



Australian Government

TLIX5046A Carry out standard customs clearance practices

Release 1

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Modification History

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

Unit Descriptor

This unit involves the skills and knowledge required to carry out standard customs clearance practices in accordance with the Customs Act 1901 and amendments, as well as related legislation, regulatory requirements 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 concerning customs clearance practices.

Work is undertaken in a range of environments, including small to large worksites in the Custom Broking Industry.

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 Identify consignment in accordance with Customs Act 1901 as amended | 1.1 Import consignments are identified in accordance with Customs Act 1901 and customs policies and procedures

1.2 Consignments not requiring formal entry are identified and appropriate responses are implemented

1.3 Consignments requiring formal entry are identified and appropriate responses are implemented |
| 2 Identify and determine type of formal import declaration required and its role | 2.1 Goods requiring an entry for home consumption are identified

2.2 Goods requiring an entry for warehousing are identified

2.3 Goods requiring an ex warehouse entry are identified

2.4 Requirements of input fields on declarations are explained and implemented

2.5 Customs authority in regard to goods required to be entered/not entered is explained and complied with |
| 3 Determine date of entry for home consumption | 3.1 Date of entry for home consumption is identified in accordance with Customs Act 1901

3.2 Advance entry provisions of Customs Act 1901 are reviewed where required |
| 4 Respond to Customs queries on current lodged declarations | 4.1 Authority for Customs 'red line' queries is identified and whether or not query is within scope is determined

4.2 Liaison is undertaken with importer to obtain required information necessary to respond to query |
| 5 Apply Authority to Deal process | 5.1 Consignment status in Customs Integrated Cargo System is verified

5.2 Consignment is dealt with in accordance with the Authority to Deal |
| 6 Apply process and authority required to withdraw an | 6.1 Double entries are identified and withdrawn

6.2 Other import declarations not required are |

import declaration	withdrawn in accordance with provisions of Customs Act 1901 and associated regulations
	6.3 Impact of withdrawal of an entry on rate of customs duty payable is interpreted
7 Apply customs controls on regulated premises	7.1 Differentiation is made between types of regulated premises
	7.2 Processes applicable to movement permissions are followed
	7.3 Fit and proper person check is explained
	7.4 Security and access requirements for regulated premise are complied with
	7.5 Other licence conditions for a regulated premise are interpreted and applied, recordkeeping and maintenance of customs control of goods are emphasised
	7.6 Requirements of failure to comply with licence conditions are explained to licence holder
8 Manage information	8.1 Records are stored in accordance with regulatory requirements and workplace procedures
	8.2 Contingency plans for software application system are outlined implemented in accordance with customs and workplace procedures and requirements
9 Identify excisable and excise equivalent goods	9.1 Excisable goods are identified
	9.2 Excise equivalent goods are identified
	9.3 Reporting requirements for excisable and excise equivalent goods are followed

Required Skills and Knowledge

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

Required knowledge:

- Applicable legislation and regulations such as:
 - Customs and related legislation pertaining to customs clearance functions
 - privacy legislation
- Access requirements to a warehouse
- Biosecurity issues that require action
- Bonds
- Customs controls on regulated premises
- Depots
- Different types of regulated premises
- Documentation requirements for customs clearance practices
- Ex warehouse entry format and process
- Examination of cargo in a warehouse
- Excise
- Export of Excise Equivalent Goods
- Focus of operation of work systems, equipment, management and site operating systems required for customs clearance operations
- Legislation establishing the duty rate
- Movement permissions
- Pathway requirements
- Physical security of cargo in a warehouse
- Process and authority required to withdraw an import declaration
- Purpose of warehousing goods and obligations of warehouse proprietors to Customs and Border Protection Service
- Relevant sections of customs and related legislation, regulations and codes of practice relevant to customs clearance operations and identifying consignments
- Requirements for completing relevant documentation
- Routine issues that may occur during customs clearance and appropriate action that can be taken to deal with these issues
- Sale of goods in Bond
- Sources of information on new developments in customs clearance practices
- Steps involved in planning work activities
- Under Bond approvals
- Under Bond movements, acquittals and out turn reports
- Warehouses

- Ways of learning skills and knowledge required for new developments in customs clearance practices
- Workplace procedures and policies for customs clearance operations

Required skills:

- Communicate effectively with clients and other stakeholders
- Complete documentation related to work activities
- Identify learning skills and knowledge required for relevant new developments in customs clearance practices
- Interpret and follow operational instructions and prioritise work
- Modify activities depending on workplace contexts, risk situations and environments and take appropriate initiatives within allowable limits
- Negotiate, communicate and liaise effectively with clients and others
- Plan and organise work activities when carrying out customs clearance practices
- Provide quality client service
- Read and interpret Customs Act 1901 and amendments
- Read and interpret instructions, procedures and information relevant to customs clearance practices
- Select and use relevant computer/communication/office equipment and processes when carrying out customs clearance practices
- Solve problems and routine issues that may arise when carrying out customs clearance practices

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:

- applying procedures for compliance with Customs and related legislation
- conducting calculations and appropriate adjustments as part of routine customs clearance operations
- recognising and dealing with routine issues that may arise during customs clearance operations.

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:

- a 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 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.

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.

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

- knowledge tests and performance questions
- direct observation of the candidate applying tasks, requirements and work practices.

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 customs clearance practices may include:

- Customs Act 1901, regulations and current amendments
- Customs publications, policy and procedures
- business continuity plan procedures

Non tariff controls may include:

- import licensing
- quota

New developments in customs clearance operations may include:

- processes
- regulations
- systems
- technology
- types and packaging of goods

Information on new developments in customs clearance operations may be obtained from:

- bulletins, journals, magazines, books
- external networks
- internal and external training programs
- internet websites such as Australian Customs and Border Protection Service

Ways of learning skills and knowledge required for new developments in border clearance operations may include:

- independent reading
- online learning
- seminars and webinars

Depending on the organisation concerned, workplace procedures may be called:

- quality procedures

Communication in the work area may include:

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

Consultative processes may involve:

- agents
- clients
- management representatives
- other employees and supervisors
- relevant authorities and institutions

Documentation and records may include:

- client instructions
- Customs and related legislation
- Customs Notices
- internal documentation used for customs clearance functions
- manifests, delivery notes, consignment notes and special clearances
- manufacturer specifications for equipment
- other regulatory requirements pertaining to customs clearance functions
- quality assurance procedures

Unit Sector(s)

Not applicable.

Competency Field

X – Logistics