



Australian Government

Department of Education, Employment and Workplace Relations

TLIA4057A Analyse, advise on and carry out integrated border clearance transactions

Release: 1

TLIA4057A Analyse, advise on and carry out integrated border clearance transactions

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to analyse, advise on and carry out integrated border clearance transactions, usually involving analysis of complex interactions between component elements of the transactions and 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

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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 customs valuation 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 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 Read and interpret the facts of the transaction request	1.1 Documentation on the integrated border clearance transaction is reviewed and pertinent Customs and other related legislation and quality standards are identified 1.2 Customs and other related legislation and quality standards are accessed and their implications for the integrated border clearance transaction are clarified and confirmed 1.3 Missing or ambiguous documentation on the integrated border clearance transaction is identified and documentation is updated as required in consultation with the client 1.4 The integrated border transaction is interpreted to determine the potential interactive effects that may need to be considered between the different legislative requirements and quality standards
2 Identify and analyse any problems	2.1 The various aspects of the integrated border clearance transaction and the related documentation are analysed and any identified issues and problems are documented 2.2 The implications and risks associated with identified issues and problems are assessed 2.3 Outcomes of the assessment of implications and risks are recorded in accordance with workplace procedures and relevant legislative requirements
3 Develop and review alternative solutions	3.1 Appropriate alternative solutions to the identified issues and problems are developed with due consideration to the management of the risks involved, all legislative requirements, enterprise quality standards and the needs of the client 3.2 The comparative benefits and risks of the alternative solutions are reviewed in accordance with workplace procedures 3.3 The various options and their outcomes of the review of their comparative benefits and risks are documented as required
4 Select and justify a solution	4.1 Based on the review of the alternative solutions developed, a selection is made of the preferred solution 4.2 The justification for the selection is documented as per workplace procedures and policies with due reference to its compliance with all legislative requirements, the benefits of the selected solution, the risks involved and how they will be managed 4.3 Any critical issues identified during the review and analysis process are discussed and cleared with relevant internal and external personnel if necessary
5 Provide advice to client on a border clearance transaction	5.1 The results of the review of the integrated border clearance transaction are discussed with the client and advice is provided on the recommended solution and the rationale for the recommendation

ELEMENT

PERFORMANCE CRITERIA

5.2 Agreement is gained from the client to proceed with the integrated border clearance transaction as planned

ELEMENT	PERFORMANCE CRITERIA
6 Complete the border clearance transaction	6.1 The integrated border clearance transaction is completed in accordance with the agreed approach and all pertinent legislative requirements and workplace procedures
7 Document and record the border clearance transaction	7.1 All required documentation for the integrated border clearance transaction is completed and verified in accordance with all legislative requirements and workplace procedures 7.2 Information is entered into appropriate systems as required 7.3 Records are made of the integrated border clearance transaction and information on any specific issues and problems and related solutions adopted and action taken 7.4 All relevant information concerning the integrated border clearance transaction is forwarded to the client and relevant internal and external personnel 7.5 Records for the integrated border transaction are retained according to Customs and related legislation requirements as well as workplace and organisational procedures
8 Implement formal review mechanisms for dispute resolution	8.1 The need for a formal review of a dispute related to a border transaction is identified in accordance with the relevant requirements of Customs and other related legislation 8.2 The appropriate review mechanism for a dispute related to a border transaction is identified in accordance with the relevant requirements of Customs and other related legislation 8.3 The identified review mechanism is implemented for the resolution of a dispute related to a border transaction in accordance with the relevant requirements of Customs and other related legislation

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant Customs and related legislation and Australian and international codes and regulations relevant to the analysing, advising on and conducting integrated border clearance transactions
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for analysing, advising on and conducting integrated border clearance transactions
- Focus of operation of work systems, equipment, management and site operating systems when analysing, advising on and conducting integrated border clearance transactions

REQUIRED KNOWLEDGE AND SKILLS

- Issues and problems that may be identified when analysing, advising on and conducting integrated border clearance transactions and appropriate action that can be taken to resolve the problems and issues concerned
- Information on relevant aspects of integrated border clearance transactions
- Types of goods and related documentation
- Sources of information on new developments in border clearance operations, transactions and related legislative requirements
- Ways of learning the skills and knowledge required for new developments in border clearance operations, transactions and related legislative requirements
- Cultural differences amongst customers, internal and external contacts and within the operational team and their implications
- Documentation requirements needed when analysing, advising on and conducting integrated border clearance transactions

Required skills:

- Negotiate, communicate and liaise effectively with clients and others
- Take responsibility for analysing, advising on and conducting integrated border clearance transactions and related solutions
- Read and interpret instructions, procedures and information relevant to analysing, advising on and conducting integrated border clearance transactions
- Identify, interpret and learn skills and knowledge required for relevant new developments in border clearance transactions
- Plan and organise work activities
- Select and use relevant computer/communication/office equipment when analysing, advising on and conducting integrated border clearance transactions
- Present information using appropriate media and technology
- Work collaboratively as part of a customs broking 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, including taking appropriate initiatives within allowable limits
- Solve problems that may arise when analysing, advising on and conducting integrated border clearance transactions

Evidence Guide

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:
 - reading and interpreting the facts of the transaction request
 - identifying and analysing any problems that may arise in completing a border clearance transaction
 - developing and reviewing alternative solutions
 - selecting and justifying solutions to typical border clearance transaction problems
 - completing the border clearance transaction
 - documenting and recording the border clearance transaction

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

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 integrated border clearance transactions may include:	• the functions and responsibilities of a customs broker nominee, sole trader and corporate brokerage • the role and authority of the Customs, AQIS and other legislative authorities and how they fit into the structure of the government and customs broker practices • internal and external review practices available to analyse and review issues and problems arising within integrated border clearance transactions • processes and practices for advising clients on issues and related solutions arising during an assessment of integrated border clearance transactions
Analysis of an integrated border clearance transaction may involve:	• careful and detailed consideration of the client's instructions and needs, all compliance requirements and relevant workplace quality standards. It also includes consideration of all possible interactive effects and risks and a comparative review of appropriate solutions to any problems and issues identified in the course of the analysis
Aspects of integrated border clearance transactions that will need to be examined and analysed to establish any interactive effects and problems may include:	• permit requirements (including environmental/wildlife and quarantine) • GST requirements • tariff classification requirements • valuation • prohibitions and restrictions • infringement notices and penalties • dispute resolution
Aspects of transaction that may be considered in the consideration of interactive effects and issues can include:	• client requirements • compliance with all legislation and permit requirements • risk assessment (to broking organisation, regulatory authorities and client) • cost effectiveness • timeliness • source(s) of information
New developments in border clearance requirements and operations may relate to:	• legislation • processes • systems

RANGE STATEMENT

- technology
- goods

RANGE STATEMENT

Information on new developments in border clearance requirements and operations may be obtained from:	• internal networks such as: own operations team, staff in other departments, support staff, managers, training staff, etc. • external networks such as: staff in various regulatory authorities (Customs, AQIS, etc.), airline, shipping, road transport and storage, personnel, staff in bond stores and other customs broking firms, etc. • official booklets, bulletins, journals, magazines, books, etc. • internet websites (e.g. Customs, AQIS) • internal and external training programs
Ways of learning skills and knowledge required for new developments in border clearance requirements and 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:	• clients • their agents • other employees and supervisors • relevant authorities and institutions • management representatives • other relevant government departments, authorities and institutions • Customs • AQIS
Documentation and records may include:	• relevant Customs and related legislation • ATO legislative requirements • AQIS and other legislative requirements and publications

RANGE STATEMENT

	pertaining to border clearance functions
	• relevant sections of Australian Customs Manual • information from relevant websites on the internet such as Customs, DEWHA and AQIS websites • manifests, delivery notes, special clearances, consignment notes, authorised weighbridge certificates, and special clearances • internal documentation used for integrated border clearance transactions • operations manuals, job specifications and induction documentation • manufacturers specifications for equipment required when conducting analysis • workplace procedures and policies • client instructions • award, enterprise bargaining agreement, other industrial arrangements • quality assurance procedures • emergency procedures
Applicable legislation and regulations may include:	• Customs Act 1901 and related legislation pertaining to integrated border clearance transactions • taxation legislation • AQIS and other government and legislative requirements pertaining to border clearance functions • privacy legislation • export/import/quarantine/bond requirements • workplace relations regulations • equal opportunity legislation • equal employment opportunity and affirmative action legislation • relevant state/territory OH&S and environmental protection legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field A - Handling Cargo/Stock