competency Standards and Competency Criteria

COMPETENCY STANDARDS	COMPETENCY CRITERIA
<i>Standards describe the essential outcomes.</i>	<i>Competency criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Work effectively in an export environment	<p>1.1 Demonstrate compliance with export legislation, Authorised officer (AO) terms and conditions, departmental instructional material and workplace health and safety (WHS) requirements.</p> <p>1.2 Apply effective communication, conflict management and decision-making techniques.</p> <p>1.3 Verify all required export documentation has been completed and/or lodged.</p>
2. Conduct pre-inspection tasks	<p>2.1 Receive and validate export documentation.</p> <p>2.2 Obtain relevant instructional material.</p> <p>2.3 Collect required tools/equipment.</p> <p>2.4 Check site WHS and personal protective equipment (PPE) requirements.</p>
3. Conduct vessel inspection tasks	<p>3.1 Inspect vessel holds.</p> <p>3.2 Inspect other sites on bulk vessel.</p>
4. Issue vessel approval	<p>4.1 Record the results of the inspection on a Bulk Vessel Inspection Record.</p> <p>4.2 Issue a Bulk Vessel Approval.</p>
5. Withhold vessel approval	<p>5.1 Record reason/s for withholding a Bulk Vessel Approval and/or for not passing holds on the Bulk Vessel Inspection Record.</p>
6. Re-inspect the vessel	<p>6.1 Re-inspect the vessel hold/s and/or other sites on the bulk vessel following treatment.</p> <p>6.2 Record the results of the inspection on a Bulk Vessel Inspection Record.</p>

COMPETENCY STANDARDS	COMPETENCY CRITERIA
7. Suspend the vessel approval	<p>7.1 Identify when the condition of a vessel has changed since the Bulk Vessel Approval was issued.</p> <p>7.2 Inform client of suspension of Bulk Vessel Approval.</p> <p>7.3 Re-inspect vessel hold/s and/or other sites on bulk vessel.</p> <p>7.4 Record the results of the inspection on the Bulk Vessel Inspection Record.</p> <p>7.5 Revoke the suspension of the Bulk Vessel Approval if the inspection requirements are met.</p>
8. Revoke the vessel approval	<p>8.1 Revoke the Bulk Vessel Approval if the inspection requirements are not met.</p> <p>8.2 Inform client of the revocation of the Bulk Vessel Approval.</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Competency Criteria	Description
Reading	1.1, 1.3, 2.1, 2.3, 3.1, 3.2, 4.1, 4.2, 5.1, 6.1, 6.2, 7.1, 7.2	<ul style="list-style-type: none"> <li>Read, interpret and follow policies, procedures and instructions.</li> <li>Verify export documentation is completed/lodged.</li> </ul>
Writing	1.2, 1.3, 4.2, 7.2	<ul style="list-style-type: none"> <li>Record outcomes of empty bulk vessel inspections.</li> </ul>
Oral Communication	1.2, 2.3, 2.4, 6.1, 6.2, 7.2	<ul style="list-style-type: none"> <li>Participate in exchanges about inspection tasks and requirements.</li> <li>Discuss inspection outcomes with relevant parties.</li> </ul>
Navigate the world of work	1.1, 1.2, 1.3, 6.1, 6.2	<ul style="list-style-type: none"> <li>Identify, confirm and take responsibility for adherence to legislation, policies, procedures and ethical requirements.</li> </ul>
Interact with others	1.2, 1.3, 2.3, 2.4, 6.1, 6.2	<ul style="list-style-type: none"> <li>Collaborate with supervisors, exporters and the department.</li> </ul>

Get the work done	1.2, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 4.1, 4.2, 5.1, 6.1, 6.2, 7.1, 7.2	<ul style="list-style-type: none"><li>• Plan a process and related tasks with logically sequenced steps, according to defined procedures.</li><li>• Use defensible decision-making processes, identify information and evaluate inspection outcomes against set policies.</li></ul>
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## Assessment Conditions

Assessors must gather and record evidence from the candidate that demonstrates consistent performance. The assessment conditions must be safe and typical of those experienced in the export environment. This includes access to:

- a quiet, private office area for knowledge assessment
- an empty bulk vessel
- inspection equipment
- an internet equipped device.

Candidates must ensure they have allocated sufficient time to participate in assessment and are prepared to demonstrate both their knowledge and performance evidence during this time.

The assessment is open book, and the candidates may refer to any resources they require to provide evidence to the assessor.

Assessors must satisfy the requirements as outlined in departmental policies. Assessors must record sufficient evidence to provide the candidates with an assessment outcome at the end of the assessment. Assessors must not provide any direct feedback to the candidate during the assessment time.

## Knowledge Evidence

Candidates must be able to demonstrate essential knowledge to effectively complete the task outlined in the standards and competency criteria of this unit. This includes knowledge of:

- legislation
- the Authorised officer (AO) terms and conditions
- defensible decision making and consequences of incorrect decisions
- WHS requirements
- identifying products
- consumable and non-consumable inspection requirements
- inspection requirements for empty bulk vessels
- inspection techniques
- pests and diseases of quarantine concern

- confirming treatment actions
- effective communication skills and governance processes
- conflict management techniques
- inspection documentation requirements.

## Performance Evidence

Candidates must demonstrate the ability to complete tasks outlined in the standards and competency criteria of this unit, including:

- accessing and using legislation
- conducting pre-inspection tasks
- validating supporting documentation
- demonstrating how to
  - work safely and avoid workplace incidents or accidents
  - access departmental policies and procedural documents
  - inspect at least one (1) empty bulk vessel hold
  - complete at least one (1) inspection record based on a scenario provided
- demonstrating actions taken to
  - issue a vessel approval
  - withhold a vessel approval
  - complete a reinspection of a bulk vessel
  - suspend the vessel approval
- demonstrating how a bulk vessel approval would be revoked.

The evidence requirements for each occasion must include:

- completion of export documentation
- preparing for inspection
- carrying out inspection
- identifying infested bulk vessel holds
- accurately recording inspection results
- selecting and applying procedures specific to tasks associated with empty bulk vessel inspections
- using effective communication skills when conducting inspection, including questioning techniques, active listening, clarifying information, consulting with supervisors and exporters and dealing with conflict
- applying appropriate interpersonal skills to work with and relate to people from a diverse range of cultures, social and religious backgrounds.

## Links

Job function prospectus

[BVI3001: Export inspection of empty bulk vessels](#)