

# Importer or Exporter

ANZSCO: 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.
- 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 suitable 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 must have fulfilled at least one of the following four criteria (1–4):

GROUP <b>B</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	+ 

## Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group B**. Please note that in order to achieve a successful Skills Assessment Outcome, a positive assessment for both qualifications and employment is required.

### Pathway 1

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

### Pathway 2

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field not highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

An additional qualification in a highly relevant field of study at a minimum AQF Diploma level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Diploma or AQF Advanced Diploma or AQF Associate Degree or AQF Graduate Diploma.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **two** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

### Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field not highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **three** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

### Pathway 4

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree with or without a highly relevant major field of study to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **six** years of employment at an appropriate skill level that includes at least **one** year of highly relevant employment within the last five years before applying,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

## Qualification

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

Highly relevant major fields of study include:

- International Business
- International Trade

## Employment

Highly relevant tasks include:

- Identifying local and overseas business opportunities.
- Developing and implementing business plans, and marketing, operating, human resource, pricing and credit policies and procedures.
- Determining the mix of products and services to be provided and negotiating conditions of trade.
- Liaising with local and overseas suppliers and distributors about orders and products.
- Monitoring business performance and preparing estimates, financial statements and reports of operations.
- Appointing agents and distributors.
- Arranging the shipping of goods into and out of the country.
- Researching regulatory and statutory requirements affecting the importing and exporting of goods.

## 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,
- Your job position,
- The job position of your superiors and subordinates, as well as,
- All positions reporting to your immediate supervisor and to your direct subordinates.

If you are unable to obtain an organisational chart from your employer, please provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.

