



Australian Government

Department of Education, Employment and Workplace Relations

TLIA3054A Classify commodities for the import and export of goods through customs

Release: 1

TLIA3054A Classify commodities for the import and export of goods through customs

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to classify commodities for the import and export of goods through customs in accordance with Customs and related legislation and workplace requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

This unit applies to individuals working as a customs broker. Work must be carried out in compliance with the Customs Tariff Act 1995 and related legislation and workplace requirements concerning customs commodity classification 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 requires some supervision, generally within a team environment.
This unit is normally packaged at AQF III 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 Locate resources necessary for classification of goods	1.1 Determine and obtain resources and documentation sufficient to classify goods
2 Apply identification principles to goods	2.1 Goods are identified in accordance with classification principles 2.2 Alternative classifications are checked as required 2.3 Assistance is sought as required 2.4 Section and Chapter Notes are consulted
3 Select and justify heading (4 figure)	3.1 The principles of statutory construction in the context of particular tariff headings and words are applied 3.2 Heading and Notes are interpreted in hierarchical order 3.3 Rejection of alternate headings are justified 3.4 Pre or post classification potential areas of dispute are identified
4 Locate and justify a sub-heading (6 or 8 figure)	4.1 The requirement for a tariff classification advice is identified 4.2 Sub-heading Notes are interpreted in hierarchical order 4.3 The dash system is applied to the classification 4.4 The correct statistical code is identified
5 Utilise classification tools as directed	5.1 Resources are utilised to assist in classification of goods 5.2 Client is consulted to obtain further details of characteristics of goods to be classified as required 5.3 Assistance is sought as required 5.4 A preliminary classification of goods is made 5.5 Preliminary classification is checked with manager, supervisor or more senior personnel prior to customs import being completed
6 Complete post classification requirements in accordance with legislative requirements	6.1 Tariff classification advice request is prepared in response to identified problems 6.2 Classification is entered correctly on the customs entry/declaration in accordance with the requirements of Customs and related legislation and workplace procedures 6.3 Completed documentation is retained by relevant personnel in accordance with the requirements of Customs and related legislation and workplace procedures 6.4 Relevant documentation and other sources of information (e.g. from internet, industry experts, etc.) is retained and passed on to the client in accordance with the requirements of Customs and related legislation and workplace procedures 6.5 Post entry classification advice to the client is initiated where required

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 and related legislation relevant to the classification of commodities for the import and export of goods through customs
- Relevant OH&S and environmental protection procedures and guidelines
- Customs and workplace procedures and policies for the classification of commodities for the import and export of goods through customs
- Focus of operation of work systems, equipment, management and site operating systems for the classification of commodities for the import and export of goods through customs
- Problems that may occur when classifying commodities for the import and export of goods through customs and appropriate action that can be taken to resolve the problems
- Information on relevant aspects of the classification of commodities for the import and export of goods through customs
- Types of goods and related classification and documentation requirements
- Sources of information on new developments in the classification of commodities for the import and export of goods through customs
- Ways of learning the skills and knowledge required for new developments in the classification of commodities for the import and export of goods through customs
- Cultural differences amongst customers, internal and external freight contacts and within the operational team and their implications when providing customs classification services
- Documentation and recording requirements for the classification of commodities for the import and export of goods through customs
- Steps involved in planning the work activities

Required skills:

- Communicate effectively with others when classifying commodities for the import and export of goods through customs
- Locate, read and interpret instructions, procedures and information relevant to the classification of commodities for the import and export of goods through customs
- Plan and organise work activities when classifying commodities for the import and export of goods through customs
- Select and use relevant computer/communication/office equipment when classifying commodities for the import and export of goods through customs
- Enter information using appropriate technology
- Work collaboratively as part of an operational team
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Modify activities depending on differing workplace contexts, risk situations and environments,

Required skills:

including taking appropriate initiatives within allowable limits

Required skills:

- Solve problems that may arise when classifying commodities for the import and export of goods through customs
- Take responsibility for classifying commodities for the import and export of goods through customs
- Identify, interpret and learn skills and knowledge required for relevant new developments in the classification of commodities for the import and export of goods through customs
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Locate the resources necessary for the classification of goods
- Record work outcomes

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:
 - locating resources necessary for the classification of commodities for the import and export of goods
 - utilising classification tools as directed
 - selecting and using the technology required to classify commodities for the import and export of goods
 - completing classification in accordance with legislation

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:

EVIDENCE GUIDE

- relevant and appropriate materials and equipment, and
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

EVIDENCE GUIDE

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

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

Information on relevant aspects of the classification of commodities for the import and export of goods through customs may include:

- the reasons for the Customs Tariff Act 1995 and for the imposition of duty on imported goods
- the content of the Customs Tariff Act 1995 and the various sections within the Act as they relate to the classification of commodities for the import and export of goods through customs
- the schedules of the tariff and comparisons between the sub-heading structures at various levels in order to arrive at correct classification and duty rates
- the Rules for the Interpretation of the Harmonized System and the Australian Customs Tariff Act 1995
- comparisons and differences between the various rules for tariff classification purposes
- the principles of classification in the identification of goods for tariff purposes and their application to the classification of commodities for the import and export of goods through customs
- the legal notes to the tariff and the context of each note and the application of this context to the classification of commodities for the import and export of goods through customs
- the applications of the various aids available to the classification process
- photographic (still, video or electronically transmitted image)

Where goods for classification are not available, sample of goods

RANGE STATEMENT

may be in the form of:

- a written description including technical drawings

RANGE STATEMENT

Resources to classify goods includes:	• Australian Harmonized Export Classification Book (ISBN 0 642 4772 3) • the combined Customs Tariff Act 1995 • precedents database • dictionaries • trade or technical publications • Harmonized System Explanatory Notes (HSEN)
Examples of previous related classifications include:	• candidate's and colleagues' previous classifications • examples from texts and reference materials
Client consultation may be required where:	• characteristics of goods cannot be determined from available information or require clarification in relation to use, function, context (as a component of another item)
Assistance may include:	• advice from supervisor or manager, more experienced colleagues, customs brokers, training staff, technical experts • using reference material within organisation, training providers, professional libraries, trade journals • consulting technical experts in the industry, professional association or a training provider
New developments in the classification of commodities may relate to changes in:	• technology • regulations • processes • systems
Information on new developments in the classification of commodities for the import and export of goods may be obtained from:	• internal networks such as: own work team, staff in other departments, support staff, managers, training staff, etc. • external networks such as: staff in various regulatory authorities • bulletins, journals, magazines, books, etc. • internet websites • internal and external training programs
Ways of learning skills and knowledge required for new developments in the classification of commodities for the import and export of goods 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

RANGE STATEMENT

Communication in the work area may include:

- established procedures
- phone
- electronic data interchange (EDI)
- fax
- email
- internet
- RF systems
- oral, aural or signed communications

Consultative processes may involve:

- other employees and supervisors
- personnel in relevant authorities and institutions
- management and union representatives
- industrial relations and OH&S specialists

Documentation and records may include:

- Customs and related legislation
- dictionaries
- trade or technical publications
- Harmonized System Explanatory Notes (HSEN)
- manifests, delivery notes, special clearances, consignment notes, authorised weighbridge certificates, and special clearances
- internal documentation
- operations manuals, job specifications and induction documentation
- manufacturers specifications for relevant equipment
- workplace procedures and policies
- supplier and/or client instructions
- quality assurance procedures
- extrinsic material (as defined in the Acts Interpretation Act)

Applicable legislation and regulations may include:

- Customs and related legislation
- other legislation related to importing and exporting of goods
- export/import/quarantine/bond requirements
- relevant state/territory OH&S and environmental protection legislation
- Australian Harmonized Export Classification Book
- workplace relations regulations
- equal opportunity legislation
- equal employment opportunity and affirmative action legislation
- Customs Tariff Act 1995

Unit Sector(s)

Not Applicable

Competency Field

Competency Field A - Handling Cargo/Stock