



# IMPORTER OR EXPORTER

(ANZSCO Code: 133311)

Group B



### About this document

- » The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- » Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education, Skills and Employment.
- » The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- » Integrity checks may be conducted to verify the qualification and employment claims made in an application.

### Job description

An Importer or Exporter plans, organises, directs, controls and coordinates the operations of an importing or exporting establishment.

### Occupations considered under this ANZSCO code:

- » Import/Export Business Owner

### Occupations not considered under this ANZSCO code:

- » Wholesaler
- » Supply, Distribution and Procurement Managers
- » Logistics Manager
- » Sales and Marketing Manager

These occupations are classified elsewhere in ANZSCO or are not at the required skill level.

### Importer or Exporter is a VETASSESS Group B occupation












This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.



## Qualification and employment criteria

Applicants must have fulfilled at least one of the following four criteria (1–4):

GROUP B	Criteria for a positive Skills Assessment			
	Minimum comparable Bachelor or higher degree AQF level***	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**
1	 +	 +	N/A	+ 
2	 +	No highly relevant major	+  Minimum AQF Diploma level with highly relevant major	+ 
3	 +	No highly relevant major	+ No additional highly relevant qualifications	+ 
Pre-qualification methodology can apply to Group B occupations				
	Highly relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Comparable Bachelor degree AQF level
4	 +  Within last 5 years	+ N/A	+ N/A	+ 

\* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- AQF Diploma
- AQF Advanced Diploma
- AQF Associate Degree or
- AQF Graduate Diploma

\*\*\* Bachelor degree or higher degree includes:

- AQF Master Degree or
- AQF Doctoral Degree

\*\* Highly relevant paid employment duration (20 hours or more per week)

1–3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

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minimum 6 years of relevant employment required – five years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.



## Qualification and employment criteria continued...

\*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining five years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

### Qualification

AQF Bachelor degree or higher degree\*

Highly relevant major fields of study include **International Business** and **International Trade**.

\*This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

### Employment

Highly relevant tasks include:

- » identifying local and overseas business opportunities

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- » developing and implementing business plans, and marketing, operating, human resource, pricing and credit policies and procedures

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- » determining the mix of products and services to be provided and negotiating conditions of trade

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- » liaising with local and overseas suppliers and distributors about orders and products

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- » monitoring business performance and preparing estimates, financial statements and reports of operations

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- » appointing agents and distributors

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- » arranging the shipping of goods into and out of the country

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- » researching regulatory and statutory requirements affecting the importing and exporting of goods

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## Employment information

Import companies bring goods or services made elsewhere into a country for sale. Exporters do the same in the opposite direction. As Importer or Exporter is a managerial occupation, applicants are expected to have overall control of the operations of the company, or of specific departments in larger organisations. Employment in logistics companies is not generally accepted for this occupation.

### Supporting material for assessment

Applicants nominating this managerial occupation must submit an organisational chart. An organisational chart should include the company letterhead, the applicant's job position and those of their superiors and subordinates as well as all positions reporting to their immediate supervisor and to the applicant's direct subordinates. It should also indicate the department's location within the overall company structure.

If an applicant is unable to obtain an organisational chart from their employer, they must provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.

