REGULATION

15.10.2012 39/011/2012

Period of validity:
effective 1 January 2013 until further notice

Provisions on which the authority to issue the regulation is based:
Act 631/1998, section 13(2)

Repeals Finnish National Board of Education regulation

Amends the Finnish National Board of Education regulation

REQUIREMENTS FOR FURTHER VOCATIONAL QUALIFICATION IN FOREIGN TRADE

The Finnish National Board of Education has determined the Requirements for the Further Vocational Qualification in Foreign Trade, which shall be complied with as from 1 January 2013 until further notice. Any qualification performances that have begun prior to the entry into force of this Regulation may be completed in accordance with Qualification Requirements No 43/011/2003, dated 12 December 2003 by 31 December 2014.

The Qualification Committee and the organiser of the qualification shall comply with the Qualification Requirements and may not deviate from them.

When organising preparatory training for a competence-based qualification, the training provider shall decide on the contents and provision of training in accordance with the Qualification Requirements. Those participating in training must be provided with an opportunity to complete the competence-based qualification as part of the training.

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Director General
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APPENDIX
Further Vocational Qualification in Foreign Trade 2012
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1. Competence-based qualifications

1.1 Organisation of competence tests

Qualification Committees, appointed by the Finnish National Board of Education and comprising representatives of employers, employees, teachers and, where necessary, independent self-employed professionals, are responsible for organising and monitoring competence tests and awarding qualification certificates. When considered necessary, the Qualification Committees conclude contracts for arranging competence tests with education providers, as well as with other associations and foundations. Competence tests may not be arranged without a valid contract signed with a qualification committee.

1.2 Completing a competence-based qualification

A competence-based qualification can be completed by demonstrating, to an acceptable standard, the competence determined in the Qualification Requirements, in competence tests based on practical work assignments and functions. Each qualification module must be assessed separately. Assessment must be carried out through co-operation between representatives of employers, employees and the educational sector. In fields where self-employment is common, account must also be taken of independent entrepreneurs when selecting assessors. The final assessment will be decided by the Qualification Committee. The qualification certificate may be awarded once all modules specified for the qualification have been completed to an acceptable standard.

1.3 Requirements for a competence-based qualification

The Qualification Requirements determine the modules included in the qualification, any possible specialisations formed by the modules, the composition of the qualification, the vocational skills required for each qualification module, the assessment criteria (targets and criteria of assessment) and methods of demonstrating vocational skills.

Each qualification module constitutes a specific occupational area which can be converted from a natural work process into an independent and assessable component. The vocational skills requirements determined for each qualification module focus on the core functions of the occupation, the candidate's
command of operating processes and the occupational practices of the field in question. These also include skills generally required in working life, such as social skills.

The targets and criteria of assessment have been derived from the vocational skills requirements. Targets of assessment indicate areas of competence which form a specific focus of assessment. Determination of the targets also facilitates assessment of vocational skills for the specific task in question. Assessment must cover all assessment targets determined in the Qualification Requirements. The criteria for assessment determine the qualitative and quantitative standard of an acceptable performance.

Methods of demonstrating vocational skills include more-specific instructions on the completion of the qualification. As a general rule, vocational skills should be demonstrated through real-life work assignments and functions. Methods of demonstrating vocational skills may include instructions on aspects such as how to supplement a competence test performance, where necessary, in order to comprehensively demonstrate command of all of the vocational skills required.

1.4 **Personalisation in a competence-based qualification**

The education provider must attend to the personalisation of the application process for a competence-based qualification and the related preparatory training, completion of a competence-based qualification and the acquisition of the required vocational skills. In such personalisation, account must be taken of the provisions on the students’ rights and responsibilities, laid down in section 11 of the Act on vocational adult education and training (Ammatillisesta aikuiskouluutuksesta annettu laki, 952/2011).

The Finnish National Board of Education has issued a separate regulation on personalisation (43/011/2006).

1.5 **Assessment of vocational skills in competence-based qualifications**

Assessment of vocational skills shall involve the careful and thorough examination of the extent to which candidates have demonstrated their command of the vocational skills requirements specified in the Qualification Requirements for the module in question. Assessment must be based on the assessment criteria determined in the Qualification Requirements. During assessment, diverse use must be made of various, primarily qualitative assessment methods; exclusive
use of one method only will not necessarily provide a reliable result. Account must be taken of the special characteristics of each field and qualification, in accordance with the Qualification Requirements. If a candidate produces reliable documentation related to a previously demonstrated competence, the assessors must determine whether these conform to the vocational skills requirements set out in the Qualification Requirements. The assessors must submit a proposal to the relevant Qualification Committee, for recognition of such documentation as part of the competence-based qualification. The final decision on recognising previously demonstrated and reliably documented competence shall be made by the Qualification Committee.

Assessment of vocational skills is a process wherein the collection of assessment material and documentation of assessments play a significant role. Representatives of employers, employees and teachers must carry out a careful and diverse assessment on a tripartite basis. Each candidate must be clearly informed of the assessment criteria. Candidates must be provided with an opportunity for the self-assessment of their performance. Each organiser of competence-based qualifications shall draw up an assessment record covering the performance of the qualification module being assessed. This record must be signed by the assessors. Feedback subsequently provided for candidates forms part of any good assessment process. The final assessment shall be determined by the Qualification Committee.

Assessors

Individuals who assess candidates’ vocational skills must have good vocational skills in the field of the competence-based qualification in question. The Qualification Committee and the organiser of the competence-based qualification shall agree on the assessors, as part of the contract for arranging competence tests.

Rectification of assessment

Candidates may request the rectification of an assessment from the Qualification Committee competent in the field and domain within which the qualification in question falls, within the statutory period of time. Written requests must be addressed to the Qualification Committee. After hearing the assessors, the Qualification Committee may demand a reassessment. Decisions issued by the Qualification Committee on requests for rectification of assessment are not subject to appeal.
1.6 Certificates

Qualification certificates and certificates for the completion of one or more individual qualification modules are awarded by the Qualification Committee. Certificates for participation in preparatory training are awarded by the education provider concerned. The Finnish National Board of Education has issued a regulation on the information to be included in the certificates.

Certificates for completing one or more individual modules of a competence-based qualification are awarded upon the candidate’s request. Certificates for competence-based qualifications and for the completion of one or more individual qualification modules are signed by a representative of the Qualification Committee and a representative of the organiser of competence-based qualifications.

An entry on a certificate of vocational skills accredited by the Finnish National Board of Education constitutes evidence of the completion of a competence-based qualification equivalent to a qualification certificate. The organiser of competence-based qualifications is responsible for obtaining and signing vocational skills certificates. Candidates are charged a fee for the vocational skills certificate.

1.7 Preparatory training for competence-based qualifications

No prerequisites can be set that require participation in training prior to taking a competence test. Nevertheless, the qualifications are mainly completed in connection with preparatory training. Education providers decide on the contents and provision of preparatory training for a competence-based qualification, in accordance with the relevant Qualification Requirements. The training and the competence tests included must be structured in accordance with the modules of the qualification concerned. Those participating in preparatory training for competence-based qualifications must be provided with the opportunity to take competence tests and to complete a competence-based qualification as part of the training.

In the provision of preparatory training for competence-based qualifications, account must be taken of the provisions made in sections 11, 13, 13a and 16 of the Vocational Adult Education Act.
2. Composition of the Further Vocational Qualification in foreign trade

2.1 Competences demonstrated for the Further Vocational Qualification in Foreign Trade

The Further Vocational Qualification in Foreign Trade is intended for individuals working in foreign trade import or export positions in companies engaged in import or export business, or companies in the forwarding, transport and logistics sector.

The further vocational qualification includes two specialisations

- specialisation of a foreign trade assistant
- specialisation of a forwarding agent.

The specialisation of a foreign trade assistant in the Further Vocational Qualification in Foreign Trade is intended for individuals working in international trade positions, managing import or export duties in companies and supporting the company's international sales and marketing or sourcing.

The specialisation of a forwarding agent in the Further Vocational Qualification in Foreign Trade is intended for individuals working in various positions in international trade, in tasks related to import, export, forwarding, transport management and customs clearance.

Holders of the Further Vocational Qualification in Foreign Trade have extensive skills for working in various foreign trade positions and have good preconditions for maintaining and developing vocational skills further. They also have the abilities and competence required to modify and apply their skills independently in changing situations and operating environments. They are able to take independent account of amendments to regulations and instructions provided, and apply such amendments in their practical work. They also demonstrate vocational skills by identifying possible mistakes and rectifying them on their own initiative.
2.2 The structure, modules and composition of the Further Vocational Qualification in Foreign Trade

The Further Vocational Qualification in Foreign Trade is completed either in the specialisation of a foreign trade assistant or a forwarding agent. To obtain the entire qualification, two obligatory specialisation-based modules must be completed to an acceptable standard. By specialisation, the qualification comprises the following:

<table>
<thead>
<tr>
<th>Specialisation area of a foreign trade assistant</th>
<th>Specialisation area of a forwarding agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modules obligatory to specialisation</td>
<td>Modules obligatory to specialisation</td>
</tr>
<tr>
<td>3.1 Managing international contacts</td>
<td>3.3 Managing forwarding assignments</td>
</tr>
<tr>
<td>3.2 Executing a trade agreement</td>
<td>3.4 Customs clearance procedure in internal EU trade and external trade</td>
</tr>
</tbody>
</table>
3. Vocational skills required in the Further Vocational Qualification in Foreign Trade, and assessment criteria

The vocational skills required under the Qualification Requirements are demonstrated in competence tests, personalised on the basis of the plan for arranging the competence-based Further Qualification in Foreign Trade. Competence tests are organised in authentic working environments, enabling the candidate to comprehensively demonstrate the vocational skills required.

In the competence tests, candidates demonstrate their abilities and skills in applying their knowledge to varying situations and operating environments. They also demonstrate their ability to assess and learn from their experiences, reappraise their methods and implement new methods.

Assessors trained for the task assess the candidates’ vocational skills on the basis the competence tests. Candidates must be provided with an opportunity for the self-assessment of their performance. The assessors shall assess and document the competence demonstrated by the candidate in accordance with the vocational skills requirements, assessment targets and criteria set for the qualification. Feedback on the assessment provided to the candidate forms part of a good assessment process. Such feedback may be given to the candidate, for example after the submission of a proposal for the assessment.

Candidates may be given the opportunity to supplement their performance in competence tests, through oral discussion. Observations made by the assessors during this discussion shall be recorded on the assessment form to ensure the comprehensive test performance and reliability of the assessment. Such an opportunity can be offered in connection with the completion of a qualification module, or following the completion of all qualification modules.

The Further Vocational Qualification in Foreign Trade is assessed one module at a time, by comparing the candidate’s vocational skills with the vocational skills requirements defined for the module in question. A tripartite assessor team will provide the Qualification Committee with a written proposal for the module's assessment after the competence tests have been comprehensively and reliably completed in accordance with the Qualification Requirements. Members of the tripartite assessor team include representatives of employers, employees and teachers.
3.1 Managing international contacts

Vocational skills requirements

Candidates are able to:
- position their individual area of responsibility and work tasks as part of the company’s international business
- manage contacts with customers and partners
- assist in the company’s international marketing or sourcing

Assessment

<table>
<thead>
<tr>
<th>Targets of assessment</th>
<th>Assessment criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working in an international operating environment</td>
<td>Candidates • perform work tasks within their area of responsibility in line with the operating principles of the employer company and as part of the company’s international business • position the employer company within the framework of international trade, demonstrating knowledge of international trade structures and Finland’s position in international trade • monitor the development of the business, international market trends, demand and competition and take their impacts into account at work • at work, take account of the role of key actors in the sector within the employer company’s international business (e.g. the authorities, insurance companies, banks, logistics operators).</td>
</tr>
</tbody>
</table>

Candidates are able to manage contacts with customers and partners.

<table>
<thead>
<tr>
<th>Managing partner relations</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>• take account of the principles and objectives of the organisation they represent, while engaging in communications • contribute to promoting a positive image of the employer company • develop and maintain relations with customers and suppliers • maintain cooperation and manage contacts with clients in diverse ways • manage contacts fluently in Finnish or Swedish and can manage at work in at least one foreign language relevant to the company’s business In uncomplicated service situations, are able to manage in the other national language. • at work, apply the trading methods of different countries, taking cultural differences into account • act in a cooperative, responsible manner as experts in their field.</td>
<td></td>
</tr>
</tbody>
</table>
Candidates are able to assist in the company's international marketing or sourcing.

<table>
<thead>
<tr>
<th>Assisting in the company’s international marketing or sourcing</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>• assist in the planning and execution of work with customers, efficiently and in a goal-oriented manner</td>
<td></td>
</tr>
<tr>
<td>• promote public awareness of the company and its products, and product sales</td>
<td></td>
</tr>
<tr>
<td>• implement marketing or sourcing measures in cooperation with colleagues and experts</td>
<td></td>
</tr>
<tr>
<td>• acquire the information they require from various sources through a variety of methods</td>
<td></td>
</tr>
<tr>
<td>• in information retrieval, utilise foreign trade expert services necessary for the purpose</td>
<td></td>
</tr>
<tr>
<td>• assess the information acquired and edit it into a practicable format</td>
<td></td>
</tr>
<tr>
<td>• examine the costs of measures</td>
<td></td>
</tr>
<tr>
<td>• prepare meeting arrangements and manage practical duties related to customer events, before, during and after such events</td>
<td></td>
</tr>
<tr>
<td>• monitor and assess the implementation of measures and intervene in deviations if necessary.</td>
<td></td>
</tr>
</tbody>
</table>

**Methods of demonstrating vocational skills**

Competence tests in the Further Vocational Qualification in Foreign Trade are comprehensive operational entities in which candidates provide support, for instance for a company’s international sales and marketing, and maintain contacts with the company’s stakeholders in foreign trade. Candidates manage the implementation of either export operations or international sourcing.

Candidates demonstrate their skills
- by working with the various parties involved in trade in order to achieve the company’s goals
- by managing contacts with the company’s customers, trading partners, the authorities and other stakeholders
- by assisting the company’s international marketing operations or international sourcing.

Vocational skills are demonstrated through work assignments in genuine work environments. Candidates can supplement the demonstration of their competencies with documents prepared during the competence test process. An assessment of these will be appended to the assessment material. Supplementary documents may include documents, reports or plans related to foreign trade. Self-assessment conducted by candidates on their performance forms part of the
learning process, and as such does not form part of demonstrating vocational skills.

### 3.2 Executing a trade agreement

#### Vocational skills requirements

Candidates are able to:
- comply with the trade agreement concluded
- take responsibility for the practical implementation of the agreement.

#### Assessment

<table>
<thead>
<tr>
<th>Targets of assessment</th>
<th>Assessment criteria</th>
</tr>
</thead>
</table>
| **Preparation of delivery** | Candidates
  - assist in eliminating risk factors in deliveries
  - interpret the trade agreements concluded and acknowledge their responsibility in meeting them
  - interpret the documents received and obtain clarification for missing information, if necessary
  - when preparing deliveries, take account of practices required by agreements and official regulations
  - act fluently in matters related to delivery and cooperate with suppliers, foreign trade actors, customers and authorities. |
| **Documentation of trade** | Candidates
  - manage contacts related to trade processes with customers and other stakeholders of the company
  - manage documentation in compliance with standards and trade practices in the languages required by the employer company
  - submit information and reports in compliance with the relevant requirements to various parties, such as the authorities, the forwarding agent and the bank
  - exploit foreign trade information systems
  - save documents and submit them for archival in compliance with the archiving instructions of the organisation and the authorities. |
| **Managing deliveries** | Candidates
  - comply with the requirements and obligations of various delivery terms and payment methods when completing transactions
  - if necessary, arrange the appropriate mode of transport and agree matters related to transport with contracting parties |
<table>
<thead>
<tr>
<th>Monitoring of deliveries</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>• take rules of origin into account at work</td>
<td>• monitor the implementation of deliveries and intervene if deviations occur</td>
</tr>
<tr>
<td>• manage insurance matters in the manner required in the agreement</td>
<td>• focus on the essential, make decisions and solve problems</td>
</tr>
<tr>
<td>• assess the impacts of various payment and delivery methods on trading costs</td>
<td>• should damage occur, take the required measures</td>
</tr>
<tr>
<td>• if necessary, take account of exchange rates and the impacts of fluctuations in them</td>
<td>• act in compliance with the organisation’s procedures in cases of damage, debt collection and disputes</td>
</tr>
<tr>
<td>• take account of VAT regulations in internal and external trade between EU countries</td>
<td>• act in accordance with the organisation’s practices related to handling notices of defects</td>
</tr>
<tr>
<td>• know how to attend to measures related to invoicing and payment transactions.</td>
<td>• monitor and develop the quality of operations with co-operation and contracting partners.</td>
</tr>
</tbody>
</table>

**Methods of demonstrating vocational skills**

Competence tests in the Further Vocational Qualification in Foreign Trade are comprehensive operational entities.

Candidates demonstrate skills

- by preparing a company’s foreign trade deliveries in accordance with the trade agreement
- by managing delivery-related contacts with trade partners and stakeholders
- by preparing the documents required for deliveries and submitting them to stakeholders
- by implementing foreign trade deliveries for the company
- by monitoring the implementation of deliveries.

Vocational skills are demonstrated through work assignments in genuine work environments. Candidates can supplement the demonstration of their competence with documents prepared during the competence test process. An assessment of these will be appended to the assessment material. Supplementary documents may include documents related to export or import in foreign trade.
Candidates’ self-assessments of their performances form part of the learning process, and as such do not form part of demonstrating vocational skills.

### 3.3 Managing forwarding assignments

**Vocational skills requirements**

Candidates are able to:
- plan forwarding and transport assignments in accordance with the related contracts
- organise and implement an assignment
- acquire protection from the risks associated with international deliveries, manage insurance assignments and act in cases of damage
- monitor the implementation of an assignment and develop the related activities.

**Assessment**

<table>
<thead>
<tr>
<th>Targets of assessment</th>
<th>Assessment criteria</th>
</tr>
</thead>
</table>
| Working in an international operating environment          | Candidates
  - act in line with the business idea and operating principles of the company, they represent and understand their individual areas of responsibility and duties as part of the company’s international business
  - act in compliance with the company’s pricing principles and aware of the company’s earning logic
  - position the company they represent within international trade as a whole, demonstrating knowledge of the structures of international trade and Finland’s position within it
  - monitor the development of the business, international market trends, demand and competition, and take their impacts into account in their work
  - at work, take account of the role of key actors in the sector related to the employer company’s international business (incl. the authorities, insurance companies, banks, logistics operators) |
| Interpretation of the assignment and terms of contract     | Candidates
  - interpret the forwarding and transport agreements concluded and assess their contents critically in connection with various assignments
  - discuss the assignment with customers, individualise the customer’s needs and find suitable solutions for meeting them |
<table>
<thead>
<tr>
<th>Planning of assignment</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>• prepare a plan of implementing a forwarding and transport assignment in compliance with the terms of contract</td>
<td>• organise the progress of the delivery through the various stages involved, in accordance with the responsibilities and obligations set for the forwarder</td>
</tr>
<tr>
<td>• in compliance with the agreement, select the most advantageous form and method of transport most suitable for the situation</td>
<td>• take account of any product-specific permit requirements set by the authorities</td>
</tr>
<tr>
<td>• take account of the impact of the delivery and transport terms on forwarding measures taken</td>
<td>• at work, take account of regulations and instructions concerning hazardous substances</td>
</tr>
<tr>
<td>• when deciding on transport solutions, take financial and schedule-related factors into account alongside safety criteria</td>
<td>• organise and issue instructions on the delivery in the manner required by the delivery terms and payment method</td>
</tr>
<tr>
<td>• calculate freight and forwarding costs of alternative forms of transport and calculate the price of the assignment in accordance with offers and agreements</td>
<td>• agree with contracting partners on matters concerning assignments and act in cooperation with them</td>
</tr>
<tr>
<td>• interpret and compare subcontracting and agency agreements in force and select the most suitable ones for each delivery from among the approved contracting parties.</td>
<td></td>
</tr>
</tbody>
</table>

<p>| Candidates know how to organise and implement an assignment. | |</p>
<table>
<thead>
<tr>
<th>Preparing forwarding and transport documents required by the assignment, in compliance with requirements</th>
<th>Candidates</th>
</tr>
</thead>
</table>
| • utilise the appropriate intermediate storage and bonded (customs) warehouse services  
• if necessary, track documents and manage the transfer procedure  
• discuss matters related to deliveries with customers and key foreign trade actors, including agents, subcontractors, insurance companies, banks and the authorities  
• work in the most common service situations fluently in Finnish or Swedish and English  
• track the progress of shipments, provide real-time information and inform the principal about exceptional situations and conditions  
• act in accordance with the duty to inspect at logistic delivery points  
• at work, take account of legislation and regulations concerning various forms of transport  
• at work, take account of the General Conditions of the Nordic Association of Freight Forwarders (NSAB 2000) and other standard terms and conditions of the sector  
• comply with safety instructions related to work and act in the manner required by the working environment  
• if necessary, utilise expert services for solving legal issues  
• act in accordance with the organisation’s practices related to handling notices of defects  
• focus on the essential, make decisions and manage difficult situations in a composed manner, even under pressure. | • produce documents in compliance with requirements, while being aware of the responsibility involved and the legal significance of documents prepared  
• prepare forwarding, transport and official documents in compliance with standards and regulations at the various stages of the shipment, not only in Finnish or Swedish but also in English, using the forwarding sector’s key terminology  
• submit documents in accordance with agreements to the appropriate parties, such as the customer, customs, the bank, insurance company, shipping company or other carrier, port operator or terminal operator  
• save documents and submit them for archival in compliance with the archiving instructions of the organisation and the authorities. |
Candidates know how to obtain protection from the risks associated with international transports, manage insurance assignments and act in cases of damage.

<table>
<thead>
<tr>
<th>Taking out insurance for deliveries</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>• determine the point of transfer of risk liability in deliveries and demonstrate knowledge of the principles of forwarders’ responsibility with respect to different forms of transport and various cases of forwarding</td>
<td></td>
</tr>
<tr>
<td>• when handling transport insurances, demonstrate understanding of the difference between cargo insurance and liability insurance and the significance thereof</td>
<td></td>
</tr>
<tr>
<td>• manage insurance-related assignments received from customers</td>
<td></td>
</tr>
<tr>
<td>• when necessary, select the insurance method and insurance terms suitable for the case at hand</td>
<td></td>
</tr>
<tr>
<td>• utilise expert services in insurance-related issues</td>
<td></td>
</tr>
<tr>
<td>• undertake the required measures when damage has occurred.</td>
<td></td>
</tr>
</tbody>
</table>

Candidates know how to monitor the implementation of an assignment and develop activities.

<table>
<thead>
<tr>
<th>Monitoring of assignments</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>• monitor the quality, supply security and profitability of assignments implemented and take remedial measures if necessary</td>
<td></td>
</tr>
<tr>
<td>• manage invoicing related to assignments</td>
<td></td>
</tr>
<tr>
<td>• check the conformity of transport and forwarding agreements and purchase invoices</td>
<td></td>
</tr>
<tr>
<td>• manage customer service and contacts with customers, monitor customer satisfaction and contribute to enhancing service quality.</td>
<td></td>
</tr>
</tbody>
</table>

**Methods of demonstrating vocational skills**

Competence tests in the Further Qualification in Foreign Trade are comprehensive operational entities. Candidates perform tasks related to the forwarding process, implementing forwarding and transport assignments using different forms of transport.

Candidates demonstrate skills

- in their work as part of the company’s international business
- by managing international trade import and export assignments
- by ensuring the timely delivery of documents required for the delivery process of foreign trade
- by monitoring the implementation of assignments and undertaking the required measures in exceptional situations.
Vocational skills are demonstrated through work assignments in genuine work environments. Candidates can supplement the demonstration of their competence with documents prepared during the competence test process. An assessment of these will be appended to the assessment material. Supplementary documents may include documents related to foreign trade and the forwarding process. Self-assessment conducted by candidates on their performance forms part of the learning process, and as such does not form part of demonstrating vocational skills.

3.4 Customs clearance procedure in internal EU trade and external trade

Vocational skills requirements
Candidates are able to:
- implement measures required in internal EU trade and external trade
- implement export and import customs clearance
- manage transit procedures
- prepare customs clearance documents and take responsibility for submitting information to the customs authorities.

Assessment

<table>
<thead>
<tr>
<th>Targets of assessment</th>
<th>Assessment criteria</th>
</tr>
</thead>
</table>
| Taking EU internal and external trade into account when selecting customs clearance procedures | Candidates
  - take the principles of the European Union’s internal and external trade into account in customs clearance procedures
  - provide guidance for customers in selecting the most suitable customs clearance procedures in various situations
  - obtain the required customs clearance documents such as licences, certificates of origin and tariff preferences, and permits
  - acknowledge responsibility and their personal role as the party responsible for customs clearance, and as an agent. |
| Implementation of internal EU trade procedures | Candidates
  - take Community trade measures into account in connection with import and export
  - at work, take account of the impact of Community status on the mobility of goods
  - when necessary, demonstrate the EU status of goods
  - understand the differences between customs territory and tax territory |
<table>
<thead>
<tr>
<th>Implementation of external EU trade procedures</th>
<th>Candidates perform export and import customs clearance procedures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates</td>
<td>Command of information search skills</td>
</tr>
</tbody>
</table>
| • act in compliance with internal trade excise tax procedures  
• when necessary, produce internal trade statistics in compliance with the prerequisites of the statistics system. | **Candidates**

• utilise electronic information search channels to search for information required for customs clearance purposes
• utilise the websites of customs and the EU Commission in order to search for information required for customs clearance purposes
• utilise Customs handbooks and publications and other information sources at work
• if necessary, use expert services for customs clearance purposes. |
| **Candidates** perform export and import customs clearance procedures. | Managing export clearance |
| • select the correct type of customs clearance and customs methods for each case of external trade  
• act in accordance with the prerequisites of EU and national quota arrangements  
• at work, take account of products covered by different subsidies, such as aid to agriculture (FEOGA)  
• at work, apply the EU’s free trade and tariff preference agreements and preconditions for relief from customs duties  
• use the GSP system’s certificates entitling to benefits in customs clearance. |
| **Candidates** | • file electronic export declarations and understand the reserve procedure for the electronic declaration system
• understand the preconditions for amendment, invalidation and correction at various stages of the export declaration
• interpret commercial invoices and other customs clearance documents
• utilise the correct export procedure and know the related procedural measures
• distinguish re-exportation, outward processing and temporary exportation procedures from normal export and choose the economically appropriate procedure
• select the times for export clearance and pre-export notifications appropriate for each situation
• at work, apply the regulations issued on beginning and ending an export procedure
• act in accordance with the export licence practices. |
<table>
<thead>
<tr>
<th>Managing import clearance</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>• apply VAT regulations to export trade and know how to provide advice to customers with respect to regulations, if necessary</td>
<td>• file electronic import declarations and understand the reserve procedure for the electronic declaration system</td>
</tr>
<tr>
<td>• at work, take account of regulations on security information (AREX declarations) and in problematic situations, know how to clarify an inappropriate declaration and settle the situation in the best interests of the customer.</td>
<td>• interpret commercial invoices in English and are familiar with the contents of other customs clearance documents, so as to be able to use and exploit them in import clearance</td>
</tr>
<tr>
<td></td>
<td>• know and understand rules of origin and the documents presented in connection with them</td>
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<tr>
<td></td>
<td>• take account of import restrictions set by EU and national legislation</td>
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<tr>
<td></td>
<td>• of the various import clearance procedures, select the one that is justified and correct for the customer</td>
</tr>
<tr>
<td></td>
<td>• act in accordance with customs clearance times applicable to various forms of transport</td>
</tr>
<tr>
<td></td>
<td>• if necessary, select the best storage options</td>
</tr>
<tr>
<td></td>
<td>• define customs tariffs and examine the grounds for determining customs duties and fees</td>
</tr>
<tr>
<td></td>
<td>• calculate customs value</td>
</tr>
<tr>
<td></td>
<td>• apply VAT regulations in import clearance</td>
</tr>
<tr>
<td></td>
<td>• at work, take account of regulations on security information (AREX declarations) and in problematic situations, know how to clarify an inappropriate declaration and settle the situation in the best interests of the customer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Managing transit procedures</th>
<th>Candidates</th>
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<tbody>
<tr>
<td></td>
<td>• conduct electronic transit procedures (T and TIR transit procedures) if necessary and understand the reserve procedure for the electronic declaration system</td>
</tr>
<tr>
<td></td>
<td>• act in the manner required by the transit procedure</td>
</tr>
<tr>
<td></td>
<td>• manage the guarantee requirements of different transit procedures and monitoring of guarantees, while understanding their responsibility for transit procedures.</td>
</tr>
</tbody>
</table>
Candidates know how to prepare customs clearance documents and take responsibility for submitting information to customs authorities.

<table>
<thead>
<tr>
<th>Preparation and submission of documents</th>
<th>Candidates</th>
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<tbody>
<tr>
<td></td>
<td>• prepare and deliver customs declarations and documents required for the customs clearance procedure at the right time for the process in question, either in electronic or printed format</td>
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<td></td>
<td>• use the appropriate SAD in customs clearance situations at work</td>
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<td></td>
<td>• provide the authorities with the declarations and appended documents required in each case</td>
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<tr>
<td></td>
<td>• on the basis of the type of representation used in the customs clearance transaction, ensure that the customs clearance documents are submitted to the appropriate party for archiving.</td>
</tr>
</tbody>
</table>

**Methods of demonstrating vocational skills**

Competence tests in the Further Qualification in Foreign Trade form comprehensive operational entities, for instance ‘comprehensive management of foreign trade deliveries’.

Candidates demonstrate skills

- by implementing import and export measures in trade between European Union Member States and trade between EU Member States and non-EU countries.
- by managing foreign trade import and export assignments
- by conducting import and export clearances
- by submitting the customs declarations and customs clearance documents related to the customs clearance process
- by acting as the party responsible for customs clearance.

Vocational skills are demonstrated through work assignments in genuine work environments. Candidates can supplement the demonstration of their competence with documents prepared during the competence test process. After being assessed, these will be appended to the assessment material. Supplementary documents may include documents related to foreign trade and the customs clearance process. Self-assessment conducted by candidates on their performance forms part of the learning process, and as such does not form part of demonstrating vocational skills.
The Finnish National Board of Education has approved these Qualification Requirements for a competence-based qualification under the Vocational Adult Education Act.

Competence-based qualifications are a method of achieving qualifications specifically designed and developed for the adult population.

Planning and implementation of competence-based qualifications are based on close cooperation between the educational sectors and working life experts.