



Australian Government

TLIX5059A Undertake border clearance functions

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 basic border clearance functions in accordance with Customs and related legislative and workplace requirements.

It includes creating import declarations for import clearance; resolving problems arising from lodgement of entries or import declarations; and undertaking post-entry amendments, where applicable.

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 legislative and workplace requirements concerning the conduct of border clearance functions.

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

1 Scope regulatory environment for border clearance functions

- 1.1 Responsibilities and obligations of a licensed customs broker under the Customs Act are explained and used to guide work
- 1.2 Authority and function of the Australian Customs and Border Protection Service and its officers under the Customs Act and associated legislation are explained
- 1.3 Role of Customs Watch is outlined
- 1.4 Powers of officers of the regulatory authority are outlined
- 1.5 Examination powers of the regulatory authority are outlined

2 Create import declarations for import clearance

- 2.1 Information required for submission of cargo reports is identified, documented and obtained
- 2.2 Timeline for submission of cargo reports is used to plan and prioritise work
- 2.3 Import declaration forms are completed
- 2.2 Appropriate action is taken to ensure information supplied is compliant
- 2.3 Post-entry amendments are made as required

3 Resolve problems arising from lodgement of entries or import declarations

- 3.1 Actions and infringements subject to penalty provisions are explained
- 3.2 Elements of an offence are outlined
- 3.3 Consequences of a strict liability offence are explained
- 3.4 Differentiation is made between a strict liability offence and a prosecution

3.5 Options available when a penalty notice is threatened and/or received are outlined and implemented as appropriate

Required Skills and Knowledge

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

Required knowledge:

- Applicable legislation and regulations:
 - Customs and related legislation
 - export/import/quarantine/bond requirements
 - privacy legislation
- Authority of customs officers
- Customs legislation, other legislation, regulations and policy relevant to border clearance and cargo reporting functions
- Customs monitoring powers
- Export examination powers
- Functions and responsibilities of a customs broker
- Infringement Notice Guidelines
- Offences
- Problems that may occur when carrying out border clearance functions and appropriate action that can be taken to resolve problems
- Range and types of customs duties and tariffs and how they are applied
- Requirements for completing relevant documentation
- Role and authority of customs and how it fits into the structure of government
- Role of Australian Customs and Border Protection Service (ACBPS) in border clearance functions
- Personal effects and passenger concessions
- Sources of information on new developments in border clearance operations
- Steps involved in planning work activities

Required skills:

- Accurately input data into software application processes related to work activities
- Adapt to new skill and knowledge requirements required due to the development of new border clearance operations
- Communicate and liaise effectively with customs officers, clients and others when carrying out border clearance functions
- Identify import restrictions and prohibitions from relevant sources
- Interpret and follow operational instructions and prioritise work
- Plan, organise and monitor own work activities
- Read and interpret Customs legislation and other regulations
- Read and interpret instructions, procedures and information relevant to the conduct of border

clearance functions

- Read and interpret tariff schedules
- Solve problems that arise during border clearances functions
- Work systematically with required attention to detail

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:

- identifying the role and responsibilities of a customs broker
- identifying the authorities and functions of customs
- determining an appropriate reaction to a customs offence and/or penalty notice.

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 information and materials
- applicable documentation including legislation and regulations and workplace procedures.

Method of assessment

Practical assessment must occur in an:

- suitably simulated workplace environment and/or
- 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 undertaking border clearance processes
- knowledge tests and performance questions
- direct observation of the candidate applying requirements to real or simulated 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.

- New developments in border clearance operations may include:
- processes
 - regulations
 - systems
 - technology
 - types and packaging of goods
- Information on new developments in border clearance operations may be obtained from:
- bulletins, journals, magazines, books
 - external networks
 - internal and external training programs
 - internal networks such as: own team, staff in other departments, support staff, managers, training staff
 - internet websites
- Adaptability to new skill and knowledge requirements required due to the development of new border clearance operations may include:
- coaching in the workplace
 - continuous professional development programs
 - external training programs
 - independent reading
 - internal training programs
 - networking with relevant internal and external contacts
 - online learning
 - quality procedures
- Workplace procedures may include:
- Communication in the work area may include:
- electronic data interchange (EDI)
 - email
 - internet
 - oral, aural or signed communications
 - phone
- Consultative processes may involve:
- clients
 - customs brokers
 - customs technical experts
 - other employees and supervisors
- Documentation and records may include:
- client instructions
 - commercial invoices and packing lists
 - Customs and related legislation
 - Customs Notices
 - dangerous goods declarations and safety data sheets (SDS)/material safety data sheets (MSDS)

- industrial relations agreements or contracts
- internal documentation used for border clearance functions
- manifests, delivery notes, special clearances, consignment notes and authorised weighbridge certificates
- manufacturer specifications for equipment
- operations manuals, job specifications and induction documentation
- other legislation related to border clearance functions
- permits to import and/or export
- quality assurance procedures
- quarantine documentation
- shipping documentation
- workplace policies and procedures related to border clearance
- processes
- regulations
- systems
- technology
- types and packaging of goods

New developments in border clearance operations may include:

Unit Sector(s)

Not applicable.

Competency Field

X - Logistics