

**The cluster list of "Recognition of Prior Learning" (RPL)
of the Import and Export Industry**

Updated as of 1 September 2021

Cluster Code	QF Level	Cluster Title	Years of Working Experience and relevant experience	UoC Code	Units of Competency (UoC)	Credit	Assessment Method	Assessment Fee
1. Finance								
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		
2. Warehousing and Logistics								
IE201L4S	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 two years in warehouse operations	105185L3	Conduct goods receipt	3	Written Test	\$550
				105186L3	Determine goods storage locations	3		
				105187L3	Execute goods labelling and packaging	4		
				105191L3	Use basic statistics in workplace	2		
				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		
				LOSGSS301A	Implement sea freight security plan	9		
				LOAFSS301A	Implement air freight security control procedures	9		
				LOCUSS305A	Implement workplace security procedures	3		
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		

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IE209LAS	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		
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		
IE215LAS*	4	General Goods Handling	Six years experience in import & export industry, of which not less than three years in goods handling	105241L4	Ascertain customer transport requirements	3	Interview & Written Test	\$1,200
				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		
3. Sales and Merchandising								
IE302LAS	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		
IE303LAS	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		
IE305LAS	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		
IE307LAS	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		
				105264L4	Develop product knowledge	3		

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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		
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		
				105277L4	Formulate sales estimates of products	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		
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		
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		

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4. Operations Management								
IE405L3S	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		
IE502L4S	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 e-commerce 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		
IE510L2S*	2	Transport 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
				105177L2	Compile transport documents	3		
				105167L2	Handle trading and shipping documents	4		
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		

*The new/revised RPL qualifications effective from 1 September 2021