



Australian Government

Department of Education, Employment and Workplace Relations

TLIA2049A Apply specialist permit requirements as part of customs broking activities

Release: 1

TLIA2049A Apply specialist permit requirements as part of customs broking activities

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to apply specialist permit requirements as part of customs broking activities in accordance with Customs and related legislation and workplace requirements. It includes identifying required permits; assessing permit applications; and facilitating the gaining of permits. 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 specialist permit requirements. Work is undertaken in a range of environments including small to large worksites in the custom 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 Identify required permits	1.1 Goods requiring permits are identified 1.2 Correct permits are identified for import/export of goods 1.3 Goods and commodities restricted/prohibited for import/export under the laws of Australia and other countries are identified
2 Assess permit applications	2.1 Permit application process is understood and followed by the applicant 2.2 Specialist expertise is engaged to clarify permit application process as required 2.3 Information required for permit application is gathered and documented 2.4 Other required documentation is identified and gathered 2.5 Liaison is undertaken with client as required to facilitate completion of permit application 2.6 Permit application is checked 2.7 Permit application and other required documentation is lodged 2.8 Client is kept informed about the application process and progress
3 Facilitate gaining of permits	3.1 Problems arising with application are identified and addressed 3.2 Negotiations and discussions are entered into with clients, relevant personnel and permit issuing authorities to facilitate issuing of permits 3.3 Approved applications are reviewed to ensure compliance with client requirements 3.4 Permit requirements are communicated to clients 3.5 Application and permit documentation is stored in accordance with workplace and relevant 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, quarantine and other legislation relevant to the application of specialist permit requirements, including the Prohibited Import Regulations, Prohibited Export Regulations, Australian Dangerous Goods (ADG) Code and relevant wildlife conservation quarantine or other legislative requirements
- Relevant sections of national and state or territory regulatory requirements and codes of practice
- Relevant OH&S and environmental procedures and regulations

REQUIRED KNOWLEDGE AND SKILLS

- Workplace procedures and policies for the application of specialist permit requirements
- Relevant specialist permit procedures and guidelines
- Requirements for completing relevant documentation
- Focus of operation of work systems, equipment, management and site operating systems for the application of specialist permit requirements
- Problems that may occur when applying specialist permit requirements and appropriate action that can be taken to resolve the problems
- Code of practice for working collaboratively with others
- Steps involved in planning work activities
- Procedures to be followed in the event of an emergency
- Procedures for managing and controlling hazardous situations when carrying out work activities

Required skills:

- Negotiate, communicate and liaise effectively with customers and others when completing work activities
- Read and interpret instructions, procedures and information relevant to the specialist permit requirements
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to work activities
- Select and use relevant computer/communication/office equipment when applying specialist permit requirements
- Work collaboratively as part of a customs broking/freight forwarding team
- Plan and organise work activities when applying specialist permit requirements
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Modify activities depending on differing workplace contexts, risk situations and environments, including taking appropriate initiatives within allowable limits
- Solve problems that may arise when applying specialist permit requirements
- Present information using appropriate media and technology
- Identify, interpret and learn skills and knowledge required for new developments in relevant permit requirements
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Required skills:

- Select and use required personal protective equipment conforming to industry and OH&S standards

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 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 permits
 - facilitating the gaining of permits
 - communicating and negotiating with customers and agencies responsible for the issuing of permits

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,

EVIDENCE GUIDE

and/or

- in an appropriate range of situations in the workplace

Range Statement

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.

Restricted/prohibited goods/commodities subject to quarantine and wildlife conservation regulations or other regulatory and/or permit requirements may include:

- livestock
- flora and fauna
- wines and spirits
- specified horticultural products
- plant and animal products from countries with known diseases, viruses and other contagious pathogens
- commodities containing ozone-depleting substances
- therapeutic goods and complementary medicines
- hazardous waste
- heritage and cultural items
- dangerous goods, explosives, firearms and ammunition
- imported foods
- industrial chemicals
- goods and materials that may be used to construct explosives or weapons of mass destruction (WMD) as determined by the Department of Foreign Affairs and Trade (DFAT)
- other commodities subject to Australian and overseas government regulations and requiring specialist permits

Information on relevant aspects of specialist permit requirements may include:

- wildlife conservation requirements, such as:
 - wildlife conservation in Australia
 - international treaties for wildlife conservation
 - export/import regulations for wildlife
 - permit validation for exports to the USA
 - acquittals and specimen export records (SER)
- quarantine permit requirements, such as:
 - quarantine treatment
 - AQIS approved premises
 - cargo clearance
 - pests and diseases

RANGE STATEMENT

- plant quarantine
- animal quarantine
- plant and animal exports
- other specialist permit requirements, such as:
 - wines and spirits
 - prescribed amounts of cash
 - commodities containing ozone-depleting substances
 - requirements for Therapeutic Goods Administration Permits (TGP))
 - hazardous waste
 - heritage and cultural items
 - dangerous goods, explosives, firearms, ammunition, and chemical, biological and radioactive weapons materials and components and other prohibited imports and exports
 - imported food program and permit regulations
 - requirements of the National Industrial Chemicals Notification and Assessment Scheme (NICNAS)
 - regulations and permits pertaining to goods and materials that may be used to construct explosives or weapons of mass destruction (WMD) as determined by the Department of Foreign Affairs and Trade
 - dual use goods covered by the WMD Act

RANGE STATEMENT

Agencies from which permits may be obtained may include:	• Australian Quarantine and Inspection Service • Australian Custom Service • Department of the Environment Water, Heritage and the Arts (DEWHA) • Department of Agriculture, Fisheries and Forestry • Department of Innovation, Industry, Science and Research • Department of Health and Ageing • Department of Defence • Department of Foreign Affairs and Trade • Australian Federal Police • Australian Wine and Brandy Corporation • Health Insurance Commission • Wheat Export Authority • Attorney Generals Department • Department of Prime Minister and Cabinet • Department of Infrastructure, Transport and Regional Development and Local Government
Checks made during permit application may include:	• accuracy checks • checks for missing information • checks for unfulfilled requirements • whether supplementary documents are required
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 • suppliers of specialist permits • relevant authorities and institutions • management and union representatives • industrial relations and OH&S specialists
Documentation and records may	• regulations and codes of practice relevant to import and export procedures

RANGE STATEMENT

include:

- relevant OH&S and environmental protection regulations
- workplace policies and procedures related to specialist permit requirements
- quality assurance procedures
- emergency procedures
- operations manuals, job specifications and induction documentation
- dangerous goods declarations and material safety data sheets, where applicable
- goods manifest
- relevant Australian Standards and certification requirements
- other government documentation covering regulated trade (including online)

Applicable regulations and legislation may include:

- relevant codes and regulations for the issuing of specialist permits
- Customs and related legislation
- export/import/quarantine/bond requirements
- Australian and international regulations and codes of practice for the transport of dangerous goods and hazardous substances
- other Australian legislation relating to restrictions and prohibitions on imports and exports and related permit requirements
- relevant state/territory OH&S and environmental protection legislation
- Customs Act 1901
- Environmental Protection and Biodiversity Conservation Act 1999
- workplace relations regulations
- equal opportunity legislation
- equal employment opportunity and affirmative action legislation
- workers compensation regulations
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Unit Sector(s)

Not Applicable

Competency Field

Competency Field A - Handling Cargo/Stock