

TLI50822

DIPLOMA OF CUSTOMS BROKING

Licensed Customs Broker • Approved Course of Study



DCB FAQ



Contents

Copyright Notice.....	3
Handbook Disclaimer	4
Important Details.....	4
Document Control.....	5
Reviewers.....	5
Attachments	5
Introduction	6
1. Diploma content.....	7
1.1 Why should I enrol into this Diploma?.....	7
1.2 What are the subjects in the prescribed course of study?	8
1.3 Study unit descriptions	9
1.4 So how long does the whole course take to complete?.....	12
1.5 Do I have to do the study units in a specific order?.....	13
1.6 What if I am already studying at TAFE? Can I get exemptions for my study there?.....	13
1.7 What credential will I receive on completion of the Diploma?.....	13
1.8 Are there any entry requirements for the Diploma?.....	13
2. Delivery of the Diploma course.....	14
2.1 I understand the course through ITALC is delivered via the Internet.	14
2.2 Is the course self-paced? Can I start and finish anytime I like?	14
2.3 What can you tell me about the virtual classrooms?	15
2.4 What's involved in studying online?	16
2.5 What are the benefits of learning online?	17
2.6 What books and materials do I need to purchase for the course?.....	18
2.7 How will I be assessed in the course?.....	18
2.8 Will someone show me how to use the learning site?.....	19
2.9 How much time do I need to commit each week to the course?	19
2.10 What if I need help and support during my course?.....	20
3. Recognition Processes	21
3.1 Credit Transfer.....	21
3.2 Recognition of Prior Learning (RPL) option	21
3.3 Once completed, will the Diploma assist with postgraduate entry at university?.....	22
4. Enrolment information	23
4.1 When can I enrol?	23
4.2 How do I enrol?	23
4.3 What are the course fees?.....	23

4.4	What is the recommended course schedule?	24
4.5	Semester Timetable	24
4.6	Cancellation Policy	24
4.7	Do I need good English language, literacy and numeracy skills?	24

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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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Document Control

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15/06/2023	Praveen Jomy	1.1	Updated Unit costs
22/06/2023	Praveen Jomy	1.2	Updated program structure
15/01/2025	Claire Gilmour	2	Updated contact information and dates
26/06/2025	Isobel Kidd	3	Updated for 2025 RTO Standards
14/08/2025	Praveen Jomy	3.1	Adobe Connect to Teams and minor updates
20/11/2025	Siobhan Peteru	3.2	Payment method update

Reviewers

Name	Position
Scott Carson	CEO
Siobhan Peteru	RTO and CPD Administrator

Attachments

Document Name	Version Number

Introduction

These FAQ are designed to provide answers to most enquiries you may have regarding the TLI50822 - Diploma of Customs Broking that is offered by the Forwarders and Customs Brokers Association of Australia Limited (IFCBAA) and International Trade & Logistics College (ITALC).

Please note that this is not a definitive list of FAQ and if you need further information about the Diploma after reading this document please make contact using the following:

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?

If you are planning on becoming a licensed custom broker, the TLI50822 Diploma of Customs Broking is the course of study approved by the Australian Border Force as the pre-requisite course of study for those persons seeking to be licensed as customs brokers in Australia. Most importantly, the IFCBAA's Diploma is taught by some of this industry's leading subject matter experts who are all current licensed customs brokers. This means that your learning is topical, relevant and totally practical at all times. This is your guarantee that IFCBAA's Diploma will deliver on your career aspirations to be a licensed customs broker.

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 units for the TLI50822 - Diploma of Customs Broking

Code	Ref Code	Title	Fees
TLIX0035	ACF	Apply knowledge of border clearance fundamentals	\$390.00
TLIX0037	CP1	Apply border clearance procedures	\$390.00
TLIX0045	DPR	Determine import/export prohibitions/restrictions	\$390.00
TLIX0041	MGC	Manage goods under customs control	\$390.00
TLIX0039	VL1	Determine customs value	\$390.00
TLIX0036	CL1	Determine tariff classification of goods	\$390.00
TLIX0046	ADC	Apply anti-dumping and countervailing measures*	\$390.00
TLIX0044	OPF	Determine origin of goods and apply preference schemes or free trade agreements*	\$390.00
TLIX0040	VL2	Determine complex customs value*	\$390.00
TLIX0043	DIT	Determine indirect taxes*	\$390.00
TLIX0038	CP2	Apply customs procedures*	\$390.00
TLIX0042	CL2	Determine complex tariff classifications*	\$390.00
TLIX0008	BIO	Comply with biosecurity border clearance	\$390.00
TLIX0047	RDB	Review decisions of regulatory bodies*	\$390.00

* These units have either Mandatory or Recommended Pre-requisites. Mandatory Pre-requisites are those prescribed by the Government. Recommended Pre-requisites are those recommended by ITALC, to learn the concepts in a systematic manner. Please refer to Section 1.3 to see the prerequisites for each unit.

1.3 Study unit descriptions

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

TLIX0035 - Apply knowledge of border clearance fundamentals (ACF)

This unit involves the skills and knowledge required as an introduction to border clearance.

This unit includes outlining the framework for Australia's international trade involvement and the structure and effect of Australian legislation in relation to importing and exporting cargo in accordance with legislation in relation to border clearance activities. It also includes roles and responsibilities of a licensed customs broker, application of Incoterms to the movement of cargo and documentation and methods of payments used in border clearance.

TLIX0037 - Apply border clearance procedures (CP1)

This unit involves the skills and knowledge required to apply customs clearance procedures.

This unit includes identifying customs clearance processes and potential problems. It also includes determining if customs clearance by Self Assessed Clearance (SAC) is appropriate for the subject consignment and identifying and determining type of formal import declaration requirements and goods are dealt with in accordance the clearance received.

TLIX0045 - Determine import/export prohibitions/restrictions (DPR)

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.

It includes identifying goods subject to import/export restrictions and/or prohibitions, identifying required permits, assessing permits for compliance, and facilitating the gaining of such permits.

TLIX0041 - Manage goods under customs control (MGC)

This unit involves the skills and knowledge required to manage goods under customs control.

This unit includes identifying and reporting the movement of cargo to authorities in accordance with Customs Act as amended. It includes movement permissions and customs control of regulated premises.

TLIX0039 - Determine customs value (VL1)

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.

This unit applies to individuals working as a customs broker. Work must be carried out in compliance with the Customs Act as amended and related case law and workplace requirements concerning customs valuation functions.

TLIX0036 - Determine tariff classification of goods (CL1)

This unit involves the skills and knowledge required to determine the customs tariff classification of goods.

This unit includes establishing the basis of the tariff classification, selecting tariff headings that could apply to goods in accordance with General Rules of Interpretation (IRs) and are applied to justify selection of appropriate tariff heading. It also includes selecting tariff sub-headings to determine tariff classification and preparing application for Tariff Advice.

This unit applies to individuals working as a customs broker. Work must be carried out in compliance with the Customs Tariff Act and related legislation and workplace requirements concerning customs commodity classification functions.

TLIX0046 - Apply anti-dumping and countervailing measures (ADC)

Recommended Pre-requisite unit: TLIX0037 - Apply border clearance procedures (CP1)

This unit involves the skills and knowledge required to identify goods subject to dumping and/or countervailing measures, and to calculate applicable duties.

This unit includes identifying and determining goods subject to anti-dumping and/or countervailing measures in accordance with legislative requirements.

Work must be carried out in compliance with relevant customs and anti-dumping legislation.

TLIX0044 - Determine origin of goods and apply preference schemes or free trade agreements (OPF)

Recommended Pre-requisite unit: TLIX0037 - Apply border clearance procedures (CP1)

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.

Work must be carried out in compliance with the relevant customs requirements, and relevant legislation requirements concerning the determination of origin of goods.

TLIX0040 - Determine complex customs value (VL2)

Mandatory Pre-requisite unit: TLIX0039 - Determine customs value (VL1)

This unit involves the skills and knowledge required to carry out complex customs valuation in accordance with customs and relevant legislation.

It includes applying the relevant method for the complex customs valuation required, identifying the contract of sale for customs valuation purposes, determining the price and elements of adjusted price, and identifying elements of price related costs. It also includes calculating customs value through the application of currency conversion and recording valuation information on customs declaration.

This unit applies to individuals working as a customs broker. Work must be carried out in compliance with the Customs Act as amended and case law concerning customs valuation.

TLIX0043 - Determine indirect taxes (DIT)

Mandatory Pre-requisite unit: TLIX0039 - Determine customs value (VL1)

This unit involves the skills and knowledge required to determine indirect taxes as part of customs broking activities.

It includes assessing the applicability of indirect taxes, determining tax exemptions and taxes to be paid.

This unit applies to individuals working as a customs broker. Work must be carried out in compliance with relevant legislation.

TLIX0038 - Apply customs procedures (CP2)

Recommended Pre-requisite unit: TLIX0037 - Apply border clearance procedures (CP1)

This unit involves the skills and knowledge required when applying customs procedures.

This unit includes identifying eligibility for refunds, rebates or remissions of customs duty of import consignments for entry under temporary import provisions. It also includes identifying eligibility for drawback and Tradex Scheme, and contingency arrangements for the integrated cargo system (ICS).

TLIX0042 - Determine complex tariff classifications (CL2)

Mandatory Pre-requisite unit: TLIX0036 - Determine tariff classification of goods (CL1)

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.

This unit applies to individuals working in the supply chain industry. Work must be carried in compliance with the current legislation.

TLIX0008 - Comply with biosecurity border clearance (BIO)

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.

TLIX0047 - Review decisions of regulatory bodies (RDB)

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.

It includes evaluating the need to respond to a dispute, developing a response and initiating further actions. It also includes preparing client for compliance assessment (audit) by regulators and responding to forfeiture, seizure and/or condemnation of goods.

This unit applies to individuals who work in the role of customs broker in an on-the-job environment.

Recommended Pre-requisite units:

- *TLIX0037 - Apply border clearance procedures (CP1)*
- *TLIX0044 - Determine origin of goods and apply preference schemes or free trade agreements (OPF)*
- *TLIX0038 - Apply customs procedures (CP2)*
- *TLIX0046 - Apply anti-dumping and countervailing measures (ADC)*
- *TLIX0042 - Determine complex tariff classifications (CL2)*
- *TLIX0040 - Determine complex customs value (VL2)*

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

The course duration is two years 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.

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

We offer this course in four parts called Programs. Ideally, you should complete the Programs in order, and this is what we would strongly recommend. This is because the knowledge and skills gained in each Program build upon the Program that has gone before with the final Program containing the RDB unit providing the opportunity to bring all the knowledge and skills together. Refer to Section 4.4 to find the recommended program schedule.

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 DCB. 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 DCB is a nationally recognised qualification TLI50822 Diploma of Customs Broking. Once you graduate, you will be eligible to receive this Diploma from ITALC.

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. Delivery of the Diploma course

2.1 I understand the course through ITALC is delivered via the Internet.

ITALC has spent a considerable amount of time researching the most effective learning platform for it to offer the Diploma 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 Diploma offered by ITALC utilises absolute state-of-the-art virtual classrooms which will enable you to come together and discuss topics within the course with your facilitator and with your fellow students. This social and academic interaction creates the most effective method for student learning in an online environment and simulates the classroom situation of a bricks and mortar college perfectly. These classes are live classes held in real-time with an experienced subject matter expert facilitating the learning.

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 Is the course self-paced? Can I start and finish anytime I like?

No. The Diploma offered by ITALC is a fully facilitated course. 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 classes and assessments as well as other assessable requirements. 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?

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

The software that makes this happen comes from Microsoft and is called Teams.

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 you can watch 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 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?

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 Diploma:

Downloadable print materials provided for every session



The learning design philosophy of ITALC for the Diploma 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 is 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 (see below).

Learning activities available to self-assess your learning



The Diploma 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

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 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.

2.5 What are the benefits of learning online?

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 Diploma offered through ITALC enables you to receive a consistent level of education, wherever you might be located 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 our 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 would 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 where you might be located in places that are not geographically close to the traditional college classrooms.

If you are unable to make a class, you are still able to attend as ITALC records all of the VCs for every unit. This way you will be able to stay up to date with your cohort, as well as ensuring you do not miss out on the class experience, or any pertinent information.

Research suggests that the ability of a student 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 also 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?

There is no prescribed textbook for the course. There are learning materials for you to download, however there are no costs to download the learning materials other than the normal cost of Internet access through your Internet Service provider (ISP).

To take an active part in the virtual classrooms you will need a microphone and speakers or a combined headset. This retails for around \$30.

You will need to consider having access to a good printer so you can download and print your weekly 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.

For some units, in particular both Classification units, Valuation II and Integrated Border Clearance, you will need to have access to the Customs Tariff. Students have two choices for obtaining access to the Tariff.

The Diploma of Customs Broking has units that require you to have access to the Customs Tariff. IFCBAA provides access to a free Customs Tariff portal via:

<https://www.ifcbaa-tariff.com/#/>

Please contact us to get your login and password on training@ifcbaa.com

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 use the learning site?

An orientation session will be provided to you and all 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 course?

We believe the ideal amount of study time is 4 – 6 hours per week for each study unit you are studying. With most students taking two units at once this equates to 8 – 12 hours per week that you need to devote to your study in the Diploma. We also need you to be aware that even though the course is online this does NOT mean it is self-paced. In other words, if you skip a week or two, you will find yourself behind in the class and needing to catch up. In cases where you cannot catch up and are subsequently not able to pass the set assessment tasks, you may need to withdraw from the study unit.

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

There will be a number of virtual classroom sessions typically held each week for each study unit. We will try to schedule these so that they don’t occur in the same week for each of the study units being taken but that may not always be possible and so you need to be prepared for this if it occurs. The time spent online in the VC is only a small part of the study time (maybe only an hour or two per week).

You will need **additional** time each week to:

- 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

Taking into account the above, you should expect to spend a minimum of 4-6 hours per week on EACH study unit to ensure you have covered the material in depth.

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.

3.3 Once completed, will the Diploma assist with postgraduate entry at university?

Universities and a range of educational institutions may recognise the Diploma for their courses. You will need to contact these institutions and make your own enquiries.

4. Enrolment information

4.1 When can I enrol?

Applications for Semester One typically open in November of the previous year for a January start. Applications for Semester Two typically open in May for a July start. We also accept enrolments after the semester commences for those who wish to take study units that start mid-semester. Contact us to find out about flexible start times.

4.2 How do I enrol?

To enrol, go to www.ifcbaa.com and select TLI50822 - Diploma of Customs Broking from the Training drop down menu. A link to enrolments is at the bottom of the page.

If you would like to be notified of the opening of applications for the Diploma of Customs Broking, please email the Training Team and we will ensure you are kept informed as soon as enrolments open.

4.3 What are the course fees?

The full course fee is \$5,460.00. Fees are charged on a pay-as-you-go method. Fees are payable in advance prior to the commencement of each unit. Each unit is \$390 (GST free). Payment for units are required **2 weeks prior** to the course commencement. No access to learning material or classrooms will be granted unless payment for the unit has been received. We recommend early registration to secure your place in the unit.

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.

4.4 What is the recommended course schedule?

First Semester	Second Semester	Third Semester	Fourth Semester
Program 1	Program 2	Program 3	Program 4
ACF (TLIX0035)	VL1 (TLIX0039)	DIT (TLIX0043) *	CL2 (TLIX0042) *
CP1 (TLIX0037)	CL1 (TLIX0036)	VL2 (TLIX0040) *	BIO (TLIX0008)
DPR (TLIX0045)	ADC (TLIX0046) *	CP2 (TLIX0038) *	RDB (TLIX0047) *
MGC (TLIX0041)	OPF (TLIX0044) *		

* These units have either Mandatory or Recommended Pre-requisites. Mandatory Pre-requisites are those prescribed by the Government. Recommended Pre-requisites are those recommended by ITALC, to learn the concepts in a systematic manner. Please refer to Section 1.3 to see the prerequisites for each unit.

4.5 Semester Timetable

A copy of this document may be found on www.ifcbaa.com Simply select the TLI50822 Diploma of Customs Broking from the Training drop down menu, a link to download the timetable for the TLI50822 Diploma of Customs Broking 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.

4.6 Cancellation Policy

A student 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 a student has 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.

4.7 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.