



## **AUSTRALIAN CUSTOMS AND BORDER PROTECTION NOTICE NO. 2014/48**

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### **CONTINUING PROFESSIONAL DEVELOPMENT SCHEME FOR LICENSED CUSTOMS BROKERS: REVIEW OUTCOMES**

In May 2014, the Australian Customs and Border Protection Service (ACBPS) issued Australian Customs and Border Protection Notice No. 2014/20, announcing that it was reviewing the Continuing Professional Development (CPD) Scheme for licensed customs brokers, and inviting submissions from interested parties on the CPD Scheme. Submissions closed on 30 June 2014.

In light of the submissions received, the ACBPS developed draft recommendations, which it circulated for comment to those interested parties that lodged a submission to the review.

The ACBPS conducted an industry workshop in Sydney in September 2014 to discuss the draft recommendations with those interested parties that lodged a submission.

Taking into account the discussions at the industry workshop, the ACBPS further refined its draft recommendations, which were again circulated for comment to those who attended the industry workshop. In light of those final industry comments, the ACBPS has decided to implement the revisions that are outlined in the attachment to this Notice. The revisions will take effect from the beginning of the next CPD year, i.e. 1 April 2015. A revised CPD Scheme paper, incorporating all of the revisions, will be published before the beginning of the next CPD year.

Enquiries concerning this notice may be directed to [brokers.licensing@customs.gov.au](mailto:brokers.licensing@customs.gov.au).

Sharon Nyakuengama  
National Manager  
Customs Branch  
CANBERRA ACT

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## REVISIONS TO THE CONTINUING PROFESSIONAL DEVELOPMENT SCHEME

### What is a CPD activity?

There will be no change to the definition of a CPD activity. So, attendance at, or participation in, courses, seminars or other educational activities will continue to qualify.

A CPD activity will, however, need to fall into one of the following (new) 'streams':

- Stream A. An activity in this stream must:
  - (i) relate to the content of one of the core units of the approved course of study, i.e. the *Diploma of Customs Broking*; and
  - (ii) address at least one of the skills and abilities for the core unit(s) to which the activity is related.
  
- Stream B. An activity in this stream must:
  - (i) cover a subject of relevance / importance to a customs broker, e.g. the supply chain, management; and
  - (ii) contain material that has been 'contextualised' (i.e. tailored) to the work of a customs broker.

An activity within either stream must meet at least one of the guideline criteria for accreditation as developed by the Australian Customs and Border Protection Service (ACBPS) in consultation with the National Customs Brokers Licensing Advisory Committee (NCBLAC).

The guideline criteria will be updated by the ACBPS, well in advance of the next CPD year, so that CPD providers have greater clarity / certainty on the eligibility of their proposed CPD activities. The guideline criteria will address the types of activities that are eligible for accreditation and the basis on which points are awarded to an eligible activity.

### Format of a CPD activity

There will continue to be no fixed format for a CPD activity. The presentation of an activity can occur on a face-to-face basis, by video-conferencing, by viewing DVDs, through online activities such as 'webinars', or in other ways.

### Annual CPD points requirement

There will be no change to the number of CPD points that need to be completed each CPD year, i.e. a customs broker will need to complete 30 CPD points each CPD year.

A customs broker may complete all 30 CPD points per CPD year from Stream A. No more than 12 CPD points per CPD year can be counted from Stream B.

### How many points will an activity be worth?

The ACBPS expects that CPD points will be accredited at the rate of three (3) points for each presentation-time hour of professional quality activity.

To encourage the development of new CPD activities that cover the subjects of the current customs broker obligations, risks and ethics stream, CPD points will be accredited at the rate of six (6) points for each presentation-time hour of professional quality activity.

The material covered in a CPD activity needs to be current (i.e. up to date) and relevant to a customs broker.

### **Repetition of a CPD activity**

There will be no limit on the number of times that a customs broker may repeat a CPD activity in a CPD year. Where a CPD activity is repeated within a CPD year, the points for that CPD activity may be counted only once.

### **Accreditation of CPD activities**

#### **(1) 'Accredited CPD Providers'**

A CPD provider that had at least 75 per cent of its CPD activities accredited in the immediately preceding 12 months will be granted 'Accredited CPD Provider' status by the ACBPS.

'Accredited CPD Provider' status will enable the CPD provider to determine:

- the activities to be accredited for the CPD Scheme; and
- the CPD points value of a CPD activity, including a national or state conference that it plans to organise and run.

An 'Accredited CPD Provider' will be audited by the ACBPS no less than once every three years, with the frequency of an audit to be risk assessed.

Where an audit finds that an 'Accredited CPD Provider' has:

- delivered an activity / activities that do not meet the criteria for accreditation under the CPD Scheme; or
- awarded CPD points that are unjustified for a CPD activity, based on the duration, currency and relevance of the CPD activity,

the ACBPS may withdraw 'Accredited CPD Provider' status.

Where 'Accredited CPD Provider' status is withdrawn, the CPD provider will need to submit details of future proposed CPD activities for accreditation to the ACBPS through [brokers.licensing@customs.gov.au](mailto:brokers.licensing@customs.gov.au). In making a decision on accreditation, the CEO of Customs (or his delegate) will take into account the recommendation of the NCBLAC.

A CPD provider that has had its 'Accredited CPD Provider' status withdrawn may request that that status be re-instated. Such a request may be made no earlier than 12 months after the status was withdrawn, and re-instatement will be considered by the ACBPS on case-by-case basis.

#### **(2) Non-accredited CPD Providers**

A CPD provider / proponent that does not have 'Accredited CPD Provider' status, will need to continue to submit details of a proposed CPD activity, including a national or state conference, to the ACBPS through [brokers.licensing@customs.gov.au](mailto:brokers.licensing@customs.gov.au).

After taking into account the recommendation of the NCBLAC on whether an activity should be accredited and, if so, what CPD point value to assign to the activity, the CEO of Customs (or his delegate) will make a decision on accreditation.

A CPD activity that deals with a subject matter that is topical but that will become dated very quickly will be accredited for a finite period.

### **Attendance at a National / State Conference**

Where a national or state conference is awarded CPD points, the CPD provider is to ensure that it documents the attendance of customs brokers at the conference. This requirement is in addition to the general requirement that a customs broker obtains and retains receipts or other suitable documentation evidencing their attendance at, or participation in, CPD activities.