



Australian Government
Department of Agriculture,
Water and the Environment

Training and accreditation for approved arrangement classes 19.1: NCCC and 19.2: AEPCOMM

Version 3.1



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Department of Agriculture, Water and the Environment

GPO Box 858 Canberra ACT 2601

Telephone 1800 900 090

Web awe.gov.au

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Introduction

The Department of Agriculture, Water and the Environment approved arrangements promote a shared responsibility to biosecurity management. Through approved arrangements, biosecurity industry participants and their associates are entrusted to perform specific biosecurity functions (Chapter 7 of the *Biosecurity Act 2015*). Two such approved arrangements are:

- Class 19.1 Non-commodity for containerised cargo clearance (NCCC)
- Class 19.2 Automatic entry processing for commodities (AEPCOMM).

These approved arrangements allow accredited persons covered by the arrangement to:

- undertake assessment of import documentation
- manage biosecurity risk by applying a code in the Integrated Cargo System (ICS) to generate a biosecurity direction.

This responsibility places legislative obligations on biosecurity industry participants and accredited persons. In turn, the department has an obligation to the Australian public to verify that biosecurity industry participants and accredited persons are meeting their responsibilities under the approved arrangements by obtaining the relevant qualifications and maintaining their biosecurity knowledge.

A failure by biosecurity industry participants and accredited persons to meet their responsibilities could lead to exotic pests and diseases entering Australia, which could have serious consequences for the Australian economy, environment and community.

Background

To operate under the Class 19.1 NCCC and Class 19.2 AEPCOMM approved arrangements biosecurity industry participants are required to employ or utilise at least one accredited person to undertake activities approved under the approved arrangements.

Licensed customs brokers and self-reporting importers that have completed the unit of competency [Comply with biosecurity border clearance](#) may register with the department and apply to gain accredited person status to operate under the Class 19.1 NCCC and Class 19.2 AEPCOMM approved arrangements.

In 2016 the department introduced continued biosecurity competency (CBC). CBC refers to regular professional development sessions that accredited persons must undertake to maintain their accreditation, biosecurity and electronic systems knowledge in relation to the Class 19.1 NCCC and Class 19.2 AEPCOMM approved arrangements.

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 under these approved arrangements.

This document also specifies the roles and responsibilities of training providers in relation to CBC.

Training and accreditation

To become an accredited person for the Class 19.1 NCCC and Class 19.2 AEPCOMM approved arrangements, the applicant must comply with these prerequisites:

- have completed the unit of competency Comply with biosecurity border clearance
- maintain CBC from completion of the unit of competency
- be a licensed customs broker or work for a self-reporting importer.

If prerequisites have been met, an individual may register with the department requesting accreditation to operate under the Class 19.1 NCCC and Class 19.2 AEPCOMM approved arrangements. This involves providing the department with:

- a completed registration form
- evidence of completion of the unit of competency (for example, qualification testamur or statement of attainment)
- any relevant CBC completion certificates.

Accreditation requests should be sent to AEP.Arrangements@awe.gov.au.

CBC sessions contain up-to-date information in relation to Class 19.1 NCCC and Class 19.2 AEPCOMM approved arrangements. This may include changes in the electronic system (import declaration lodgement process) and/or changes to the policies that underpin the approved arrangements (including scope expansion) that were not covered in the unit of competency.

When applying for accreditation for these approved arrangements, mandatory CBC sessions must be undertaken from the time the unit of competency was completed. Where a number of CBC sessions have not been completed, applicants may be required to undertake the updated unit of competency.

The department will notify applicants via email whether they have been granted accredited person status under the relevant arrangement 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 immediately upon notification by the department.

For a summary of the training and accreditation process, see [Appendix A: Training and accreditation process flowchart](#).

Registered training organisations responsibilities

Registered training organisations (RTOs) must be listed with the Department of Education and Training as an approved provider for the unit of competency. RTOs are required to register for a BICON multiple user account and class 19.2 AEPCOMM user access to facilitate training. Instructions on how to register are on the [BICON Help page](#). Registration requests should be sent to AEP.Support@awe.gov.au. RTOs will be provided with an approval number to enter in the system when registering for class 19.2 AEPCOMM user access. As administrators for the BICON multiple user account, RTOs will be responsible for:

- allocating BICON AEPCOMM user access to their students
- revoking student access on completion of the course
- managing and maintaining their accounts
- notifying the department when BICON AEPCOMM access is no longer required.

Continued biosecurity competency

To maintain accreditation for the Class 19.1 NCCC and Class 19.2 AEPCOMM approved arrangements, accredited persons are required to complete CBC as stipulated by the department in a CBC period by the due date.

CBC period and frequency

CBC periods run from 1 April to 31 March to coincide with the Department of Home Affairs Continuing professional development (CPD) scheme.

The department will publish the CBC sessions schedule on the [Training and accreditation for class 19 approved arrangements](#) webpage prior to commencement of a CBC period.

CBC training records

CBC training records are to be kept and managed by CBC providers. CBC providers must be able to present the department with accurate CBC completion records when requested by the department.

Accredited persons must keep evidence of CBC training and be able to provide it to the department on request.

CBC content, development and delivery

CBC content will be developed by the department in consultation with industry and it will consist of information that is considered relevant to the Class 19.1 NCCC and Class 19.2 AEPCOMM approved arrangements. This may include changes in the electronic system (import declaration lodgement process) and/or changes to the policies that underpin the approved arrangements (including scope expansion).

Each CBC session will be identified by a unique reference number. The reference number reflects the CBC period and session number (for example, CBC session 19-20/01: session 1 for the 2019–20 period).

Sessions may be delivered by the department or approved CBC providers through various methods, including presentations at conferences or forums, online activities and webinars.

Non-compliance with accredited persons responsibilities

Accredited persons failing to comply with their responsibilities under the Class 19.1 NCCC and Class 19.2 AEPCOMM approved arrangements (including CBC requirements) as stipulated in the requirements and conditions policies, will result in their accreditation being suspended or cancelled. Additionally, sanctions could be imposed, including suspension or revocation of the approved arrangement and/or criminal prosecution against the biosecurity industry participant. The department will consider and assess reasons for an accredited person or biosecurity industry participant failing to comply with their responsibilities under an approved arrangement on a case-by-case basis.

If an accredited person is suspended or cancelled, lodging import declarations under the relevant approved arrangement is not permitted. The department will determine the requirements that must be met before an accredited person can be reinstated under the approved arrangement. This may include undertaking CBC, completing the unit of competency or other appropriate training. 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.

Related links

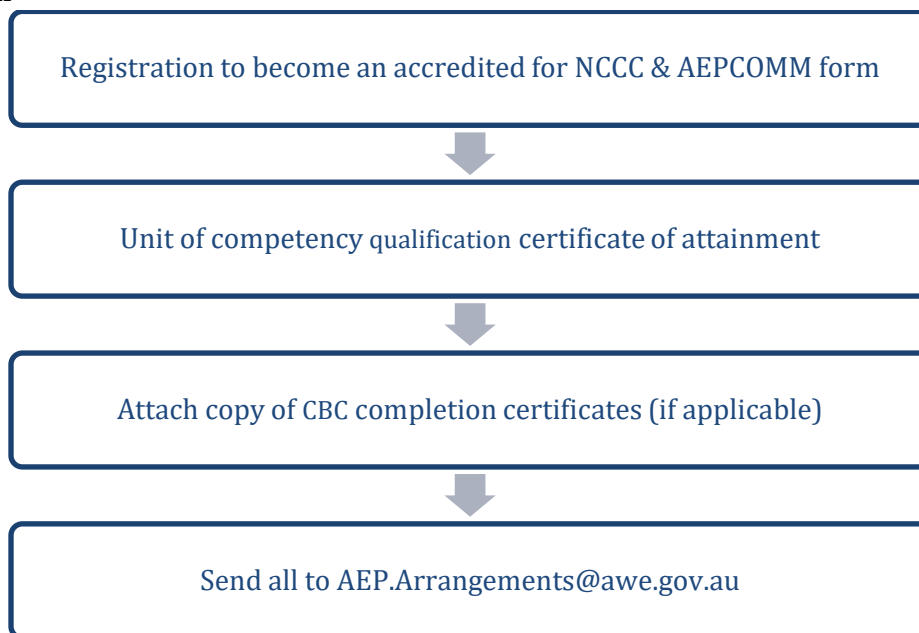
- [Approved arrangements \(including online application\)](#)
- [Training and accreditation](#)
- [Unit of competency: Comply with biosecurity border clearance details](#)
- [Registered training organisations for Comply with biosecurity border clearance](#)
- [Registration to become an accredited person under class 19.1 and class 19.2 approved arrangements](#) form

Appendix A: Training and accreditation process flowchart

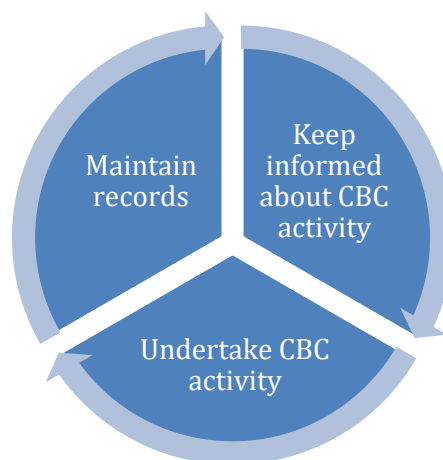
Prerequisites



Accreditation



Maintaining Accreditation



AEPCOMM Automatic entry processing for commodities. **CBC** Continued biosecurity competency. **NCCC** Non-commodity for containerised cargo clearance. Unit of competency: Comply with biosecurity border clearance.

Glossary

Term	Definition
Accredited person	A licenced customs broker or self reporting importer who has successfully completed specified training approved by the Department of Agriculture, Water and the Environment, and has registered with the department.
Biosecurity industry participant	A person who is the holder of the approval of an approved arrangement with the Department of Agriculture, Water and the Environment.
Class 19 approved arrangements	Class 19.1 Non-commodity for containerised cargo clearance (NCCC) and Class 19.2 Automatic entry processing for commodities (AEPCOMM) approved arrangements.
CBC period	1 April to 31 March.
CBC providers	Department of Agriculture, Water and the Environment approved providers of CBC.
Continued biosecurity competency (CBC)	Presentations or activities mandated by the Department of Agriculture, Water and the Environment that accredited persons for the Class 19.1 NCCC and Class 19.2 AEPCOMM approved arrangements must undertake to maintain their accreditation.
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 organisation (RTO)	Training provider registered by the Australian Skills Quality Authority (or in some cases a state regulator) to deliver vocational education and training services.
Self-reporting importer	Customs licenced entity/importer that lodges its own import declarations in the ICS.
Statement of attainment	A document issued to indicate a student has successfully completed a unit or units within a qualification.
Testamur	Official certification document that confirms a qualification (for example a Diploma of customs broking) has been awarded to an individual.
Unit of competency	Comply with biosecurity border clearance. Specification of knowledge and skill, and the application of that knowledge and skill, to the standard of performance expected in the workplace.
