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Student Guide

TLI50822 Diploma of Customs Broking



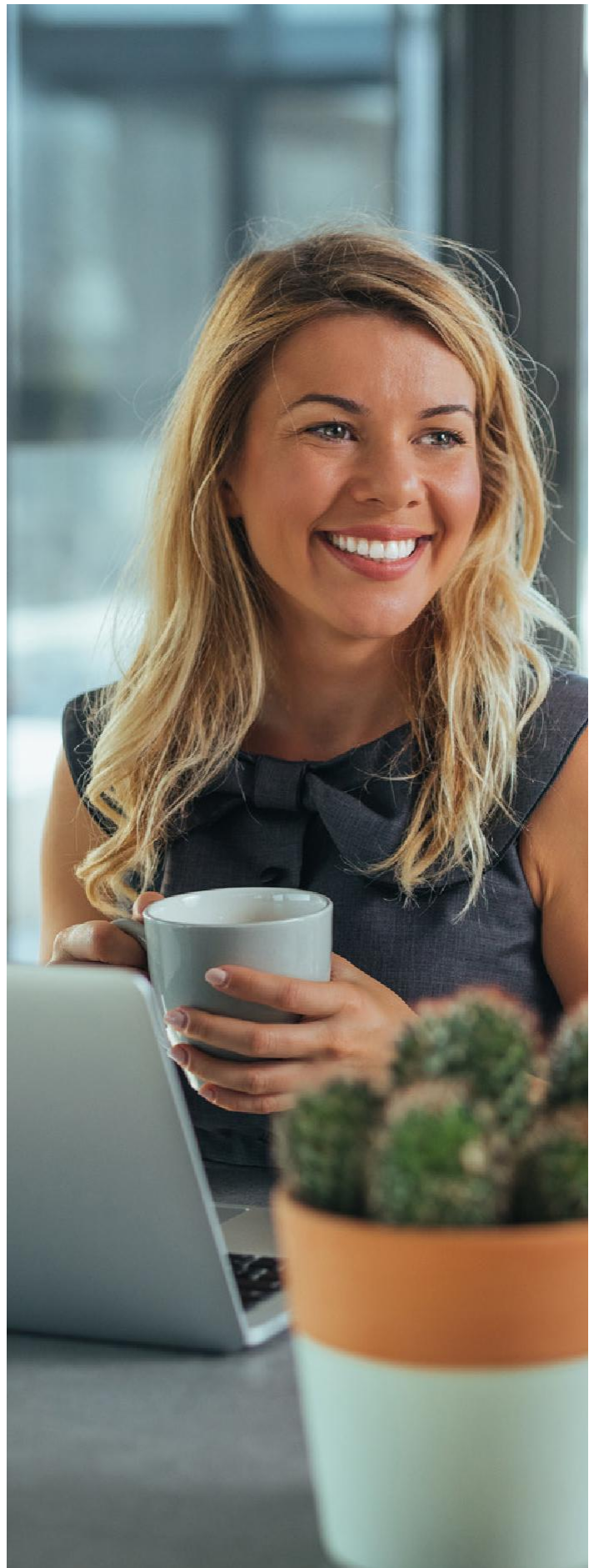
Welcome to WiseTech Academy's

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 everything 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
Sequencing & Delivery of the Diploma	6
Study units	6
Managing your study load	8
International and Visa Students	9
Visa students	9
International students	9
Transferring students	9
Recognition of Prior Learning	10
Studying online	11
The learning material (lecture notes)	11
The learning activities	12
The discussion forums	12
The formal assessments	12
Second attempts at assessments	13
Get In Touch	14

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), as a provider of this qualification, which 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

WiseTech Academy is pleased to announce that the Diploma of Customs Broking, registration course, and all supplementary courses are provided completely **free of charge**.

There are 14 units in this Diploma. All 14 are mandatory and are required to be completed to receive your Diploma (Subject to WiseTech Academy recognised prior learning and credit transfer rules). There are no electives.

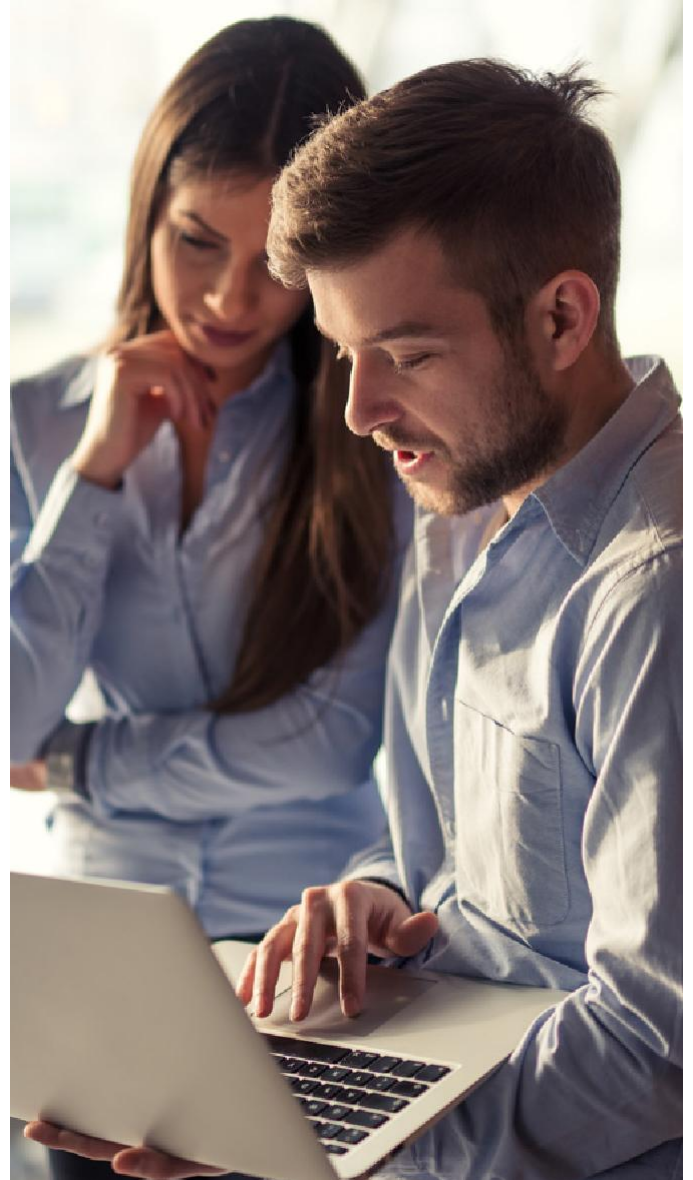
The naming protocol for study units

Each unit has a unique code, an official identifier in the Australian national training system. While this code appears in your courseware and assessments, we often use a short three-letter acronym for convenience.

Later in this guide, you'll find brief descriptions of each unit and links to the Australian Government's national training site: <https://training.gov.au> (TGA).

Click: <https://training.gov.au/Training/Details/TLI50822> to view the Diploma of Customs Broking section on TGA. This site provides the "blueprints" for:

- What each unit should cover
- How learning should be assessed



TGA includes a lot of industry-specific terminology, but if you're interested in the technical details, feel free to explore how the Diploma was designed.

You can view individual unit blueprints by searching on TGA. For example, click <https://training.gov.au/Training/Details/TLIX0036> to view the TC1 page.

Please note:

- A unit's blueprint is **not** a curriculum. It's a guideline for facilitators on what to teach and assess.
- The actual delivery and assessment are determined by WiseTech Academy

At the Academy, our experienced team has invested significant time in designing the best way to deliver and assess each unit. This ensures you receive the highest quality learning experience throughout your Diploma.



Sequencing and delivery of the diploma

Flexible enrollment

At WiseTech Academy, we understand that flexibility is crucial for student success. There are no enrolment deadlines; you can start your studies at any time throughout the year.

To enrol, simply register for the Registration Course and complete the four RTO requirements:

- Training Needs Analysis
- Enrolment Form
- Digital Literacy Test
- Language, Literacy and Numeracy (LLN) Test

The enrolment process typically takes about 1 to 1.5 hours for students. But it can take 24 to 48 hours for Student Administration to process all the paperwork and complete the registration process

Flexible assessments

We offer multiple, flexible assessment submission dates throughout the year, so you can choose the one that works best for you. With multiple assessment submission dates available every two months (excluding Jan & Dec), this eliminates the need for extension requests and lets you choose when to submit your assessment. If you find a subject easy, you can work through it quickly. If you encounter a challenging subject, you can take your time.

Study Units

The Academy recommends a specific order of study as listed below.

We recommend studying BIO-TLIX0008 Comply with biosecurity border clearance first. If taking two units at a time, we recommend AKB – TLIX0035 Apply knowledge of border clearance fundamentals as the second unit. Level 1 units should be completed before progressing to Level 2, and Level 2 should be completed before progressing to Level 3.

Below is the list of units you must complete as part of the Diploma. These units are designed to reflect the responsibilities of a licensed customs broker in daily practice and vary in complexity.

The Academy has a specific sequence for completing these units, outlined below:

Level 1 units must be completed first.

Level 2 units will only become available once all Level 1 units are finished.

The final Level 3 unit can only be accessed after completing all preceding units.

Courses – Level 1

The following order is recommended for the first six courses.

Short Code	National Code	National unit title and unit description
BIO	TLIX0008	Comply with biosecurity border clearance 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.
AKB	TLIX0035	Apply knowledge of border clearance fundamentals This unit involves the skills and knowledge required as an introduction to border clearance.
TC1	TLIX0036	Determine tariff classification of goods This unit involves the skills and knowledge required to determine the customs tariff classification of goods. <i>* This unit is a pre-requisite for the TC2 unit</i>
BCP	TLIX0037	Apply border clearance procedures This unit involves the skills and knowledge required to apply customs clearance procedures.
ACP	TLIX0038	Apply customs procedures This unit involves the skills and knowledge required when applying customs procedures.
CV1	TLIX0039	Determine customs value 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>* This unit is a pre-requisite for both the CV2 and ITX units</i>

Courses – Level 2

The following order is recommended for the next seven courses

Short Code	National Code	National unit title and unit description
CV2	TLIX0040	Determine complex customs value This unit involves the skills and knowledge required to carry out complex customs valuation in accordance with customs and relevant legislation. <i>* Must complete the pre-requisite unit CV1 before you can take this unit</i>
MGC	TLIX0041	Manage goods under customs control This unit involves the skills and knowledge required to manage goods under customs control.
TC2	TLIX0042	Determine complex tariff classifications 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>* Must complete the pre-requisite unit TC1 before you can take this unit</i>
ITX	TLIX0043	Determine indirect taxes This unit involves the skills and knowledge required to determine indirect taxes as part of customs broking activities. <i>* Must complete the pre-requisite unit CV1 before you can take this unit</i>
OAP	TLIX0044	Determine origin of goods and apply preference schemes or free trade agreements 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.

IEP	TLIX0045	Determine import/export prohibitions/restrictions 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.
DCM	TLIX0046	Apply anti-dumping and countervailing measures This unit involves the skills and knowledge required to identify goods subject to dumping and/or countervailing measures, and to calculate applicable duties.

Courses – Level 3

This is the final course of the Diploma.

Short Code	National Code	National unit title and unit description
DRB	TLIX0047	Review decisions of regulatory bodies 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.

Managing your study load

At WiseTech Academy, we have defined a study sequence to ensure a smooth progression through 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 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 problem 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 enrolling.

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 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 of your study load or if you have any questions about the Diploma study sequence, please contact Student Administration via contact@wisetechacademy.com

International Students & Visa Eligibility

Visa students in Australia

Unfortunately, we cannot accept enrolments from overseas students in Australia on a visa, as we are not a CRICOS-registered provider. For information and support, please visit the Australian Skills Quality Authority ([ASQA](#)).

International Students

The Diploma of Customs Broking is an Australian qualification, issued under the Australian Qualifications Framework (AQF). This qualification uses some content that may be applicable to other WCO members such as in depth training in tariff classification and customs valuation, but it is focused on Australian legislation and case law, as well as Australian customs broking practice and procedure, and is specifically designed to meet the educational requirements for individuals seeking to become licensed customs brokers in Australia. Applications for licensing are made to the National Customs Brokers Licensing Advisory Committee (NCBLAC), but it should be noted that licensing in Australia is also dependent upon residency and demonstrated significant experience in this field. This Diploma is not recognized as a customs broking qualification in any other country.

While international enrolments are accepted, we strongly encourage prospective international students to contact our administration team directly to discuss their circumstances and intentions before enrolling.

Transferring students

If you are 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 to 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 delay your progress through the course.

If this is the case, please feel free to choose units that align 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.



Recognition of Prior Learning

This is an assessment process that can credit you for the skills, knowledge and experience you have gained through working and learning. If you can demonstrate your competency via RPL, you don't need to complete that specific study course. Alternatively, RPL can be applied to ALL courses in the Diploma if you have enough evidence to support your application.

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

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

Once you submit your RPL application and provide us with the required evidence, we will have it reviewed by a qualified assessor and a licensed customs broker. The assessor may also request a competency interview with you or set up a challenge test so you can demonstrate your skills and knowledge.

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

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 (lecture notes)

In most study units, you will see a document containing 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 past graduates have told us that keeping an offline copy of the learning materials in their office is very helpful even after they have attained their customs broker license. They find that the learning materials make for great future reference.



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 shows that learning is a social activity in which people often learn a lot informally from each other, as well as from more formal sources such as lectures, tutorials, and reading materials.

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.

We also encourage you to post questions to your facilitators and interact with students in the forum

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 assessment tasks are designed to assess:

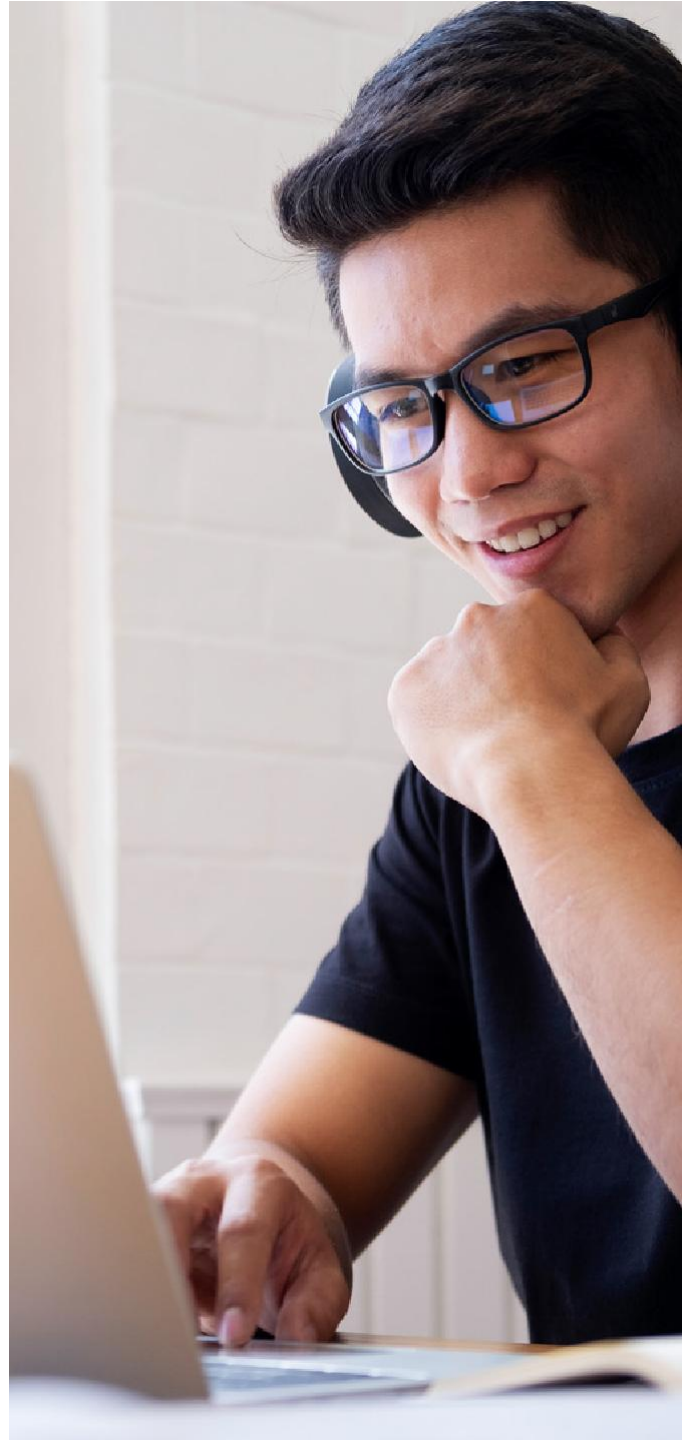
- Your knowledge of a topic
- Your ability to transfer that knowledge into practical performance

The assessments, therefore, may consist of a series of knowledge questions (multiple-choice or short-answer), combined with certain assessment tasks that may require calculations and/or the submission of 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 is also a national government requirement that you can retake your assessment if you are unsuccessful the first time. We provide a second (rectification) attempt for each assessment. You will be advised of the timing and submission details for the rectification submission, if 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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