



Australian Government

TLIX4036A Analyse, advise on and carry out integrated border clearance transactions

Release 1

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Modification History

Release 1. This is the first release of this unit.

This unit replaces and is equivalent to TLIA4057A Analyse, advise on and carry out integrated border clearance transactions.

Unit Descriptor

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

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.

Work is undertaken in a range of environments including small to large worksites in the customs broking and international freight forwarding industries.

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Nil

Employability Skills Information

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

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| 1 Read and interpret documents for import consignment | <p>1.1 Documents for import transaction are reviewed and assessed for compliance with Customs and other regulatory body legislation and requirements</p> <p>1.2 Customs and/or other legislation is accessed and their implications for import clearance are determined</p> <p>1.3 Missing or ambiguous documents and/or information is identified and client is advised</p> |
| 2 Identify and analyse problems | <p>2.1 Requirements for import clearance transaction are analysed and concerns are identified and documented</p> <p>2.2 Implications and risks associated with identified concerns are assessed and recorded in accordance with workplace procedures</p> |
| 3 Develop and review alternative solutions | <p>3.1 Appropriate alternative solutions to identified issues and problems are developed with due consideration to managing the risks involved, legislative requirements and client needs</p> <p>3.2 Comparative benefits and risks of alternative solutions are assessed and documented in accordance with workplace procedures</p> <p>3.3 Various options and the outcome of the review of their comparative benefits and risks are documented as required</p> |
| 4 Select and justify solution | <p>4.1 Alternative solutions are developed based on review outcomes and preferred solution is selected</p> <p>4.2 Selection justification is documented in accordance with workplace procedures and policies with due reference to compliance with all legislative requirements, selected solution benefits, risks involved and how they will be managed</p> <p>4.3 Critical issues identified during the review and analysis process are discussed and cleared with relevant internal and external personnel as required</p> |

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| 5 Complete border clearance transaction | <p>5.1 Results of integrated border clearance transaction review are discussed with the client</p> <p>5.2 Advice is provided to client on border clearance transaction, recommended solution and rationale for the recommendation</p> <p>5.3 Integrated border clearance transaction is completed in accordance with agreed approach, relevant legislative requirements and workplace procedures</p> |
| 6 Document and record border clearance transaction | <p>6.1 Required documentation for integrated border clearance transaction is completed and verified in accordance with legislative requirements and workplace procedures</p> <p>6.2 Information is entered into appropriate systems as required</p> <p>6.3 Records are made of integrated border clearance transaction and information on specific issues, problems and related solutions adopted, and action taken</p> <p>6.4 Relevant information concerning integrated border clearance transaction is forwarded to client for compliance with Customs and related legislation requirements, and relevant internal and external personnel in accordance with workplace and organisational procedures</p> <p>6.5 Integrated border transaction records are retained according to Customs and related legislation requirements, and workplace and organisational procedures</p> |
| 7 Implement formal review mechanisms for dispute resolution | <p>7.1 Need for a formal review of a dispute related to a border transaction is identified in accordance with relevant Customs requirements and other related legislation</p> <p>7.2 Appropriate review mechanism for a dispute related to a border transaction is identified in accordance with relevant Customs requirements and other related legislation</p> <p>7.3 Identified review mechanism is implemented for the resolution of a dispute related to a border transaction in accordance with the relevant Customs requirements and other related legislation</p> |

Required Skills and Knowledge

This section describes the knowledge and skills required for this unit.

Required knowledge:

- Biosecurity requirements
- Classification of a consignment in accordance with the Customs Tariff Act
- Commercial and shipping documentation
- Current Incoterms
- Customs and other legislation and policy relevant to the border clearance function
- Documentation requirements for analysing, advising on and conducting integrated border clearance transactions
- Duty Concessions etc.
- Goods and Services Tax
- Issues relevant to a border clearance and appropriate action that can be taken to deal with such issues
- Other indirect taxes, including dumping and countervailing, wine equilisation tax (WET), luxury car tax (LCT)
- Preferential trade agreements including free trade agreements
- Sources of information on new developments in border clearance and related legislative requirements
- Valuation of a consignment in accordance with the Customs Act
- Ways of learning skills and knowledge required for new developments in border clearance and related legislative requirements

Required skills:

- Communicate effectively with clients
- Demonstrate fit and proper person requirements
- Identify and resolve import prohibitions and restrictions
- Identify, interpret and learn skills and knowledge required for relevant new developments in border clearance transactions
- Negotiate, communicate and liaise effectively verbally and in writing with clients and other stakeholders
- Provide quality customer service
- Read and interpret instructions, procedures and information relevant to analysing, advising on and conducting border clearance transactions
- Read and interpret legislation
- Report information or activity that may compromise Australia's security
- Take responsibility for analysing, advising on and conducting border clearance transactions and related solutions

- Undertake continuous professional development
- Use software application systems
- Work with integrity to maintain professional standards

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 competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include:

- reading and interpreting transaction request facts
- identifying and analysing 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 border clearance transaction
- documenting and recording border clearance transaction.

Context of and specific resources for assessment

Performance is demonstrated consistently over time and in a suitable range of contexts.

Resources for assessment include access to:

- range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
- an appropriate range of relevant operational situations in the workplace.

In both real and simulated environments, access is required to:

- relevant documentation.

Method of assessment

Practical assessment must occur:

- through activities in an appropriately simulated environment at the registered training organisation, and/or
- in appropriately simulated workplace environment and/or
- in an appropriate range of situations in the workplace.

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate to this unit:

- direct observation of the candidate mentoring individuals or small groups
- knowledge tests and performance questions
- direct observation of the candidate applying tasks, requirements and work practices.

Assessment of this unit must be undertaken by a registered

training organisation.

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 border clearance transactions may include:	• functions and responsibilities of a customs broker • internal and external review practices available to analyse and review issues and problems arising within border clearance transactions • processes and practices for advising clients on issues and related solutions arising during an assessment of border clearance transactions • role and authority of customs, the appropriate regulatory authority responsible for biosecurity, and other regulatory bodies and how they fit into the structure of government and customs broking practices
Analysis of a border clearance transaction must involve:	• careful and detailed consideration of client instructions and needs, all compliance requirements and relevant workplace quality standards • consideration of all possible interactive effects and risks, and a comparative review of appropriate solutions to problems and issues identified in the course of the analysis
Aspects of border clearance transactions that will need to be examined and analysed to establish any interactive effects and problems may include:	• dispute resolution • free trade and other preferential tariff agreements • GST requirements • import prohibitions and restrictions • infringement notices and penalties • permit requirements • tariff classification requirements • valuation
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 • cost effectiveness • risk assessment (to nominee and corporate brokerage, regulatory authorities and client) • source/s of information • timeliness
New developments in border clearance requirements and operations may relate to:	• goods • legislation • policy and guidelines • processes

Information on new developments in border clearance requirements and operations may be obtained from:	• systems • technology • external networks such as staff in various regulatory authorities, airline, shipping, road transport and storage; personnel, staff in bond stores and other customs broking firms, etc. • internal and external training programs • internal networks such as own operations team, staff in other departments, support staff, managers, training staff, etc. • internet websites • official booklets, bulletins, journals, magazines, books, etc.
Ways of learning skills and knowledge required for new developments in border clearance requirements and operations may include:	• coaching in the workplace • external training programs • internal training programs • networking with relevant internal and external contacts • online learning • reading independently
Workplace procedures may include:	• company procedures • enterprise procedures • established procedures • organisational procedures • standard operating procedures (SOPs)
Communication in the work area may include:	• electronic data interchange (EDI) • email • internet • oral, aural or signed communications • phone
Consultative processes may involve:	• clients • management representatives • other employees and supervisors • other relevant government departments, authorities and institutions • relevant authorities and institutions
Documentation and records may include:	• Australian Taxation Office legislative requirements • client instructions • information from relevant websites • internal documentation used for border clearance transactions • manufacturer specifications for equipment required when conducting analysis

Applicable legislation and regulations may include:

- operations manuals, job specifications and induction documentation
- other legislative requirements and publications pertaining to border clearance functions
- relevant Customs and related legislation
- relevant sections of Australian Customs and Border Protection publications
- workplace procedures and policies
- Customs Act 1901 and related legislation
- export/import/quarantine/bond requirements
- privacy legislation
- taxation legislation
- other government and legislative requirements pertaining to border clearance

Unit Sector(s)

Not applicable.

Competency Field

X – Logistics