



Australian Government

Department of Education, Employment and Workplace Relations

TLIA2048A Carry out border clearance functions

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to carry out basic border clearance functions in accordance with Customs and related legislation and workplace requirements. It includes creating import declarations for import clearance; resolving problems arising from lodgement of entries or import declarations; and undertaking post-entry amendments, where applicable. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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This unit applies to individuals working as a customs broker. Work must be carried out in compliance with the relevant Customs and related legislation and workplace requirements concerning the conduct of border clearance functions. Work is undertaken in a range of environments including small to large worksites in the customs broking and international freight forwarding industries. Work at this level is performed under supervision, generally within a collaborative team environment.

This unit is normally packaged at AQF II or above.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills 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

ELEMENT	PERFORMANCE CRITERIA
1 Create Integrated Cargo System (ICS) import declarations for import clearance	1.1 Information required for ICS import declarations is determined 1.2 Required information for ICS import declarations is prepared 1.3 Staff delegated to prepare required information are supported to complete tasks accurately and in a timely manner 1.4 Information is checked for accuracy 1.5 Required information for ICS import declarations is collated and entered 1.6 Questions relating to lodgement of the import declaration are reviewed
2 Resolve problems arising from lodgement of entries or import declarations	2.1 Progress of preparing import declarations for lodgement is monitored 2.2 Problems arising before or after lodgement of the import declarations are identified and action is taken to address problems
3 Undertake post-entry amendments (where applicable)	3.1 Needs for amendments are confirmed as required 3.2 Import declarations are amended in accordance with Customs and related legislation as well as workplace procedures and other regulatory requirements

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Customs legislation, other legislation and regulations relevant to border clearance functions
- Relevant OH&S and environmental procedures and regulations
- Requirements for completing relevant documentation
- Steps involved in planning work activities
- Functions and responsibilities of customs broker acting as a nominee, or sole trader
- Purpose and features of customs programs
- Role and authority of Customs and how it fits into the structure of government
- Range of customs duties and tariffs and how they are applied
- Problems that may occur when carrying out border clearance functions and appropriate action that can be taken to resolve problems
- Purpose of warehousing goods and obligations of warehouse proprietors to Customs

REQUIRED KNOWLEDGE AND SKILLS

- Factors comprising landed cost from commercial and customs documentation
- Procedures to be followed in the event of an emergency
- Cultural differences amongst customers, internal and external freight contacts and within customer service teams and their implications when carrying out border clearance functions
- Sources of information on new developments in border clearance operations

Required skills:

- Negotiate, communicate and liaise effectively with clients and others when carrying out border clearance functions
- Read and interpret instructions, procedures, information and signs relevant to the conduct of border clearance functions
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to work activities
- Operate work systems, equipment, management and site operating procedures for border clearance functions
- Work collaboratively with others
- Plan, organise and monitor own work activities
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Solve problems that arise during border clearances functions
- Adapt to new skill and knowledge requirements required due to the development of new border clearance operations
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Select and use relevant computer/communication/office equipment
- Identify import restrictions and prohibitions from relevant sources

Evidence Guide

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

EVIDENCE GUIDE

guidelines for this Training Package.

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of:
 - identifying required information after completion of import declarations
 - resolving problems arising from lodgement of entries
 - undertaking post-entry amendments
 - selecting and using the technology required for basic border clearance functions

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

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

New developments in border clearance operations may include:	• regulations • processes • systems • technology • types and packaging of goods
Information on new developments in border clearance operations may be obtained from:	• internal networks such as: own team, staff in other departments, support staff, managers, training staff, etc. • external networks • bulletins, journals, magazines, books, etc. • internet websites • internal and external training programs
Adaptability to new skill and knowledge requirements required due to the development of new border clearance operations may include:	• external training programs • internal training programs • reading independently • coaching in the workplace • online learning on a computer • networking with relevant internal and external contacts
Depending on the organisation concerned, workplace procedures may be called:	• standard operating procedures (SOPs) • company procedures • enterprise procedures • organisational procedures • established procedures
Communication in the work area may include:	• phone • electronic data interchange (EDI) • fax • email • internet • RF systems • oral, aural or signed communications
Consultative processes may involve:	• other employees and supervisors • clients • agents • relevant authorities and institutions • management and union representatives • industrial relations and OH&S specialists
Documentation and records may include:	• Customs and related legislation • other legislation related to border clearance functions

RANGE STATEMENT

- shipping documentation
 - quarantine documentation
 - permits to import and/or export
 - Customs Notices
 - commercial invoices and packing lists
 - manifests, delivery notes, special clearances, consignment notes and authorised weighbridge certificates
 - internal documentation used for border clearance functions
 - operations manuals, job specifications and induction documentation
 - manufacturers specifications for equipment
 - client instructions
 - industrial relations agreements or contracts
 - regulations and codes of practice relevant to border clearance procedures including safeworking and local authority regulations and procedures
 - relevant OH&S and environmental protection regulations
 - workplace policies and procedures related to border clearance
 - quality assurance procedures
 - emergency procedures
 - dangerous goods declarations and material safety data sheets, where applicable
 - Customs and related legislation
 - privacy legislation
 - export/import/quarantine/bond requirements
 - relevant state/territory OH&S and environmental protection legislation
 - workplace relations regulations
 - equal opportunity legislation
 - equal employment opportunity and affirmative action legislation
- Applicable legislation and regulations may include:

Unit Sector(s)

Not Applicable

Competency Field

Competency Field A - Handling Cargo/Stock