



Australian Government

TLIX5054A Comply with biosecurity border clearance

Release 1

TLIX5054A Comply with biosecurity border clearance

Modification History

Release 1. This is the first release of this unit.

Unit Descriptor

This unit involves the skills and knowledge required to assess documentation for compliance with biosecurity border clearance in accordance with legislation, regulatory requirements and workplace requirements.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

This unit applies to individuals assessing documentation for compliance with biosecurity border clearance.

Work must be carried in compliance with the relevant and related legislation and workplace requirements concerning biosecurity border clearance functions. Work is undertaken in a range of environments including small to large worksites in the custom broking and international freight forwarding industries.

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1 Comply with non commodity documentation requirements and declarations

- 1.1 Documentation for compliance with non commodity concerns related to cargo type is assessed in accordance with the Non Commodity Containerised Cargo Clearance (NCCC) Processes and Outcomes Document (POD) and the Non Commodity Information Requirements Policy
- 1.2 Documentation for compliance with non commodity concern statements is assessed in accordance with NCCC POD
- 1.3 Treatment certificates are assessed for compliance with treatment certificate requirements for solid timber packaging or dunnage
- 1.4 Documentation to determine delivery location category is assessed in accordance with NCCC POD and Non Commodity Information Requirements Policy
- 1.5 Correct answers for non commodity declaration are determined when lodging full import declaration in accordance with NCCC POD
- 1.6 Correct answers for non commodity declaration when lodging full import declaration are assessed in accordance with NCCC POD
- 1.7 Relevant records are maintained in accordance with regulatory requirements and workplace procedures

2 Comply with commodity documentation requirements and declarations

- 2.1 Documentation for commodities is assessed within scope of arrangement in accordance with the Automatic Entry Processing (AEP) for Commodities POD
- 2.2 Commodity related documentation is assessed for compliance with commodity concerns in accordance with AEP for Commodities POD
- 2.3 Correct commodity code and premises ID are determined for automatic entry processing for commodity as appropriate in accordance with AEP for Commodities POD
- 2.4 Relevant records are maintained in accordance with regulatory requirements and workplace procedures

3 Comply with minimum document requirements

- 3.1 Documentation is assessed for compliance with overarching requirements in accordance with Minimum Documents policy
- 3.2 Documentation is assessed for compliance with format requirements in accordance with Minimum Documents policy
- 3.3 Consignment specific documentation is assessed for compliance with relevant requirements (such as transport documentation or government certification) in accordance with Minimum Documents Policy
- 3.4 Relevant records are maintained in accordance with regulatory requirements and workplace procedures

Required Skills and Knowledge

This section describes the knowledge and skills required for this unit.

Required knowledge:

- General awareness of biosecurity border clearance requirements
- Obligations of person engaged in a regulatory arrangement
- Policies regarding compliance with requirements of a regulatory arrangement
- Relevant legislation, regulations, schemes, policies and procedures such as:
 - Automatic Entry Processing for commodities scheme
 - Minimum Document Requirements Policy
 - Non-commodity Information Requirements Policy
 - Non-commodity for Containerised Cargo Clearance (NCCC) scheme

Required skills:

- Communicate effectively with others
- Liaise with department officials and industry colleagues
- Maintain records in accordance with regulatory requirements
- Manage quality customer service
- Read and interpret relevant Acts and legislation
- Solve problems
- Use relevant software to lodge full import declarations
- Work with attention to detail

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include:

- sequencing activity in a way that demonstrates competence
- ensuring currency of relevant legislative and regulatory knowledge
- preparing documents with required attention to detail
- lodging documents that are fit for purpose
- maintaining relevant records.

Context of and specific resources for assessment

Performance is demonstrated consistently over time and in a suitable range of contexts.

Resources for assessment include access to:

- relevant legislative and regulatory documentation that impacts on work activities
- range of relevant exercises, case studies, scenarios and/or other simulated practical and knowledge assessments
- appropriate range of relevant operational situations in the workplace.

In both real and simulated environments, access is required to:

- relevant and appropriate reference materials
- applicable documentation including legislation, regulations, and workplace procedures.

Method of assessment

Practical assessment must occur in an:

- appropriately simulated workplace environment and/or
- appropriate range of suitable situations in the workplace.

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate to this unit:

- direct observation and/or collation of evidence of the candidate performing tasks
- appropriate knowledge questions
- appropriate problem-solving scenarios
- direct observation of the candidate applying relevant scheme requirements and work practices.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Documentation may include:

- Automatic Entry Processing (AEP) for Commodities Processes and Outcomes Document
- industry/enterprise or other performance standards
- Minimum Document Requirements Policy
- Non-commodity for Containerised Cargo Clearance Processes and Outcomes Document
- Non-commodity Information Requirements Policy
- workplace procedures

Appropriate personnel may include:

- consultative committees
- department personnel
- industry technical experts
- managers/employers
- mentors and workplace coaches
- representative government regulatory bodies
- team leaders/supervisors

Information on new developments in biosecurity border clearance operations may be obtained from:

- bulletins, journals, books
- external networks
- independent reading
- internal and external training programs
- online learning and other professional development programs
- relevant government department

Relevant requirements for consignment specific documentation may include:

- government certification
- transport documentation

Unit Sector(s)

Not applicable.

Competency Field

X – Logistics