



**Australian Government**  
**Department of Agriculture**  
**and Water Resources**

# **Training and accreditation for broker approved arrangements (class 19.1 and class 19.2)**

Version 1



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### Version history

| Version | Date     | Amendment details   |
|---------|----------|---------------------|
| 1.0     | 12/02/18 | New policy document |

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# Introduction

Approved arrangements (AAs) promote a shared responsibility to biosecurity management. Through AAs, biosecurity industry participants (BIPs) and their associates are entrusted to perform specific biosecurity functions (Chapter 7 of the *Biosecurity Act 2015*). Two such AAs are the Non-commodity for Containerised Cargo Clearance (NCCC) and the Automatic Entry Processing for Commodities (AEPCOMM).

Under these AAs the department allows accredited persons to undertake assessment of import documentation and to apply a code in the Integrated Cargo System (ICS) to manage biosecurity risks. This responsibility places legislative obligations on BIPs and accredited persons.

In turn, the department has an obligation to the Australian public to verify that BIPs and accredited persons are meeting their responsibilities under the arrangements by obtaining the relevant qualifications and maintaining their biosecurity knowledge. A failure by BIPs and accredited persons to meet their respective responsibilities could allow the introduction of exotic pests and diseases to Australia, which could have serious consequences for the Australian community, environment and economy.

## Background

To operate under the NCCC and AEPCOMM approved arrangements it is a requirement that BIPs employ or utilise at least one accredited person to undertake activities approved under the arrangements.

Licensed customs brokers and self-reporting importers that have obtained a certificate of attainment for the unit of competency *TLIX5054 Comply with biosecurity border clearance* may register with the department and apply to gain accredited person status to operate under the NCCC and AEPCOMM approved arrangements.

In 2015 the department introduced Continued Biosecurity Competency (CBC). CBC refers to regular professional development that accredited persons must undertake to maintain their accreditation and knowledge of biosecurity.

## Scope

This document outlines the process to become an accredited person for the Class 19.1 (NCCC) and Class 19.2 (AEPCOMM) approved arrangements. It also stipulates the requirements that accredited persons must comply with to maintain their accreditation and demonstrate their competency levels to carry out biosecurity activities.

This document also specifies details regarding the development and management of CBC and responsibilities assigned to all parties involved.

# Training and accreditation

To be able to become an accredited person for the NCCC and AEPCOMM approved arrangements, the applicant must comply with the following prerequisites:

- have obtained a certificate of attainment in the unit of competency *TLIX5054—Comply with biosecurity border clearance*
- be a licensed customs broker or self-reporting importer.

If prerequisites have been met, an individual may register with the department requesting accreditation to operate under the NCCC and AEPCOMM approved arrangements. This involves providing the department with:

- [a completed registration form](#)
- a copy of their TLIX5054 statement of attainment.

Accreditation requests should be sent to [broker.accreditation@agriculture.gov.au](mailto:broker.accreditation@agriculture.gov.au).

The department will notify applicants via email whether they have been granted accredited person status under the relevant arrangement/s within 10 business days. If an applicant is granted accredited person status the department will issue the accredited person with a unique accreditation number. The accredited person will be able to operate under the approved arrangement/s immediately upon notification by the department.

Refer to [Appendix A: Training and accreditation for NCCC and AEPCOMM flowchart](#).

## Continued biosecurity competency for broker approved arrangements

In order to maintain accreditation for the NCCC and AEPCOMM approved arrangements accredited persons must attend/complete the continued biosecurity competency (CBC) sessions stipulated by the department in a given CBC period by the due date.

### **CBC period and frequency**

The CBC period will run from 1 April to 31 March to coincide with the Department of Home Affairs' Continuing Professional Development (CPD) Scheme period.

The department will specify mandatory CBC sessions to be undertaken every CBC period. Information regarding mandatory CBC sessions that accredited persons must undertake will be published on the [Training and accreditation for approved arrangements](#) page on the department's website prior to commencement of the CBC period each year.

### **CBC management**

CBC attendance records will be kept and managed by CBC-approved providers. CBC-approved providers must be able to present the department with accurate CBC completion records when requested.

It is the responsibility of the accredited person to keep evidence of CBC completion. Records will be requested by the department as part of the audit policy outlined in the [Approved arrangements general policies](#).

## **CBC content, development and delivery**

CBC content will be determined by the department in consultation with industry and it will consist of information that is considered relevant to approved arrangements. This information may be delivered in various formats.

An annual plan of CBC sessions will be developed by the department prior to the new CBC period, in consultation with industry. The scope of the sessions will be determined with input from other divisions of the department and industry. The department will collate information, including but not limited to:

- subject matter from departmental programs
- matters that affect approved arrangements such as legislative, policy, procedural or operational change to the NCCC or AEPCOMM approved arrangements
- matters concerning the management of biosecurity risk
- non-compliance, NCCC and AEPCOMM training areas that may require reinforcement
- subject matter requests from industry.

Relevant divisions within the department will be asked to contribute topics that may be of relevance to industry participants involved with broker approved arrangements. Once the plan has been endorsed, the department will coordinate the delivery of the CBC sessions.

Development and delivery of CBC sessions will be decided as part of the annual plan and may be carried out by the department or a department approved provider. CBC will consist of presentations and/or activities with material the department requires industry to understand in order to effectively meet their responsibilities.

Each presentation or activity will be allocated a unique reference number to help identify what sessions must be attended. The CBC reference number will reflect the CBC period and session number (for example, session 1 for 2017–2018 would be CBC session 17-18/01).

Sessions may be delivered through a number of methods, including but not limited to:

- presentations at conferences or forums
- online activities
- webinars or
- a combination of presentations, forums, online activities or webinars.

# Non-compliance

## **Failure to comply with accredited persons' responsibilities**

Accredited persons' failure to comply with their responsibilities under a broker arrangements (including CBC requirements) as stipulated in the NCCC and AEPCOMM requirements policies will result in suspension or cancellation of their accreditation. Additionally it may also result in sanctions including suspension or revocation of the arrangement and/or criminal prosecution against the BIP. The department will consider and assess reasons for an accredited person's and/or BIP's failure to comply with their responsibilities under an approved arrangement on a case by case basis.

If an accredited person's accreditation is suspended or cancelled, lodging import declarations under the relevant approved arrangement is not permitted.

If an accredited person's status is suspended, undertaking the CBC session stipulated by the department will be required prior to reinstatement. If an accredited person's status is cancelled, undertaking the appropriate training to become re-accredited is mandatory.

Prior to reinstatement of the accredited person, the department must be satisfied that the accredited person is sufficiently competent to continue operating under the approved arrangement and comply with the stipulated responsibilities. The department may request information from the BIP or accredited person to explain corrective action for the non-compliance or direct that a specific task is completed (such as training) prior to reinstatement.

## Related links

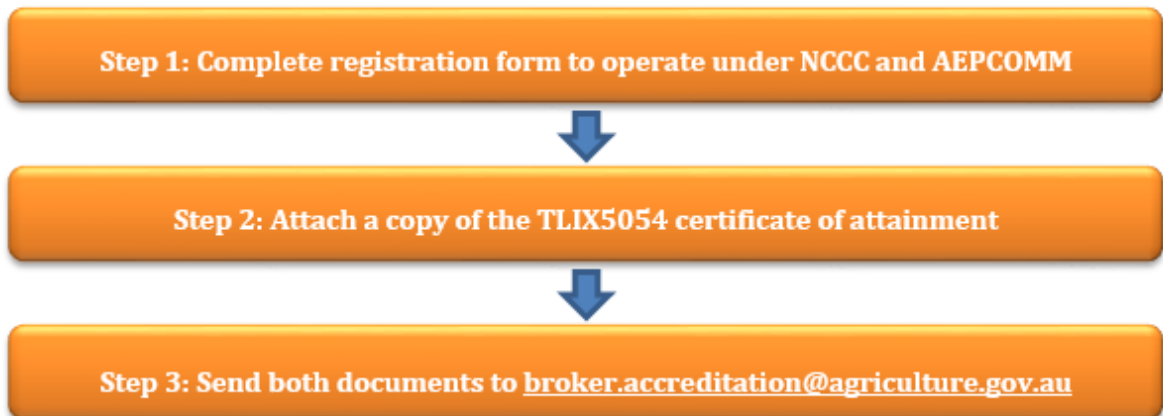
- [Approved arrangements](#)
- [Training and accreditation](#)
- [Unit of competency details for TLIX5054](#)
- [Registered training organisations for TLIX5054](#)
- [Change of details form for broker approved arrangements](#)

# Appendix A: Training and accreditation for NCCC and AEPCOMM flowchart

## Prerequisites



## Accreditation



## Maintaining accreditation



**AEPCOMM** Automatic entry processing for commodities. **NCCC** Non-commodity for containerised cargo clearance.



# Glossary

| <b>Term</b>                                      | <b>Definition</b>   |
|--|---|
| accredited person                                | A person who has successfully completed specified training approved by the Department of Agriculture and Water Resources and has registered with the department.  |
| biosecurity industry participant (BIP)           | A person who is the holder of the approval of an approved arrangement with the Department of Agriculture and Water Resources.   |
| broker approved arrangements                     | Non-commodity for Containerised Cargo Clearance (NCCC) and Automatic Entry Processing for Commodities (AEPCOMM) approved arrangements   |
| CBC period                                       | 1 April to 31 March   |
| CBC providers                                    | Department of Agriculture and Water Resources approved providers of CBC.  |
| CBC session                                      | CBC presentation or activity  |
| continued biosecurity competency (CBC)           | Regular presentations or activities mandated by the Department of Agriculture and Water Resources that accredited persons for the NCCC and AEPCOMM approved arrangements must undertake to maintain their accreditation and knowledge of biosecurity. |
| continuing professional development (CPD) scheme | Department of Home Affairs activities that customs brokers undertake to continue their professional development.  |
| licensed customs broker                          | A broker that has been granted a licence by the Department of Home Affairs to act as a customs broker.  |
| registered training organisations (RTOs)         | Training providers registered by Australian Skills Quality Authority (or in some cases a state regulator) to deliver vocational education and training services.  |
| self-reporting importer                          | Customs licensed entity/importer that lodges its own import declarations in the Integrated Cargo System.  |
| unit of competency                               | Specification of knowledge and skill, and the application of that knowledge and skill, to the standard of performance expected in the workplace.  |