



Australian Government

Department of Education, Employment and Workplace Relations

TLIA4051A Carry out quarantine procedures

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required by an Accredited Person to carry out the requirements of the quarantine Co-Regulation Schemes in accordance with Australian Quarantine Inspection Service (AQIS) regulatory and workplace requirements. 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 an Accredited Person in accordance with the relevant AQIS accreditation and business Compliance Agreement for commodity and non-commodity Co-Regulation Schemes. 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 by those who provide leadership of others individually or in teams.

This unit is normally packaged at AQF IV 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 Confirm AQIS accreditation status for clearance	1.1 Appropriate checks are made to assess if the business has a valid Compliance Agreement with AQIS for the relevant Co-Regulation Scheme 1.2 Ensure information is conveyed to AQIS by answering a question on this matter as appropriate at the time of lodgement of the import declaration
2 Assess a packing declaration	2.1 Packing declaration is checked to confirm whether or not it contains acceptable straw, timber and bark declarations in accordance with the relevant Scheme's Processes and Outcomes Document and the Containerised Cargo Clearance Resources Document 2.2 Packing declaration is checked to confirm that all other critical information is present as detailed in the relevant Scheme's Processes and Outcomes Document and the Containerised Cargo Clearance Resources Document 2.3 If the packing declaration is unacceptable or if required information is missing, it is declared to AQIS at the time of lodgement of the import declaration
3 Assess a treatment certificate	3.1 Treatment certificate is checked to confirm whether or not the treatment provider is acceptable to AQIS 3.2 Treatment certificate is checked to confirm that all critical fields are present, correct and legible as detailed in the Scheme's Processes and Outcomes Document and the Containerised Cargo Clearance Resources Document 3.3 Treatment certificate is checked to confirm that this treatment, dosage and duration is acceptable and in accordance with the requirements of the Scheme's Processes and Outcomes Document and the Containerised Cargo Clearance Resources Document
4 Convert quantities detailed in treatment certificates	4.1 Quantities of fumigants stated in a treatment certificate as being used to treat a given volume of material are checked against AQIS requirements 4.2 Where necessary, required conversions are carried out to ensure that the quantity of fumigant and volume of material are at the correct dosage
5 Check and confirm unpack destination for FCL/X consignments	5.1 The unpack postcode for FCL consignments is determined as metropolitan, rural or semi-rural in accordance with the Scheme's Processes and Outcomes Document and the Containerised Cargo Clearance Resources Document 5.2 If a FCL or FCX consignment is to be unpacked at a rural or semi-rural address as identified by the postcode and the AQIS Containerised Cargo Clearance Resources Document, it is

ELEMENT	PERFORMANCE CRITERIA
	declared to AQIS at the time of lodgement of the import declaration
6 Confirm that all commodity documentation is valid and meets AQIS requirements	6.1 Information contained in packing declarations and treatment certificate is verified as containing a linking consignment identifier or numerical link to the shipment in accordance with the Scheme's Processes and Outcomes Document and the Containerised Cargo Clearance Resources Document
7 Confirm that all commodity documentation is valid and meets AQIS requirements	7.1 Determine information and documentation required for assessment in accordance with the Scheme's Processes and Outcomes Document 7.2 Assess documentation to determine if the commodity is in scope as required by the Scheme's Processes and Outcomes Document 7.3 Ensure documentation contains linkage to the consignment as required by the Scheme's Processes and Outcomes Document 7.4 Assess documentation in accordance with the requirements of the Scheme's Processes and Outcomes Document
8 Enter required Processing Types and Automatic Entry Processing (AEP) codes	8.1 Determine the AQIS Processing Type and enter it into the AQIS Processing Type field in the Joint Entry Management Computer System (JEMS) in accordance with the Processes and Outcomes Document for each of the relevant Co-Regulation Schemes 8.2 Determine the Quarantine Approved Premise where the activity is to take place in accordance with the Processes and Outcomes Document for EACH of the relevant Co-Regulation Schemes. The QAP Code is entered into the QAP Field on the Joint Entry Management Computer System (JEMS) in accordance with the Processes and Outcomes Document for each of the relevant Co-Regulation Schemes
9 Ensure that all documentation and records are completed and correctly retained	9.1 All principal documentation and records of cleared imports including all relevant shipping documents, packing declarations, bills of lading, etc. are maintained in accordance AQIS Co-Regulation Scheme requirements 9.2 Clients are advised that AQIS may call up this documentation during any audit

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

REQUIRED KNOWLEDGE AND SKILLS

- Proficiency in the requirements of the AQIS Co-Regulation Schemes
- Australian and international legislation, codes and regulations relevant to non-commodity quarantine freight clearance operations
- Relevant OH&S and environmental protection procedures and guidelines
- AQIS and workplace procedures and policies for non-commodity quarantine freight clearance operations
- Focus of operation of work systems, equipment, management and site operating systems for non-commodity quarantine freight clearance operations
- Typical problems that may occur during non-commodity quarantine freight clearance and appropriate action that can be taken to resolve the problems
- Information on relevant aspects of non-commodity quarantine freight clearance practices
- Sources of information on new developments in non-commodity quarantine freight clearance procedures
- Techniques to learn the skills and knowledge required for new developments in non-commodity quarantine freight clearance procedures
- Documentation and record requirements for non-commodity quarantine freight clearance operations

Required skills:

- Negotiate, communicate and liaise effectively with clients and others
- Read and interpret instructions, procedures and information relevant to non-commodity quarantine freight clearance procedures
- Select and use relevant computer/communication/office equipment when carrying out non-commodity quarantine freight clearance operations
- Complete documentation related to work activities
- Work collaboratively as part of a freight clearance team
- Plan and organise work activities when carrying out non-commodity quarantine freight clearance procedures
- Identify, interpret and learn skills and knowledge required for relevant new developments in non-commodity quarantine freight clearance services
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Solve problems that may arise when carrying out non-commodity quarantine freight clearance operations
- Modify activities depending on differing workplace contexts, risk situations and environments, including taking appropriate initiatives within allowable limits
- Monitor work activities in terms of planned schedule
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

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 and interpreting the quarantine Co-Regulation Schemes
 - confirming accreditation status for container clearance
 - assessing a packing declaration
 - assessing a treatment certificate
 - converting quantities detailed in treatment certificates
 - identifying that all relevant documentation is valid and meets all requirements

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:

EVIDENCE GUIDE

- 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.

An Accredited Person is a person who is:

- accredited under the relevant AQIS Co-Regulation Scheme: who has successfully completed the AQIS approved training course fulfilled accreditation requirements. In order to perform tasks under the Co-Regulations Scheme, an Accredited Person must also operate in a business that is a signatory to an existing Compliance Agreement with AQIS

The AQIS Co-Regulation Schemes are:

- a scheme developed to allow business entities to subscribe to a Compliance Agreement with AQIS, and for the business's Accredited Persons to assess commodity and non-commodity documentation on behalf of AQIS, in order to facilitate the quarantine clearance of freight

Information on relevant aspects of commodity and non-commodity freight clearance practices may include:

- AQIS Containerised Cargo Document for each Co-Regulation Scheme
- Processes and Outcomes Document for each Co-Regulation Scheme
- commodity requirements and treatment
- AQIS AEP system and related procedure statements and codes
- the legislation and procedures relating to the non-commodity quarantine clearance of freight
- ICON an AQIS online database

The term 'straw' may include:

- straw
- cereal
- rice hulls
- and other unprocessed plant materials

The term 'timber' may include:

- crates
- cases
- dunnage

RANGE STATEMENT

The term 'bark' is defined as:	• pallets • skids • any other timber used as a shipping aid • the external natural layer covering trees and branches. This material is distinct and separable from processed timber
Quarantine non-commodity clearance documentation may include:	• packing declarations • treatment certificates • shipping documents • bills of lading • commercial invoices • physio sanitary certificates
Unpacking destinations may include:	• metropolitan destinations • fringe rural destinations • rural destinations
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 • ICS direct or via proprietary software to ICS • AQIS Import Management System (AIMS) • electronic data interchange (EDI) • fax • email • internet • RF systems • oral, aural or signed communications
Consultative processes may involve:	• other employees and supervisors • clients • AQIS officers • management and union representatives
Documentation and records may include:	• the AQIS Containerised Cargo Clearance Document • Enterprise Compliance Agreement with AQIS • AQIS Operational Procedure Statements for the Automatic Entry Processing for FCL Scheme • packing declarations • treatment certificates • shipping documents

RANGE STATEMENT

Applicable legislation and regulations may include:

- bills of lading
- commercial invoices
- physio sanitary certificates
- goods identification numbers and codes, manifests, delivery notes, consignment notes, authorised weighbridge certificates, and special clearances
- internal documentation used for non-commodity quarantine clearance activities
- Australian and international regulations and codes of practice for non-commodity quarantine freight clearance operation
- operations manuals, job specifications and induction documentation
- manufacturers specifications for equipment
- workplace procedures and policies
- AQIS and client instructions
- quality assurance procedures
- emergency procedures
- Quarantine Act 1908 and Regulations
- codes of practice of the Customs Brokers and Forwarders Council of Australia
- export/import/quarantine/bond requirements
- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations
- workers compensation regulations
- equal opportunity legislation
- equal employment opportunity and affirmative action legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field A - Handling Cargo/Stock