

TLI50119

DIPLOMA OF INTERNATIONAL FREIGHT FORWARDING

Australian Qualified • Globally Recognised



DIFF FAQ



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Handbook Disclaimer

This Student Handbook contains information that is correct at the time of publishing. Changes to legislation and/or International Trade and Logistics College (ITALC) policy may impact on the currency of information included. The ITALC reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your facilitator or by contacting ITALC.

This handbook has been prepared as a resource to assist students to understand their obligations and also, those of the ITALC. Please carefully read through the information contained in this guide. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this Handbook. Any queries can be directed to the Training Team, contact details are listed below.

Important Details

International Forwarders & Customs Brokers Association of Australia. (IFCBAA) trading as the International Trade and Logistics College (ITALC).

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21/06/2023	Praveen Jomy	13.3	Updated Program structure
15/01/2025	Claire Gilmour	14	Updated contact information and general spot check
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Reviewers

Name	Position
Scott Carson	CEO
Siobhan Peteru	RTO and CPD Administrator

Attachments

Document Name	Version Number

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Introduction

These Frequently Asked Questions (FAQ) are designed to provide answers to most of your enquiries regarding the TLI50119 - Diploma in International Freight Forwarding (DIFF) that is offered by the International Trade and Logistics College (ITALC).

Please note that this is not a definitive list of FAQ so if you need any further information about the DIFF after reading this document you can contact us through the following means:

Contact: ITALC – International Trade and Logistics College

Email: training@ifcbaa.com

Telephone: (07) 3256 0146

Postal Address: PO Box 3525
RAMSGATE
NSW 2217

1. Diploma content

1.1 Why should I enrol into this Diploma?

There has historically been no course of study in Australia that has specifically targeted senior personnel employed in the international freight forwarding sector. This has led to a loss of opportunity, both within Australia and internationally, for Australia's international freight forwarders to achieve academically and, in so doing, create a more effective career path into higher levels of management.

That is until now!

ITALC has sought to rectify that situation by creating a course to meet your needs as a current and upcoming manager within industry through the development of the Diploma in International Freight Forwarding. Presented by ITALC, this nationally recognised Diploma meets the requirements of industry for high level technical skills as well as the people management skills required of you in these senior roles.

The Diploma of International Freight Forwarding (provided it is delivered by IFCBAA) is recognised by FIATA (the International Federation of Freight Forwarders Associations) as the pre-requisite for the awarding of the prestigious FIATA Diploma. Students who complete the Diploma with IFCBAA are automatically eligible to receive the globally recognised FIATA Diploma, the gold standard worldwide.

The IFCBAA, as the peak industry body representing licensed customs brokers in Australia and as a Registered Training Organisation (RTO Code 30772), offers strength, stability and quality of education. As a student of the IFCBAA you are also eligible for free student membership of the IFCBAA (normally \$120 to non-IFCBAA students).

1.2 What are the subjects in the prescribed course of study?

The following table outlines the DIFF modules in the TLI50119 - Diploma of International Freight Forwarding as offered by the ITALC.

Code	Ref Code	Training Package Unit Title
TLIA5059	SMI	Plan and organise the international forwarding of freight by sea and multimodal transport
TLIA5061	RRI	Plan and organise the international forwarding of freight by road and rail transport
TLIE5020	DPI	Apply knowledge of freight forwarding documentation and permits
TLIL5062	LDI	Apply knowledge of logistics, storage and distribution to international freight forwarding
TLIA5060	ATI	Plan and organise the international forwarding of freight by air transport
TLIL5064	SCD	Manage international special freight transport services including dangerous goods and special cargo <i>Pre-requisite units: SMI and ATI*</i>
TLIL5063	CIR	Review contracts, insurance, risk and liability in the international freight forwarding context
TLIO5020	SSI	Advise on and manage security and safety in international freight transport
TLIX0006	ABP	Apply and monitor biosecurity policies and procedures
TLIK2010	IDW	Use infotechnology devices in the workplace
BSBOPS505	MPC**	Managing organisational customer service
BSBLDR522		Manage people performance

* This unit has recommended Pre-requisites which are the units recommended by ITALC, to learn the concepts in a systematic manner.

** Standard elective units on offer are the clustered unit of BSBOPS505 with BSBLDR522.

Please note that no alternative elective units can be selected for this course. Students who have completed units that meet the packaging requirements may apply for Credit Transfer. Please refer to information in the Student Handbook regarding Credit Transfer processes and contact the training team for more information about eligible units.

1.3 Study unit descriptions

The following is a description of the study units within the course:

Note: some of these units may be delivered as grouped or “clustered” units rather than as individual units. However, you will have completed all required units by the time you complete your Diploma qualification.

TLIA5059 Plan and organise the international forwarding of freight by sea and multimodal transport (SMI)

This unit involves the skills and knowledge required to plan and organise international forwarding of freight by sea and multimodal transport (covering the importing, exporting and transiting of freight). This includes confirming customers' freight transport requirements; selecting routing for sea and multimodal transport; advising on and organising the packaging, packing, loading, stowage and storage of the freight; and completing freight forwarding calculations required for sea and multimodal transport. It also includes assisting in the organisation of insurance for sea and multimodal freight transport; organising permits, authorisations etc.; liaising with the freight forwarding global network; tracking and tracing international cargo being forwarded by sea and multimodal transport; and completing documentation and records required for sea and multimodal transport.

TLIA5061 Plan and organise the international forwarding of freight by road and rail transport (RRI)

This unit involves the skills and knowledge required to plan and organise international forwarding of freight involving road and rail transport (covering the importing, exporting and transiting of freight). This includes confirming customers' freight transport requirements; selecting routing for road and rail freight transport; advising on and organising the packaging, packing, loading, stowage and storage of road and rail freight; and completing freight forwarding calculations for road and rail transport. It also includes assisting in the organisation of insurance for road and rail freight transport; organising permits, authorisations etc.; liaising with the freight forwarding global network; tracking and tracing international cargo being forwarded by road and rail transport; and completing documentation and records required for road and rail freight transport.

TLIE5020 Apply knowledge of freight forwarding documentation and permits (DPI)

This unit covers the competency required to develop, maintain and apply an in-depth understanding of required documentation, forms and permits to advanced freight forwarding activities. This includes the demonstration of the required knowledge of documentation, forms and permits; the consistent interpretation and application of that knowledge to the freight forwarding role and functions; and undertaking sufficient appropriate continuous professional development activities to maintain the currency of the required knowledge and understanding.

TLIL5062 Apply knowledge of logistics, storage and distribution to international freight forwarding (LDI)

This unit involves the skills and knowledge required to develop, update and apply knowledge of logistics, warehousing, storage and distribution when performing advanced international freight forwarding activities. This includes the demonstration of the required knowledge of logistics, warehousing, storage and distribution; the consistent interpretation and application of that knowledge to the freight forwarding role and functions; and undertaking sufficient appropriate continuous professional development activities to maintain the currency of the required knowledge and understanding.

TLIA5060 Plan and organise the international forwarding of freight by air transport (ATI)

This unit involves the skills and knowledge required to plan and organise international forwarding of freight by air transport (covering the importing, exporting and transiting of freight). This includes confirming customers' freight transport requirements; selecting routing for air freight transport; advising on and organising the packaging, packing, loading, stowage and storage of air freight; and completing freight forwarding calculations for air transport. It also includes assisting in the organisation of insurance for air freight transport; organising permits, authorisations etc.; liaising with the freight forwarding global network; tracking and tracing international cargo being forwarded by air transport; and completing documentation and records required for air freight transport.

TLIL5064 Manage international special freight transport services including dangerous goods and special cargo (SCD)

This unit involves the skills and knowledge required to manage special international freight transport services, including (1) the forwarding of dangerous goods, (2) the international forwarding of special cargoes such as classified goods, perishables, flowers and plants, livestock, artworks, high value goods, and heavy-weight and out-of-gauge cargo etc., and (3) special forwarding projects (such as international freight logistics for sporting or diplomatic events, business conventions and exhibitions etc.). It also includes the monitoring and tracking of the international transport of special cargoes and dangerous goods and ensuring that all required forms and documentation are completed and/or required data entered into the applicable information technology systems.

It is strongly recommended that students successfully complete the units TLIA5059 (SMI) and TLIA5060 (ATI) prior to undertaking TLIL5064 (SCD).

TLIL5063 Review contracts, insurance, risk and liability in the international freight forwarding context (CIR)

This unit involves the skills and knowledge required to review contracts, insurance, risk and liability in the international freight forwarding context. This includes examining an international freight forwarding sales contract; examining an international freight forwarding service contract; managing risk in international freight forwarding; assisting in organising transport insurance

requirements; confirming or organising liability insurance requirements; assisting a customer to make a claim on a transport insurance policy; and making a claim on a liability insurance policy.

TLIO5020 Advise on and manage security and safety in international freight transport (SSI)

This unit involves the skills and knowledge required to advise customers on security and safety requirements within international freight transport and manage the security and safety arrangements for international freight. This includes assessing international freight transport security and safety risks; specifying international transport security and safety requirements; implementing transport security and safety plans and policies; and monitoring and reviewing security and safety system performance.

TLIK2010 Use Infotechnology devices in the workplace (IDW)

This unit involves the skills and knowledge required to use infotechnology devices in the workplace in accordance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures, within the transport and logistics industry. It includes identifying infotechnology equipment and systems; setting up, using and shutting down computer-based equipment and systems; and inputting, storing and presenting files/data. It also involves implementing workplace procedures for managing and securing data.

TLIX0006 Apply and monitor biosecurity policies and procedures (ABP)

This unit involves the skills and knowledge required to apply and monitor Australian biosecurity regulatory requirements and workplace policies and procedures. It includes identifying and applying biosecurity requirements and workplace procedures when monitoring biosecurity compliance. It also includes reporting biosecurity concerns and incidents in accordance with regulatory requirements and workplace procedures.

Elective choices

Standard elective units on offer are the clustered unit of BSBLDR522 with BSBOPS505

BSBLDR522 Manage People Performance BSBOPS505 Manage Organisational Customer Service

(These two units delivered together as one clustered module - MPC)

BSBLDR522 Manage people performance

This unit describes the skills and knowledge required to manage the performance of staff that are direct reports.

The unit applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback. The unit makes the link between performance management and performance development and reinforces both functions as a key requirement for effective managers.

BSBOPS505 Manage organisational customer service

This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

The unit applies to individuals who supervise customer service provided by others within an organisation. At this level, individuals must exercise considerable discretion and judgement, using a range of problem solving and decision-making strategies.

1.4 So how long does the whole course take to complete?

The course duration is one year of study when completing the recommended study load per semester. Each calendar year will have two semesters with Semester One running from January to June, and Semester Two running from July to December.

1.5 Do I have to do the study units in a specific order?

We offer this course in two parts (or Programs) and you can commence your studies with either Program 1 or Program 2. Program 1 is only ever offered during our Semester One offering, commencing January and Program 2 is only ever offered in Semester two, commencing in July.

This means you can:

- start on Program 1, then complete program 2; OR
- start with Program 2, then complete Program 1.

You can fast track your course completion if you have the time available to undertake a heavier study load. This can be done by taking the available units from within both Programs 1 and 2 if these units are available on the timetable.

1.6 What if I am already studying at TAFE? Can I get exemptions for my study there?

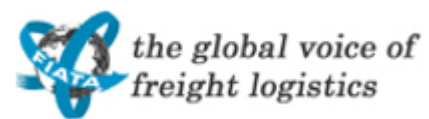
Yes. Any equivalent study units completed at TAFE will automatically be recognised for the DIFF. This means you will not need to repeat these units.

This mutual recognition arrangement also applies to units completed at private Registered Training Organisations (RTOs) as well.

1.7 What credential will I receive on completion of the Diploma?

The DIFF is a nationally recognised qualification TLI50119 Diploma of International Freight Forwarding. Once you graduate, you will be eligible to receive this Diploma from ITALC.

ITALC is also pleased to advise that FIATA (the International Federation of Freight Forwarders Associations) recognises the ITALC Diploma course for the awarding of the globally recognised and highly regarded FIATA Diploma.



This means that once you graduate the ITALC course, you will not be required to complete any further study to be granted the FIATA Diploma. This is because FIATA recognises the high standard of the ITALC course and deems it to be equivalent to their globally recognised Diploma. ITALC will apply for your FIATA Diploma on your behalf for an administrative cost of \$100 + GST. In Australia, you must complete your course through ITALC to be awarded the prestigious FIATA Diploma.

1.8 Are there any entry requirements for the Diploma?

There are no formal entry requirements into this qualification. IFCBAA has established the following entry requirements which are designed to ensure you succeed in the qualification:

You will need to:

- Be at least 18 years of age at the time of enrolment.
- Have levels of language, literacy and numeracy skills appropriate for successful completion of the coursework – Please refer to the Student Handbook, Sections 4.4 and 4.5.
- Have access to a computer that has appropriate software and capacity to access learning and assessment materials – Please refer to the Student Handbook, Section 13.2.4.
- Have access to an internet connection with sufficient capacity to download course materials (e.g., broadband connection) – Please refer to the Student Handbook, Section 13.2.4.
- Domestic and Offshore students are eligible to apply for the Diploma courses. International Student visa holders are not eligible to apply for the courses.

2. Information about the delivery of the ITALC Diploma

2.1 I understand the Diploma through ITALC is delivered via the Internet. How is this possible?

ITALC has spent a considerable amount of time researching the most effective learning platform for it to offer the DIFF via the Internet. Given the broad geographical spread of people interested in completing the course, an online platform was considered the best way to reach all potential students within Australia and internationally. The DIFF is delivered with a combination of facilitated and self-directed learning.

ITALC utilises absolute state of the art virtual classrooms which will enable you to come together and discuss issues within the course with your facilitator and with your fellow students. This social and academic interaction creates the most effective method for you to learn in an online environment and simulates the classroom situation of a bricks and mortar college perfectly.

Students will also have units that embrace self-directed learning. These units do not have virtual classrooms; they do have a facilitator as part of the learning support in the course, along with the learning materials, self-check knowledge quizzes and a range of research material for the student.

2.2 Does this mean the course is self-paced? Can I start and finish anytime I like?

No. The DIFF offered by ITALC is a mixture of fully facilitated units and self-directed learning units. This means that you will have a facilitator for your course who will be well skilled in online facilitation as well as a subject matter expert in the study unit.

Each study unit will have a clear timetable for your classes and assessments. You will be advised of this timetable and will be expected to submit work and contribute to the course in line with this timetable.

2.3 What can you tell me about the virtual classrooms I have heard about in the ITALC course?

These classes are live and held in real time with an experienced subject matter expert facilitating the learning. Virtual classes are typically held at either 1900 or 2000 hours Sydney time, regardless of Daylight-Saving Time is in force or not.

The software that makes this happen is from Microsoft and is called Teams. This software is very easy to use and there are lots of trouble shooting help on the internet.

The virtual classroom (VC) enables you in REAL TIME to:

- Watch and listen to a presentation by your facilitator
- Respond to questions from your facilitator using your microphone
- Ask verbal as well as written questions of your facilitator
- Ask verbal as well as written questions of your fellow students and respond to their questions and ideas
- Complete quizzes and other interactive exercises
- Provide a response to an opinion survey
- Surf the Internet as a group with your fellow students

All enrolled students will have access to the VCs and it is compulsory that you attend a full orientation session prior to the commencement of classes. To access a VC you will need a microphone and speakers (some students choose to combine these in a headset which may be purchased at any technology store for as little as \$30)

You can access Microsoft Teams App via Windows PC, Mac or Mobile devices, or access it through the browser. The technical requirements for your devices are given in the link below.

<https://learn.microsoft.com/en-us/microsoftteams/teams-client-system-requirements>

You will also need access to the Internet via an Internet Service Provider (ISP). While NBN internet access is not essential, it will make your learning experience more satisfying by speeding up your downloads of video and other images involved in the course

ITALC uses virtual classrooms in all of its courses and you will be expected to attend these sessions when they are scheduled. You will also be expected to contribute to these sessions by both asking and responding to the ideas and input of others within your virtual classroom.

What happens if you miss a VC? No problem at all. Unlike being in a traditional classroom, we record all of our VCs so you can watch them at any time to ensure you stay up to date with your class. This is one of the most significant benefits of learning with us - you never miss a class.

All VCs are scheduled at night (typically 2000 hours SYD time) and are of one hour's duration.

Dates and times of VC sessions are advised in advance and during daylight savings periods SYD time will be followed.

2.4 What's involved in studying online? Do I have to spend all my time on the computer?

Studying online does not mean all your learning is completed via the computer. This would be very difficult to achieve and would be challenging to anyone's ability to maintain focus, both physically and intellectually.

The following is an outline of the learning philosophy of the DIFF:

Downloadable print materials provided for every session



The learning design philosophy of ITALC for the DIFF is that you will be provided with a range of reading material for your course which will be downloadable as PDF documents.

Our view and our strong recommendation are that you should get yourself a folder for each of your study units and then download, print and file the reading material within these folders to ensure you have good quality, hard copy documents from which to study. You can then use these documents as reference material for the learning activities.

Learning activities available to self-assess your learning

The DIFF will provide you with a number of learning activities to enable you to determine your own understanding of the study unit. These will be found in the online environment so you will need to logon and complete these exercises although this can be completed in your own time within the course and will not be part of your formal assessment within the unit.

The answers to questions raised in these learning activities will usually be provided within the downloadable reading material for your study unit although in some cases you may be required to conduct some research of your own either online or through other methods.

Virtual and Recorded classrooms

Depending on your unit, it will either have live or recorded sessions.

If your unit is fully facilitated, it will contain a number of virtual classroom sessions (VCs) and you will be expected to attend these when they are scheduled.

These will be conducted online (see section 2.5 for further detail). If circumstances cause you to miss a class, rest easy. All our VCs are recorded, with every action, shared application, web tour, file transfer and more captured as they happened. It's just like being there, so you don't miss a thing.

If your unit is a self-directed unit it will contain a number of recorded classroom sessions that you can access anytime you like 24X7.

2.5 What are the benefits of learning online? Isn't classroom learning better?

There are a number of benefits to you in learning online as compared to the equivalent course in a bricks and mortar environment. Some of these are:

The DIFF offered through ITALC enables its students to receive a consistent level of education right around Australia and even internationally. This is because ITALC can source out the most appropriate and experienced facilitators from around the country wherever they are located and bring their expertise together for the benefit of the students.

In the online environment it is possible for ITALC to bring guest speakers into virtual classrooms no matter where those guest speakers may be located around the world. This would be beyond the budget of most colleges due to the high cost of travel and accommodation required. You will also have the opportunity to interact with the guest speaker and ask questions to confirm details of the presentation - all without leaving your own desk.

There is clearly a saving for you in terms of travel times and costs, particularly when you might not be located in places that are geographically close to the traditional college classrooms.

Research suggests that your ability to retain learning in a course is actually enhanced within an online study environment. This is because an online course combines all of the senses: you not only get to hear a facilitator but you get to read the material and digest it in your own time. This type of learning appeals to all the senses rather than just the limited opportunities generated by attending a lecture in class.

We also believe that the learning environment is more relaxed when you can work at your own pace in completing assignments within your own learning environment – usually your own place of work or study.

2.6 What books and materials do I need to purchase for the course?

The prescribed and mandatory textbook for the course is:

- Burke, Russell, International Logistics and Freight Forwarding Manual (4th edition).

This prescribed text is available for purchase through ITALC and costs \$170.50 GST incl + P & H. Further information, as well as purchasing, can be made at www.ifcbaa.com under the 'Products' menu.

There are no costs to download the learning materials other than the normal cost of Internet access through your Internet Service Provider (ISP).

We recommend having access to a good printer so you can download and print your learning materials. This is essential for good study technique as regular reference will be made to these readings. It is far easier to study from these materials in hard copy where you can make notes in the margins and highlight the specific areas you need to study.

2.7 How will I be assessed in the course?

Each unit will have a range of assessment activities (assignments / assessments, discussion boards, etc.) which will be on a set date with a window of time in which they can be taken. You must complete the assessment activities within this assessment window which usually spans a period of 12 – 18 hours to provide for maximum flexibility where students are in different time zones or where they may work shift work. The assessment dates are given to you at the beginning of the semester so that you can schedule it around holidays and work commitments.

You should ideally not plan to take leave immediately after a unit's assessment is completed as you may be asked to resubmit some or all of your assessment to rectify any errors or omissions. Best practice is to allow yourself an additional week to be sure.

The assessment activities are of the 'open book' format which means that you will be able to access your course materials during the assessment.

2.8 Will someone show me how to find my way around the learning site on the Internet?

An orientation session will be provided to all enrolled students prior to the start of the semester. This will show you how to access your course and provide you with an outline of what the course area looks like and how to navigate your way around the online learning centre. This orientation will be recorded so that you will have ongoing access to view the recording and refresh your knowledge as required.

2.9 How much time do I need to commit each week to the Diploma?

In terms of your time commitment, you will need to set aside time every week to study EACH of the study units you are enrolled in. It is estimated that around 3-4 hours of study time is required each week for each of the study units you undertake.

It is important that you do not get behind in your studies, as playing 'catch up' is always difficult.

There may be live moderated virtual classroom sessions for your unit, and these are kept to one hour's duration. However, the majority of your time will be spent in:

- reading that topic's study material and digesting the information
- conducting any further research that may be necessary
- completing the assessable and non-assessable learning activities
- where a discussion board is provided, making comments on the material back to the facilitator and/or the group
- reflecting on your learning and/or communicating with your course moderator

2.10 What if I need help and support during my course?

ITALC ensures that all students have fair and equitable access to appropriate training support, that diversity is respected and inclusion is promoted throughout the student journey, and that student wellbeing needs are identified and addressed to enable progression through training and assessment. We want you to succeed in your course.

This means that we will:

- Provide adequate training support services;
- Make reasonable adjustments for students with disability; and
- Promote a learning environment that values diversity and inclusion.

Please refer to the information contained in the Student Handbook for more information about how we support our students; refer to Section 2.4 which gives detailed information on our support services.

3. Recognition Processes

3.1 Credit Transfer

ITALC recognises AQF qualifications and Statement of Attainments that have been issued by other RTOs. This means applicants will receive credit for relevant Units of Competencies completed with another training provider and will be exempted from the unit(s) in the qualifications offered by ITALC.

How to apply for Credit Transfer

On your enrolment form you will be asked if you want to apply for credit transfer. If you answer yes, the ITALC Training Team will send you the IFCBAA Credit Transfer Application Form.

In seeking a credit transfer, students will need to provide to ITALC Training Team a certified copy of the original record of results or statement of attainment issued by the RTO which shows the national code and name for the Unit of Competency for which exemption is sought.

Once the Training Team has received and confirmed the exemption the student's academic record will be updated to reflect completion via exemption. There is no fee involved for a credit transfer.

Please contact training@ifcbaa.com to obtain further information on Credit Transfer and the Units of Competency (UOC) that you are interested in gaining credit for, Refer also to Section 1.2 for a list of units in this Diploma.

3.2 Recognition of Prior Learning (RPL) option

Recognition of Prior Learning (RPL) is one way that you can have your current skills and knowledge assessed by a Registered Training Organisation to see if they meet today's industry standards.

Recognition of Prior Learning assessment procedures are used to assist an RPL Assessor to make a judgement based on your knowledge and skills and the evidence submitted by an applicant on a case by case basis. Bear in mind that the rules of evidence dictates that evidence must be:

1. Valid
2. Authentic;
3. Current; and
4. Sufficient

Application for RPL may be made for a specific unit(s) or for the full qualification.

RPL looks at the full range of your skills and knowledge. As Recognition of Prior Learning is evidence based there is a very high level of evidence that we require to meet the competency standards set by the Australian Government. You need to provide this evidence to demonstrate you have the ability and knowledge to be assessed as competent in the specific unit of study for which you are making application.

To be considered for RPL for any part of the courses offered by ITALC you must have had at least THREE YEARS experience in the International Trade and Logistics industry and be either currently or recently employed in the industry.

These skills and knowledge might come from:

- Formal Training
- Life Experience
- Work Experience

Please note that fees for the RPL pathway are NOT identical to those for classroom enrolment.

The RPL pathway is not a lower cost option it could facilitate a much quicker pathway through the Diploma if you have the evidence to demonstrate you have the necessary skills and knowledge to access this pathway.

How to apply for RPL

On your enrolment form you will be asked if you want to apply for recognition of prior learning. If you answer yes, the ITALC Training Team will send you the IFCBAA Recognition of Prior Learning Application Form. RPL is implemented on a case-by-case basis.

Please contact training@ifcbaa.com to obtain further information on RPL and the Units of Competency (UOC) that you are interested in gaining RPL for. See Section 1.2.

Payment for RPL is required at the time of lodgement before any further RPL processing will occur.

Please refer to the Student Handbook for more information about Credit Transfer and RPL and the costs involved for RPL, Section 7: Recognition Processes.

4. Further study options for students

4.1 What if I want to use these DIFF study units for credit in a Vocational Education and Training (VET) institution such as TAFE?

Units completed in the Diploma will be nationally accredited and so all TAFE Colleges and private registered training organisations will recognise your Diploma units once completed.

Students completing units within the Diploma will be provided with a Statement of Attainment for each unit completed – upon request. Once the Diploma has been completed you will be provided with a full academic credential for the Diploma which will also be recognised by all national VET training providers.

5. Enrolment information

5.1 What are the Diploma fees and what study units are on offer?

Code	Ref Code	Title	Fees
TLIA5059	SMI	Plan and organise the international forwarding of freight by sea and multimodal transport	\$390.00
TLIA5061	RRI	Plan and organise the international forwarding of freight by road and rail transport	\$390.00
TLIE5020	DPI	Apply knowledge of freight forwarding documentation and permits	\$390.00
TLIL5062	LDI	Apply knowledge of logistics, storage and distribution to international freight forwarding	\$390.00
TLIA5060	ATI	Plan and organise the international forwarding of freight by air transport	\$390.00
TLIL5064	SCD	Manage international special freight transport services including dangerous goods and special cargo Pre-requisite units SMI (TLIA5059 and ATI (TLIA5060)	\$390.00
TLIL5063	CIR	Review contracts, insurance, risk and liability in the international freight forwarding context	\$390.00
TLIO5020	SSI	Advise on and manage security and safety in international freight transport	\$390.00
TLIX0006	ABP	Apply and monitor biosecurity policies and procedures	\$390.00
TLIK2010	IDW	Use infotechnology devices in the workplace	\$390.00
BSBLDR522	MPC	Manage people performance	\$390.00
BSBOPS505		Manage organisational customer service	

****The above table outlines the fee schedule for the course. Note that these fees are correct at the time of providing this information but are subject to change without notice.**

The Diploma has a fee of \$4,290 for the complete qualification. Fees are charged on a pay-as-you-go method. Fees for nationally recognised courses such as this Diploma are GST free.

Fees are payable in advance prior to the commencement of each unit. The table above outlines the individual unit fees. However, to confirm your enrolment and a confirmed place in the unit, payment of the unit will be required 2 weeks prior to the unit commencement. Please note no access to the learning material or classes will be granted until payment is received.

Students will no longer be invoiced for their courses. Instead, payment at the time of service will be required for all units.

Please ensure that your total prepaid fees do not exceed AUD\$1,500.00.

In accordance with Requirement 18 of the 2025 Standards for Registered Training Organisations, our RTO must implement prepaid fee protection measures for any student who pays more than \$1,500 in advance for a course.

To comply with these requirements, please make sure your payment amount does not exceed \$1,500.

5.2 When can I enrol in the course?

With semesters starting in January and July of each year, the enrolment periods for these semesters are typically November (of the previous year) and May respectively. However, given the flexible nature of the course, we do accept enrolments for persons wishing to take study units that start mid-semester. Contact us to find out about flexible start times.

5.3 How do I enrol?

To enrol, go to www.ifcbaa.com and select TLI50119 - Diploma of International Freight Forwarding from the Training drop down menu. A link to enrolments is at the bottom of the page.

5.4 What is the Recommended Course Schedule?

DIFF units are only offered once a year. However, you can start in any semester.

Semester 1	Semester 2
SMI (TLIA5059)	ATI (TLIA5060)
RRI (TLIL5061)	LDI (TLIL5062)
IDW (TLIK2010)	CIR (TLIL5063)
ABP (TLIX0006)	SSI (TLIO5020)

SCD (TLIL5064)	MPC (BSBLDR522, BSBOPS505)
ATI (TLIA5060)	DPI (TLIE5020)

5.5 Not looking to take the entire Diploma?

If you are not looking to complete the entire Diploma you may prefer to take individual units within the course to meet your current or future occupational requirements. The modular design of the course makes this entirely possible and all such enrolments are welcome.

You will be eligible for a full refund of fees paid for a unit of study where written advice is received by ITALC prior to 0900 hours on the Monday of the week in which the study unit is scheduled to commence.

Online learning has deemed to have commenced once you have logged in and accessed the learning materials for a study unit. Where such a login has occurred for a study unit, no refund will be made for that study unit.

5.6 Semester Timetable

A copy of this document may be found on www.ifcbaa.com. Simply select Diploma of Int. Freight Forwarding from the Training drop down menu, a link to download the timetable for the Diploma of International Freight Forwarding can be found at the bottom of the page. The timetables are released prior to each semester, typically in October for Semester One, and in May for Semester Two.

5.7 Cancellation Policy

You will be eligible for a full refund of fees paid minus an administration and processing fee for a unit of study where written advice is received by the IFCBAA prior to 0900 hours on the Monday of the week in which the study unit is scheduled to commence.

Online learning has deemed to have commenced once you have logged in and accessed the learning materials for a study unit. Where such a login has occurred for a study unit, no refund will be made for that study unit.

5.8 Do I need good English language, literacy and numeracy skills?

ITALC welcomes students from a wide range of backgrounds and diverse cultures into

the Diploma and trusts that their learning experience with us is a pleasurable and productive one.

This Diploma contains a high-level requirement for English language, literacy and numeracy skills as there is a large amount of academic language in the study material. In addition, many of the language requirements of this course require a higher level of written and spoken English and numeracy skills than in other courses of study at a similar level because the Course is based strongly around the reading and interpretation of the Australian Customs Act and other associated legislation. It is also important to note that many of our assessments in this course are strictly timed. This timing takes into account a normal amount of time for reading, interpreting and answering questions for students who are proficient in English. If your literacy, language or numeracy skills are less than ideal in this situation you may find yourself struggling to complete assessments in time and therefore jeopardise your opportunity to score all the marks available in the assessment tasks. If this is the case, you are strongly advised to seek out additional English language skills.

If you are uncertain of your ability to manage the English language, literacy, numeracy and digital skill requirements you are able to complete an online Language, Literacy & Numeracy evaluation. Please contact the College prior to enrolment if you wish to complete this evaluation.

The IFCBAA Student Enrolment Form asks you to evaluate your level of English language, literacy, numeracy and digital skill requirements. This is important and ensures that you succeed in your nominated course.

What is the LLN Evaluation?

The Evaluation will enable you to determine your personal strengths and weaknesses in the areas of language, literacy and numeracy.

Knowing your own strengths and having them confirmed is empowering because it increases confidence. Understanding your weaker areas allows you to focus on specific tasks designed to build your skills in those areas, and hence your self-esteem and confidence as a learner.

This LLN Evaluation has been developed to evaluate your skills in reading, writing and numeracy and are a part of the 5 core skills that make up the Australian Core Skills Framework (ACSF). These skills have been identified as the basic skills that a person needs in the community, classroom and workplace. The 3 skills checks will take no more than 45 minutes, allowing yourself 15 minutes for each one.

Is it compulsory?

No, enrolling students have the choice to complete the LLN Evaluation prior to commencing their studies with ITALC. ITALC wants to provide you with every opportunity to succeed in your studies. You are strongly encouraged to use this evaluation as a tool to improve your academic skills as well as your confidence with which you approach your studies.

Who can see my results?

The results of the Evaluation are confidential. The only people/person, other than yourself, who will be able to see your results are ITALC staff. The results are not considered towards your Diploma and therefore will not be reported on your academic transcript.