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Student Guide

TLI50822 Diploma of Customs Broking



Welcome to WiseTech Academy's

TLI50822 Diploma of Customs Broking

Welcome to your helpful guide to the TLI50822 Diploma of Customs Broking ("the Diploma") offered by WiseTech Academy (RTO Code 45574). You are here because you are interested in undertaking the Diploma and this guide has been designed to provide you with all the information you need to make an informed decision about enrolling in the Diploma with the WiseTech Academy.

We also want this guide to provide you with insight into what is involved in studying the Diploma with the Academy so you can understand how the course works, your role in it, and how to get the best out of it.

We welcome your input and questions, so if there is anything we haven't answered for you, please don't hesitate to get in touch with us via contact@wisetechacademy.com.



Contents

Welcome	1
Contents	2
Recognition	3
Recognition by Government	3
Recognition by Industry	3
The structure of the Diploma	4
The naming protocol for study units	4
Study Units	6
The timetable	9
Managing your study load	9
Choosing your units	10
New students	10
Course fees	11
Transferring students	12
Recognition of Prior Learning	13
Studying online	14
The learning material (lectures notes)	14
The learning activities	15
The discussion forums	15
How do these discussion forums work?	15
The formal assessments	16
Second attempts at assessments	16
Get In Touch	17

Recognition

Recognition by Government

The Diploma is offered by the Academy under the Australian Qualifications Framework (AQF) and is a nationally recognised qualification which means it is recognised by industry across Australia as a qualification leading to specific vocational outcomes.

The Academy has been accredited by the national training regulator, the Australian Skills Quality Authority (ASQA), to be a provider of this qualification and this is your guarantee of quality and reliability.

Recognition by Industry

The basis of any nationally recognised qualification is the input of industry. This ensures that a qualification reflects the current workplace in terms of its currency and relevance. Sue Danks, Bill Murphy, and Renee Wilson from the WiseTech Academy were members of the Technical Advisory Committee from industry that oversaw the development of the Diploma qualification.

The TLI50822 Diploma of Customs Broking offered by WiseTech Academy is recognised by the National Customs Brokers Licensing Advisory Committee (NCBLAC) as the pre-requisite course of study for persons seeking licensing in Australia as customs brokers.



The structure of the Diploma

The naming protocol for study units

On the following pages is the list of the study units. This is not the order in which you should study the Diploma (we will address that later in this guide) but is instead a listing in order of their national code.

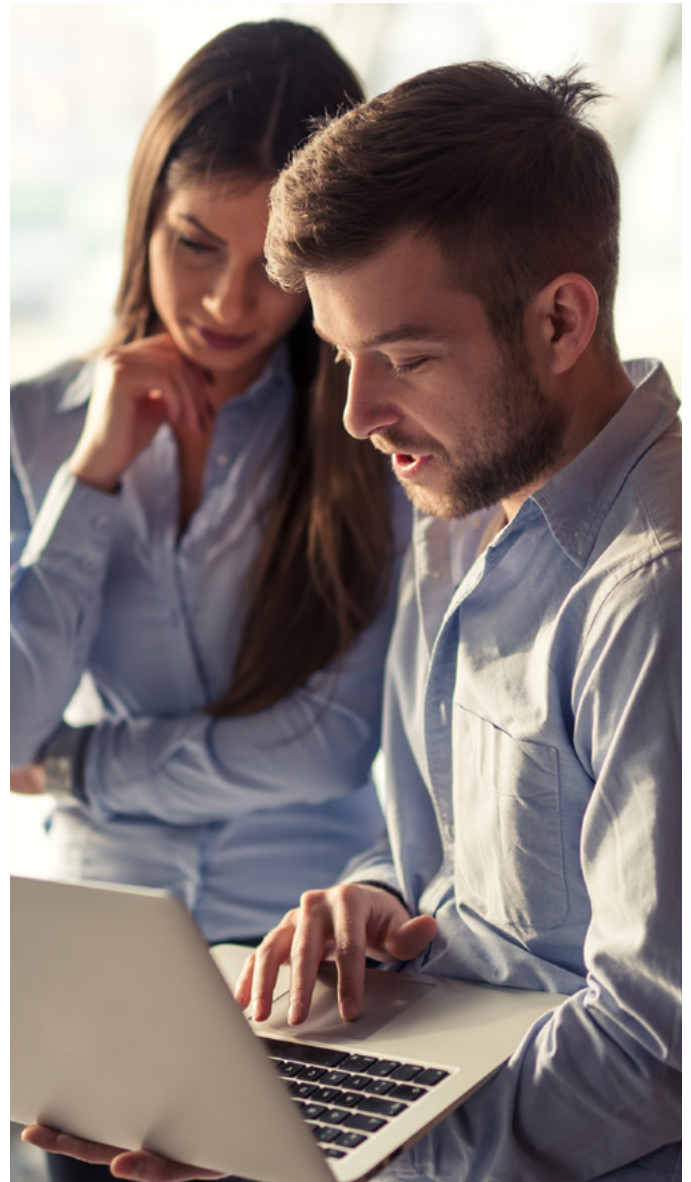
The national code is the unique alpha-numeric code given to a unit of study in the Australian national training system. While we do refer to this national code a lot in your courseware and assessments, we tend more regularly to use a short code of three letters as a type of easy acronym to describe each unit.

You will find yourself using these short codes as you communicate with us and with your fellow students during your time studying the Diploma. We encourage you to use these short codes so that they become a form of shorthand, easily understood by all.

Brief descriptions of each of these core units will be provided later in this guide, as well as links to the Australian Government's national training website – www.training.gov.au (also known as "TGA").

Click [HERE](#) to go to the specific section of the TGA website that addresses the Diploma of Customs Broking. Note that TGA is a technical website that provides what could be described as the "blueprints" for:

- What should be covered in a study unit
- How that learning should be assessed



TGA contains a lot of training industry jargon but, for those who are interested in that level of detail, you are welcome to explore “under the hood” to gain further insight as to the way your Diploma qualification has been designed.

You can further explore the details of each of the study units by searching for it on TGA. For example, click [HERE](#) to see the specific page that describes TC1 in detail.

It’s worth pointing out also that the “blueprint” for a unit, such as TC1 in this example, does not correlate directly to how the unit is delivered or assessed. In other words, the blueprint document is NOT a curriculum document but rather a guide to course designers as to the key areas they need to teach and assess. The design of the course is up to the course provider.

The Academy has an experienced and professional team of course designers who have been working for over 12 months on the best way to deliver and assess each unit in the Diploma. We are confident this time we have invested in design will provide you with the best possible learning experience in the Diploma.



Study Units

There are 14 units in total in this Diploma. All units are core units. There are no elective units.

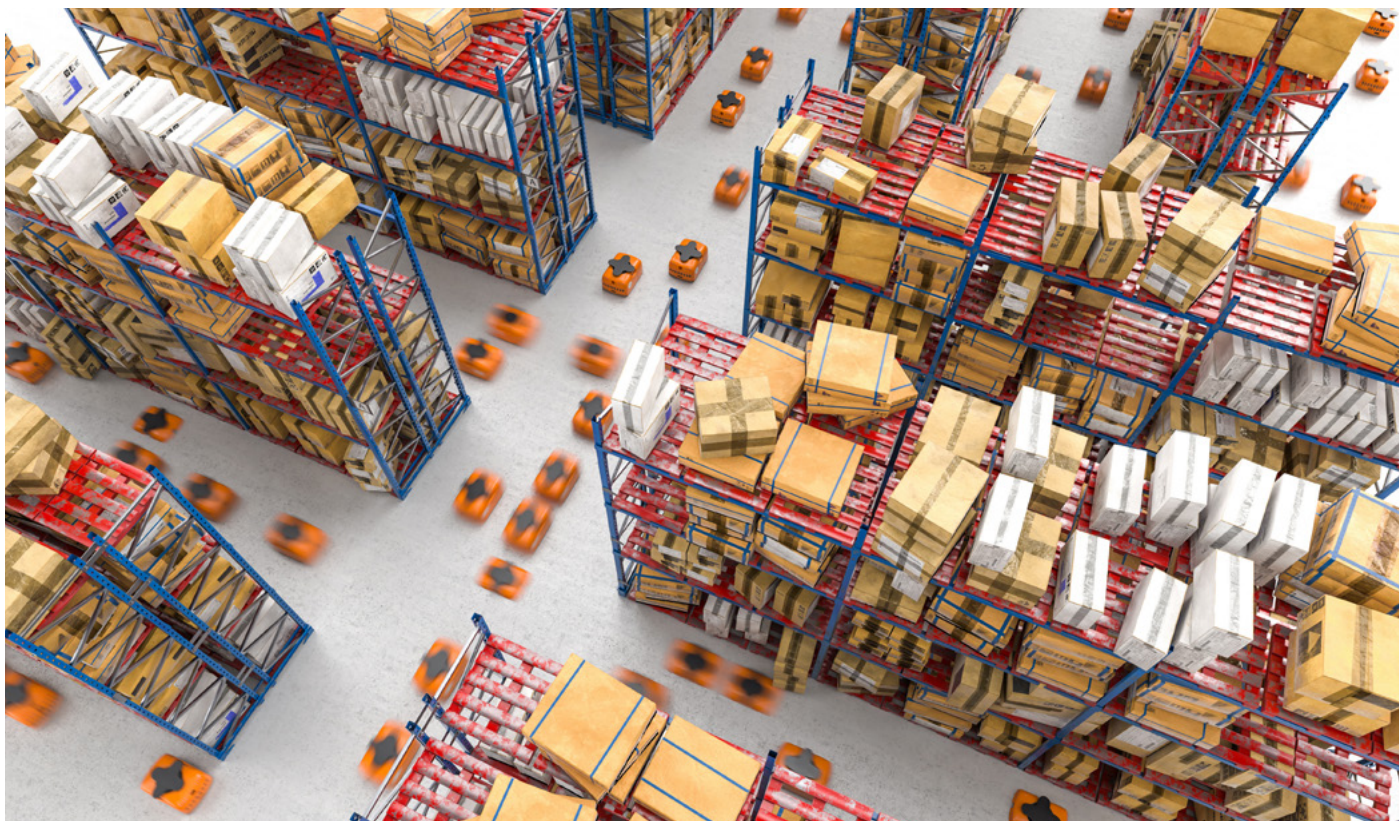
The following is the list of units that you must complete in the Diploma. These units relate very specifically to the role of a licensed customs broker in daily practice, and they vary in complexity.

The Academy has a suggested order in which you should take these units which we will share with you later in this guide.

Short Code	National Code	National unit title and unit description
BIO	TLIX0008	Comply with biosecurity border clearance <i>This unit involves the skills and knowledge required to assess documentation for compliance with biosecurity border clearance in accordance with legislation, regulatory requirements and workplace requirements.</i>
AKB	TLIX0035	Apply knowledge of border clearance fundamentals <i>This unit involves the skills and knowledge required as an introduction to border clearance.</i>
TC1	TLIX0036	Determine tariff classification of goods <i>This unit involves the skills and knowledge required to determine the customs tariff classification of goods.</i> <i>* This unit is a pre-requisite for the TC2 unit</i>
BCP	TLIX0037	Apply border clearance procedures <i>This unit involves the skills and knowledge required to apply customs clearance procedures.</i>
ACP	TLIX0038	Apply customs procedures <i>This unit involves the skills and knowledge required when applying customs procedures.</i>

Short Code	National Code	National unit title and unit description
CV1	TLIX0039	<p>Determine customs value</p> <p><i>This unit involves the skills and knowledge required to carry out customs valuation using the transaction value method only, for the purpose of determining the customs value.</i></p> <p><i>* This unit is a pre-requisite for both the CV1 and ITX units</i></p>
CV2	TLIX0040	<p>Determine complex customs value</p> <p><i>This unit involves the skills and knowledge required to carry out complex customs valuation in accordance with customs and relevant legislation.</i></p> <p><i>* Must complete the pre-requisite unit CV1 before you can take this unit</i></p>
MGC	TLIX0041	<p>Manage goods under customs control</p> <p><i>This unit involves the skills and knowledge required to manage goods under customs control.</i></p>
TC2	TLIX0042	<p>Determine complex tariff classifications</p> <p><i>This unit involves the skills and knowledge required to classify goods for import and export of goods in accordance with the current Australian Customs Act, Customs Tariff Act and other relevant legislation.</i></p> <p><i>* Must complete the pre-requisite unit TC1 before you can take this unit</i></p>
ITX	TLIX0043	<p>Determine indirect taxes</p> <p><i>This unit involves the skills and knowledge required to determine indirect taxes as part of customs broking activities.</i></p> <p><i>* Must complete the pre-requisite unit CV1 before you can take this unit</i></p>
OAP	TLIX0044	<p>Determine origin of goods and apply preference schemes or free trade agreements</p> <p><i>This unit involves the skills and knowledge required to determine the origin of goods and to interpret the application of preference schemes and/or free trade agreements to those goods.</i></p>

Short Code	National Code	National unit title and unit description
IEP	TLIX0045	<p>Determine import/export prohibitions/restrictions</p> <p><i>This unit involves the skills and knowledge required to apply permit requirements as part of customs broking activities in accordance with the current Australian Customs Act as amended and other relevant legislation.</i></p>
DCM	TLIX0046	<p>Apply anti-dumping and countervailing measures</p> <p><i>This unit involves the skills and knowledge required to identify goods subject to dumping and/or countervailing measures, and to calculate applicable duties.</i></p>
DRB	TLIX0047	<p>Review decisions of regulatory bodies</p> <p><i>This unit involves the skills and knowledge required to review the decisions of regulatory bodies, including current Australian Government departments with the responsibility for border clearance issues.</i></p>



The timetable

Managing your study load

At WiseTech Academy, we have created a timetable for the smooth study of the Diploma of Customs Broking. We call it the 'standard progression'.

Standard progression through the Diploma assumes that you will undertake no more than two study units at any time and is predicated upon you:

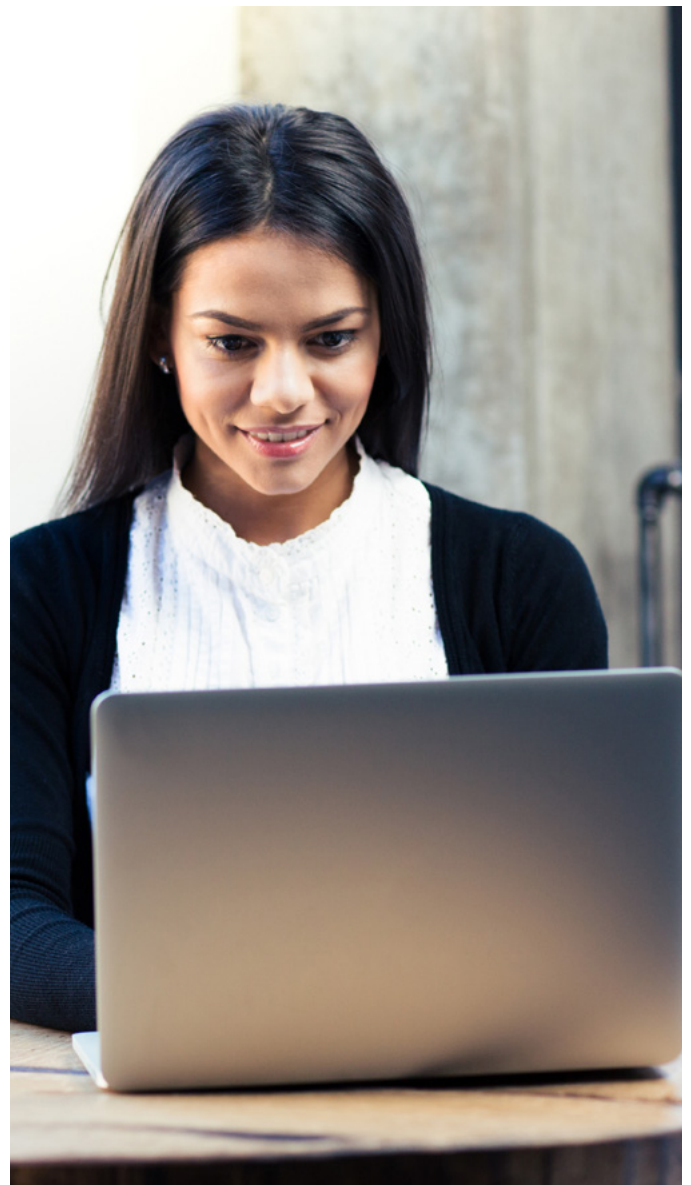
- Taking the units in the order in which they are recommended
- Successfully completing each unit you undertake
- Not deferring any units

Naturally, you can take longer if you wish, and there is no penalty or problems with doing that. After all, we recognise that it is only YOU who can make the decision about how you manage your own work/ life/study balance and we encourage you to take that into consideration when choosing your unit load.

On the other hand, if you have lots of experience, some credit transfer, plenty of free time on your hands, and good workplace support, you can complete the Diploma in less time than the standard progression.

Just one word of caution though: experience tells us that if you load up on too many study units and you don't have the time, support, experience, balance etc, it usually doesn't work and you end up starting units that you can't finish.

If you are unsure about your unit load, or if you have any questions about the Diploma timetable, please contact Student Administration via contact@wisetechacademy.com.



Choosing your units

New students

The Academy delivers the Diploma via sessions. A session is a two-month period for you to complete each study unit within the Diploma. It includes the time for you to study the unit, and complete your assessments. Sessions allow five separate commencement opportunities each year. This means you can start – or continue – your Diploma of Customs Broking journey at any one of these entry points:

- February
- April
- June
- August
- October

Multiple entry points to your Diploma studies mean no application deadlines and more options and flexibility with how and when you study, fitting your study around your life.

The Academy offers **all** units every session. If you are a new enrolling student who has never studied the Diploma of Customs Broking before, you should start with BIO – TLIX0008 Comply with biosecurity border clearance and AKB – TLIX0035 Apply knowledge of border clearance fundamentals first.

Reading from left to right across the student journey shows the elapsed months, and how we have staggered the start times for each session across the year. Typically, when you finish one study unit, a new one is scheduled for you to begin. This pattern ensures that you never get overloaded with multiple deadlines.

The student journey below is what we call 'standard progression'. It is the way we suggest you take the course to optimise your study experience with minimal stress. The example below is based on commencing in the first session, which starts in February.

Further information on the timetable, sessions, and the student journey are available [here](#).

elapsed months			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Unit	Assessor		FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
TLIX0008	BIO	RW																
TLIX0035	AKB	RW																
TLIX0036	TC1	SD																
TLIX0037	BCP	QR																
TLIX0038	ACP	QR																
TLIX0039	CV1	SD																
TLIX0040	CV2	SD																
TLIX0041	MGC	QR																
TLIX0042	TC2	SD																
TLIX0043	ITX	RW																
TLIX0044	OAP	RW																
TLIX0045	IEP	RW																
TLIX0046	DCM	SD																
TLIX0047	DRB	SD																

Course fees

WiseTech Academy has created a streamlined fee structure for the Diploma of Customs Broking. From the first of February 2023, all study units in the Diploma are just \$184 (GST free).

Assuming you move through the course using *standard progression*, this means your full course fee for graduating with the Diploma of Customs Broking will be **\$2,576 (GST free)**.

IMPORTANT: Conditions apply. [Click here to read about these conditions](#), **our pay as you go system, standard progression, and other frequently asked questions.**

If you have any questions about our course fees, please contact Student Administration via contact@wisetechacademy.com. We will be happy to assist you.

Transferring students

If you are a transferring from another RTO where you have already completed some units in the Diploma of Customs Broking, we make that process very simple for you.

The WiseTech Academy provides a **100% credit transfer** against units you have completed elsewhere, and these units are automatically applied for you in your student record. There is no fee for this credit transfer.

When it comes to choosing the units you wish to take, it is preferable if you could choose the units that enable you to get back on the standard progression at the earliest opportunity. However, we recognise that this may not always be possible, or may cause you a delay in moving through the course.

If this is the case, please feel free to choose units that will fit in with your study objectives.

If you are in doubt about the choices you should make, please contact Student Administration via contact@wisetechacademy.com. We will be happy to provide you with the necessary advice.

If you have completed units within the superseded version, TLI50816, we can assist with your transition to the new version, TLI50822. For help with your transition, please contact Student Administration via contact@wisetechacademy.com.



Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process that can give you credit for the skills, knowledge and experience you have gained through working and learning. If you can demonstrate your competency via RPL, then you don't need to complete that specific study unit. Alternatively, RPL can be applied to ALL units in the Diploma if you have enough evidence to support your application.

As RPL is a Government-mandated evidentiary process, there is a very high standard of evidence that we require. This evidence must be:

- Authentic – it must be your own work
- Valid – it must be directly related to the unit(s) being assessed
- Reliable – it must show that you consistently meet the competency requirements
- Current – it must reflect your capacity to perform the aspect of the work in the present work environment or in the very recent past
- Sufficient – it must show competency across the full range of elements in the unit(s), and your competency can be repeated over time

Once you make your RPL application and provide us with your evidence, we will have it reviewed by a qualified assessor who is also a licensed

customs broker. The assessor may also request a competency interview with you or set you a challenge test so you can demonstrate your skills and knowledge.

It is worth noting that many people think RPL is just a 'given' based on years of experience in the industry – a simple 'flick and tick' if you will. The experience – especially current experience – is vital, but you still need to be able to provide evidence of your skills and knowledge.

An RPL application does not need to wait for the commencement of semester study. We can proceed with an RPL application at any time.

If you need more information about whether RPL is right for you, please contact Student Administration via contact@wisetechacademy.com.

Some people find the RPL process more rigorous than simply completing the course. The work involved in gathering the evidence for a successful RPL application should not be under-estimated.

Studying online

If you have never studied online before – or even if you have – it's worth spending a bit of time getting to know how the Academy delivers its course to you.

We have created a learning strategy for you that is designed to inform, engage, and challenge you as you learn. It's not at all difficult to navigate, but it is important that you understand how the course works, and your role in the course to make it work successfully for you so that you get the most out of it.

The learning material (lectures notes)

In most study units, you will see there is a document that contains the learning material for your course. You can either read it online or download it to your device.

You need to treat this as your lecture material. It is the primary source of information in the course, and you will be referring to it often. It will also be where you will find the answers to many of the quizzes we have placed throughout the study unit, as well as the formal assessments in the course.

This learning material has been written by some of Australia's most experienced customs brokers, so it is current, relevant, and totally relatable to the work of a licensed customs broker.

Many course graduates in the past have told us that they find keeping an offline copy of the learning material in their office to be very helpful even after they have attained their customs broker licence. They find that the learning material makes for great future reference material.



The learning activities

We believe it is vitally important as you progress through each study unit, that you have a chance to **stop and reflect on your learning** to make sure you have a clear comprehension of the material you have just learned.

We help you with this reflection by providing a series of short quizzes or activities that you can complete at various stages throughout each study unit. These are quizzes that are not marked, nor do they contribute to your final result in the study unit. You undertake them in your own time, and you get instant feedback about your response. They are optional, but we strongly suggest you take the time to undertake these quizzes as they really will help you with your:

- Recall of information – this helps to reinforce your learning through repetition
- Comprehension – coming up with the answer yourself prior to seeing the correct answer will allow you to “self-test” your understanding of what you have read

The discussion forums

Educational experts have been telling us for decades that learning collectively – for most people anyway – is better than learning alone. The research tells us that learning is a social activity in which people often learn a lot informally from each other, as well as from the more formal sources such as lectures, tutorials, reading material, etc.

We subscribe to that view, and so we have added discussion forums to each study unit to enhance your social learning experience. You are strongly encouraged to contribute to the forums and use them to grow your knowledge in the process.

How do these discussion forums work?

In each study unit we will have a discussion forum designed to challenge you to think about the learning material you have just read. The emphasis will be on taking the theory you have just learned and challenge yourself to think about how this could be applied in a typical workplace. This practical application of knowledge is the key to bringing the theory to life.

Your course facilitator will submit a challenging scenario, and our expectation is that you contribute to the forums with your own responses to the challenge and that you respond and comment on the submissions of others. This creates a synergy of learning with a varied array of input from participants that reflects their background and experience.

We don't want you to give away any commercial secrets, far from it. However, responses to the set challenge that start with something like “Well this is how we would deal with this challenge in our office...” is often the basis for creating a groundswell of knowledge based upon actual workplace experience and this is gold-standard learning.

There is an old saying that you only get out of the course what you put into it. However, we are not looking for you to breach workplace confidentiality here. Just share what you are comfortable with, and nothing more. Discuss it with your manager in advance if you're unsure.

Formal assessments

The final assessment for each unit will be conducted online.

It is a national government requirement that there are **at least two assessment tasks** you will need to successfully complete to demonstrate your competency in each study unit.

These assessments tasks are designed to assess:

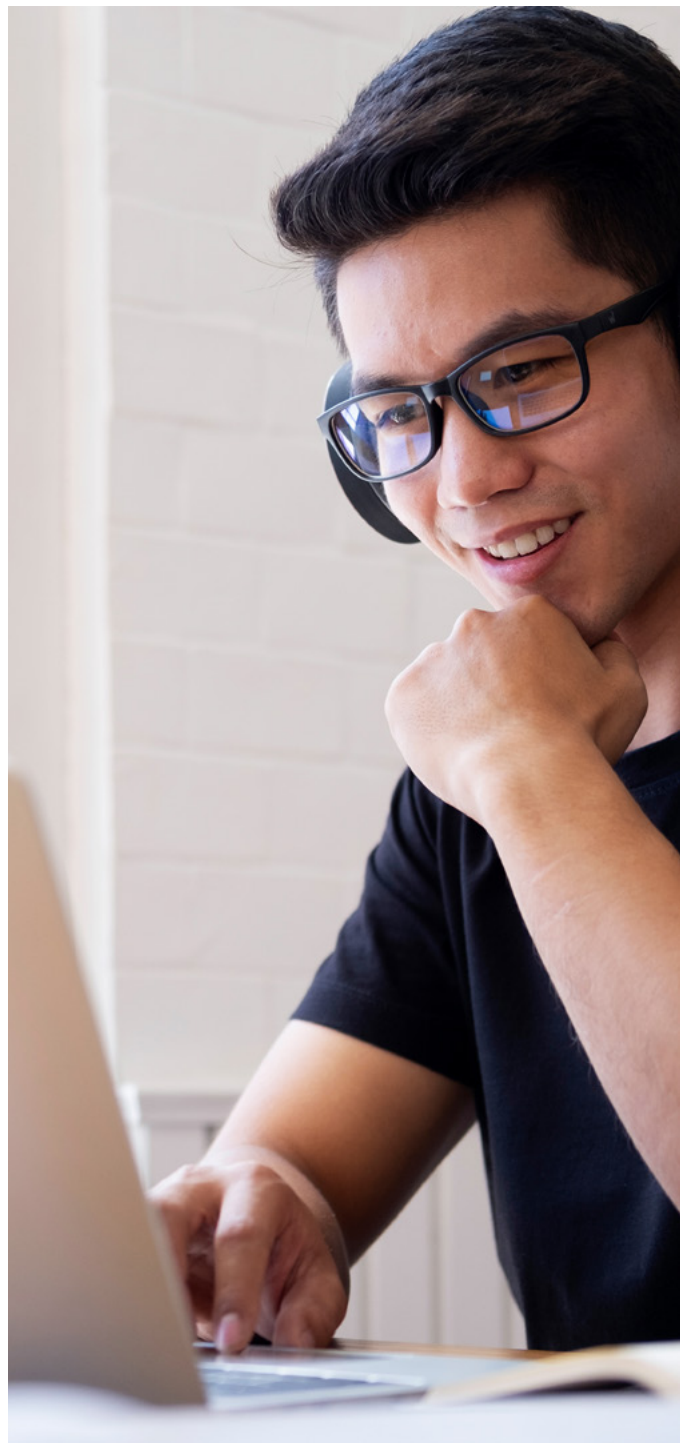
- Your knowledge of a topic
- Your ability to transfer that knowledge into practical performance

The assessments, therefore, may consist of a series of knowledge questions (multiple choice or short answer questions), combined with certain assessment tasks where you may need to undertake calculations and/or submit completed documents to us for marking.

You will be advised at the very start of each unit as to the format, timing, and submission details for each assessment task. If you have any questions, please don't hesitate to ask.

Second attempts at assessments

It also a national government requirement that you can retake your assessment if you are unsuccessful the first time. We provide for a second (rectification) attempt for each assessment, and you will be advised as to the timing and submission details for the rectification submission if it is required.



Get In Touch

Please don't hesitate to ask us if you have any questions about what you have read, or need further information. The Academy staff are always here to assist.

You can email us at contact@wisetechacademy.com or phone at any of the following numbers:

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