

**THE WORLD'S  
FIRST CUSTOMS  
ACADEMY  
OFFERING A  
COMPREHENSIVE  
DEVELOPMENT  
PATHWAY FOR  
CUSTOMS  
PROFESSIONALS**



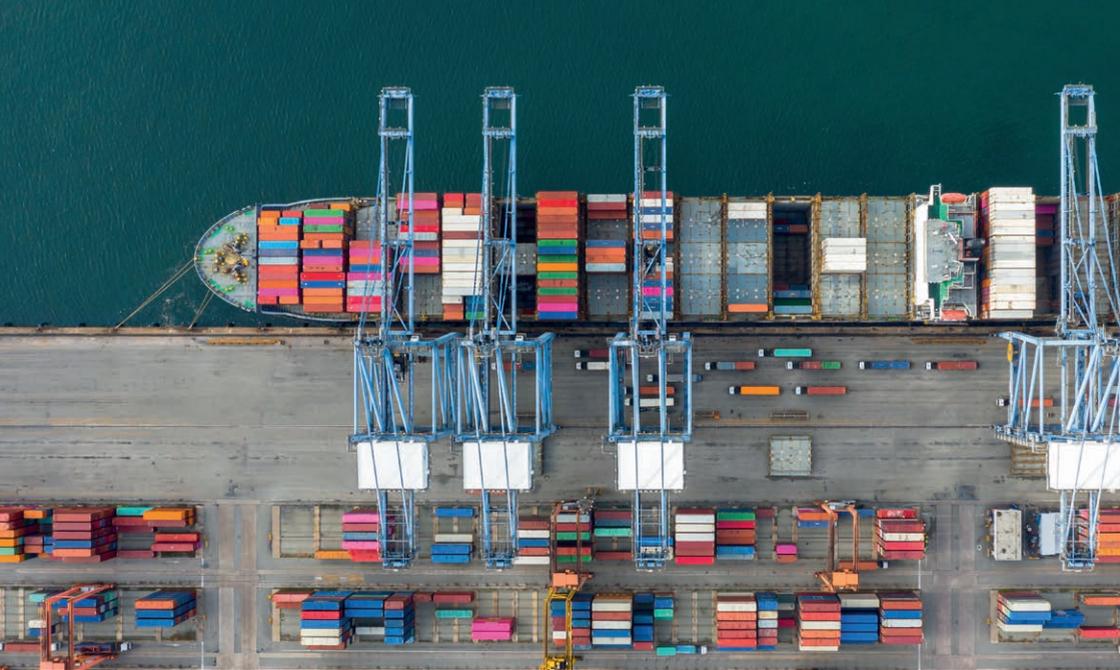
# **ABOUT THE ACADEMY**

**WITH BREXIT SET TO CHANGE THE WAY WE TRADE, IT'S NEVER BEEN MORE IMPORTANT FOR UK BUSINESSES TO BE ABLE TO ACCESS PROFESSIONAL AND INDUSTRY-RECOGNISED SKILLS AROUND INTERNATIONAL TRADE.**

Global supply chains are also becoming increasingly complex and businesses need to ensure they have the competence required to trade compliantly and confidently. A failure to keep up with the latest advances in international Customs could mean a loss of competitive edge as well as potential delays and fines at the border.

The UK Customs Academy has been developed by KGH Customs Services UK in collaboration with the Institute of Export & International Trade and the Centre for Customs and Excise Studies at the request of HM Revenue and Customs (HMRC) to support UK businesses in overcoming the challenges and seizing the potential that international trade presents. The Academy provides a broad and accessible range of high-quality training and learning courses, which can be funded by government grants. It gives businesses and individuals the opportunity to gain the knowledge and skills they will need to thrive in Customs after Brexit.

The UK Customs Academy will become an essential resource for industry professionals, which offers leading-edge training and education as well as a unique range of individual and business membership benefits to support the profession – providing invaluable business resources, advice on industry best practice, and a virtual community for a range of industry professionals.



**From level 3 onwards the courses include a subscription to the UCC Navigator with a value of £600.**

The UCC Navigator is a unique and innovative tool to navigate the complexity of the EU's Union Customs Code which must be read in conjunction with the Delegated Act, the Transitional Delegated Act and the Implementing Act to gain a proper understanding and interpretation of the legal provisions.

## **QUALIFICATIONS**

The qualifications being offered by the Academy provide practical progression routes, encourage new entrants into the sector and further provide credibility in the profession through Continuing Professional Development (CPD).

All UK Customs Academy courses are designed to complement training courses that learners have previously completed, as well as previous industry experience.

Consequently, applicants may apply for exemptions from specific modules based on evidence of learning arising from industry experience and related study or training, even though it may not have been formally accredited.

## **DEVELOPMENT PATHWAY FOR CUSTOMS PROFESSIONALS**

The Academy offers a recognised development pathway for customs professionals that comprises six qualification levels.

Each qualification level articulates into the higher-level awards, in order to provide a clear learning pathway for the aspiring customs professional.

# LEVEL 2 CUSTOMS PRACTICE & PROCEDURE AWARD

**THIS ENTRY-LEVEL QUALIFICATION IS DESIGNED TO GET PEOPLE STARTED IN THE CUSTOMS PROFESSION.**

It introduces you to the fundamentals of customs practice and procedure, including the basics of how to prepare customs declarations for exports and imports. On successful completion of this introductory course you will gain a general understanding and knowledge of the key concepts, relevant processes and terminology of the customs profession, and an awareness of the resources available to you to advance your professional knowledge and skills.

**The Customs Practice & Procedure Award consists of six modules:**

- Introduction to Trade and Customs
- Customs Processes and Procedures
- Calculating Import Duty
- Customs Declarations
- Export and Import Controls
- Other Matters

**Note: No formal qualifications are required for entry into this course.**

Designed to fit around a full-time career, it allows students to study online with hyperlinks to reference sites, videos, examples and step-by-step guides for putting the theory into practice.

**£500**

**The cost of the qualification is £500, which includes one year membership of the Academy.**

**40 HOURS (USUAL DURATION 4 MONTHS)**

**As a guide, you should expect to study for a total of around 40 hours to complete all six modules.**

The course must be completed within one year, but the usual period of study is 4 months. These are recommended hours only, as the completion time will vary from student to student.

**Apply online at [ukcustomsacademy.co.uk](http://ukcustomsacademy.co.uk)**



# LEVEL 3 CERTIFICATE IN CUSTOMS COMPLIANCE

## **THE ACADEMY RECOGNISES HOLDERS OF THIS AWARD TO BE “ASSOCIATE CUSTOMS PRACTITIONERS”.**

This intermediate qualification is designed to provide you with sufficient knowledge to prepare and lodge customs declarations with HMRC. On successful completion of this qualification you will have a comprehensive understanding of customs processes and procedures, including import, export and special procedures. You will also gain a sound understanding of the core compliance areas of classification, origin, valuation and duty calculation, and comprehensive knowledge of import and export declaration procedures and requirements. By the end of your studies, you should feel confident working in an international trade environment, be able to prepare customs declarations, and have a clear awareness of the resources available to you to effectively manage customs risk.

**Note: this is the minimum qualification considered necessary to prepare and lodge customs declarations with HMRC.**

### **The Certificate in Customs Compliance consists of six modules:**

- Customs Law and Regulation
- Customs Processes and Procedures
- Tariff Classification
- Rules of Origin
- Customs Valuation
- Customs Declarations

Designed to fit around a full-time career, it allows students to study online with innovative e-learning tools including the UCC Navigator and Declarant Assistant; hyperlinks to reference sites; videos; examples; and step-by-step guides for putting the theory into practice.

Throughout the course you will have access to a tutor to answer enquiries related to the syllabus, and to provide explanations and further reading. All our tutors are appropriately qualified and have extensive experience working within the customs profession.

**£980**

**Total cost of the qualification is £980, which also provides you with one year's membership of the Academy, and recognition as an Associate Customs Practitioner once you have successfully completed the course.**

**160 HOURS (USUAL DURATION 6 MONTHS)**

**As a guide, you should expect to study for a total of around 160 hours to complete all six modules.**

The course must be completed within one year, but the usual period of study is 6 months. These are recommended hours only, as the completion time will vary from student to student.

**Apply online at [ukcustomsacademy.co.uk](http://ukcustomsacademy.co.uk)**



# LEVEL 4 CERTIFICATE IN ADVANCED CUSTOMS COMPLIANCE

**THE ACADEMY RECOGNISES HOLDERS OF THIS AWARD TO BE “CERTIFIED CUSTOMS PRACTITIONERS”.**

On successful completion of this qualification you will have a comprehensive understanding of customs processes and procedures, including import, export and special procedures. You will gain a sound understanding of the core compliance areas of classification, origin, valuation and duty calculation and will gain sound knowledge of import and export declaration procedures and requirements. You will also gain advanced knowledge of excise duties and procedures, export licensing controls and AEO requirements. By the end of the award, you will feel fully confident working in an international trade environment and have a clear awareness of the resources available to you to effectively manage customs risk.

**Note: this qualification requires the completion of the six Level 3 modules plus the three ‘capstone’ modules of Authorised Economic Operator, Excise Duties and Procedures and Export Licensing Controls.**

**£1470**

**The cost of the qualification is £1470, which includes one year membership of the Academy.**

Note: for those who have already completed the Level 3 Certificate in Customs Compliance, the cost is reduced to £490.

**250 HOURS**

**As a guide, you should expect to study for a total of around 250 hours to complete all modules.**

The course must be completed within one year. These are recommended hours only, as the completion time will vary from student to student.

**Apply online at [ukcustomsacademy.co.uk](http://ukcustomsacademy.co.uk)**

# LEVEL 5 DIPLOMA IN ADVANCED CUSTOMS COMPLIANCE

**THE ACADEMY RECOGNISES HOLDERS OF THIS AWARD TO BE “ACCREDITED CUSTOMS PROFESSIONALS”.**

This qualification covers a comprehensive and in-depth range of topics in customs compliance and regulation. Successful completion of this award, combined with the Level 4 Certificate in Advanced Customs Compliance, will provide you with the necessary knowledge and skills to competently perform the wide range of activities expected of a customs professional, both in the UK and overseas.

**The Diploma in Advanced Customs Compliance consists of four modules:**

- International Customs Compliance and Regulation
- Regional (European Union) Customs Compliance and Regulation
- National (United Kingdom) Customs Compliance and Regulation
- Project-based assessment to demonstrate ability to apply the knowledge

You can choose to study the full Level 5 Diploma in Advanced Customs Compliance or you can study two modules to achieve a Level 5 Certificate in Advanced Customs Compliance:

- Level 5 Certificate in Advanced Customs Compliance – International Perspective & Application (£1500)
- Or
- Level 5 Certificate in Advanced Customs Compliance – National & Regional Perspective (£1500)

**£3000**

**The cost of the qualification is £3000, which includes one year membership of the Academy.**

**380 HOURS (USUAL DURATION 12 MONTHS)**

**As a guide, you should expect to study for a total of around 380 hours to complete all modules.**

The course must be completed within two years, but the usual period of study is 12 months. These are recommended hours only, as the completion time will vary from student to student.

**Apply online at [ukcustomsacademy.co.uk](http://ukcustomsacademy.co.uk)**

# LEVEL 5 BACHELOR OF BORDER MANAGEMENT

**THIS DEGREE IS AWARDED BY CHARLES STURT UNIVERSITY, AUSTRALIA THROUGH ITS CENTRE FOR CUSTOMS AND EXCISE STUDIES.**

The course is practical and draws heavily on case studies and assessment directly relevant to the students' workplace, enabling them to integrate their learning with their work through disciplines including law, public administration and management.

Graduates will gain advanced knowledge and expert skills in the field of international trade regulation, trade facilitation and administration for professional work in commerce or the public sector.

**The course consists of the following subjects totalling 192 credit points:**

## **10 CORE SUBJECTS (128 POINTS)**

- CUS101** Border Agencies and Principles of Border Management (16)
- CUS102** Regulating and Facilitating Trade (8)
- CUS103** Customs Procedures (8)
- CUS104** International Trade Terms and Documentation (16)
- CUS105** Introduction to Tariff Classification (8)
- CUS106** Introduction to Customs Valuation (8)
- CUS201** International Trade Treaties and Conventions (16)
- CUS202** International Air and Sea Passengers (16)
- CUS301** Border Management Ethics and Governance (16)
- CUS302** Supply Chain Security (16)

## **8 ELECTIVES (64 POINTS)**

Eight elective subjects (64) are required to be completed to complement the core subjects outlined above. These can be chosen from the border management specific units below:

- CUS203** Maritime Regulation and Enforcement (8)
- CUS204** Principles of Cargo Control (8)
- CUS304** Duty Suspension Regimes (8)
- CUS305** Immigration Law, Policy & Practice (8)

The remainder of the electives can be chosen from available subjects offered by the Australian Graduate School of Policing and Security (AGSPS) or School of Policing Studies (SOPS) or other CSU subjects with the approval of the Course Director.

**For further information, please contact [customs@csu.edu.au](mailto:customs@csu.edu.au)**

# LEVEL 6 GRADUATE CERTIFICATE IN CUSTOMS ADMINISTRATION

**THIS DEGREE IS AWARDED BY CHARLES STURT UNIVERSITY, AUSTRALIA THROUGH ITS CENTRE FOR CUSTOMS AND EXCISE STUDIES.**

Students will develop advanced technical skills in traditional and topical aspects of international customs law and customs administration, preparing them to effectively apply complex policy and practice in workplaces focused on cross-border trade. Students will gain advanced judgement, adaptability and responsibility as a practitioner dealing with, or working in, customs administrations and it will provide them with a pathway for further learning.

**The course consists of two core subjects totalling 32 credit points – CUS 401 and either CUS 402 or CUS403:**

**CUS401** Customs Management Theory and Practice (16)

This subject introduces students to key features of customs management in the contemporary globalised world, including the role and responsibilities of customs policy and practice, and strategic and operational management issues.

Other areas covered include relevant international conventions and agreements, risk management in the customs context, and international trends that impact on Customs such as social expectations, emerging technologies and the global economy.

**CUS402** International Customs Law (16)

This subject introduces students to the relationship between the domestic responsibilities of customs services and the international law obligations to which

they give effect. The jurisdiction of customs authorities is examined, and the international organisations and conventions that impact on customs activities. In particular, the impact of the conventions of the WCO.

**CUS403** European Customs Law (16)

This unit introduces students to the relationship between the Union Customs Code (UCC) and the consequential responsibilities of the European customs services and traders in respect of goods crossing national borders. The unit examines the scope of the legislation; the procedural context; and the relevant policy and practice that results in streamlined, uniform and simplified customs procedures, legal certainty and electronic environment. There is a particular focus on customs procedures for compliant and trustworthy economic operators (AEO).

**For further information, please contact [customs@csu.edu.au](mailto:customs@csu.edu.au)**

# LEVEL 6 GRADUATE DIPLOMA IN CUSTOMS ADMINISTRATION

**THIS DEGREE IS AWARDED BY CHARLES STURT UNIVERSITY, AUSTRALIA THROUGH ITS CENTRE FOR CUSTOMS AND EXCISE STUDIES.**

Students will develop advanced technical skills in traditional and topical aspects of international customs law and customs administration, preparing them to effectively apply complex policy and practice in workplaces focused on cross-border trade. Students will gain advanced judgement, adaptability and responsibility as a practitioner dealing with, or working in, customs administrations and it will provide them with a pathway for further learning.

The course consists of the 64 credit points made up of the following:

## **CORE SUBJECTS (32 POINTS)**

- CUS401** Customs Management Theory and Practice (16); and either  
**CUS402** International Customs Law (16) or **CUS403** European Customs Law (16)

## **ELECTIVES (32 POINTS)**

### **OPTION 1 (GRADUATE DIPLOMA ONLY)**

Choose one of the following Electives:

- CUS503** International Trade Policy and Practice (16)  
**CUS504** Border Revenue (16)

### **OPTION 2 (FOR PROGRESSION TO MASTERS):**

- CUS551** Customs Research Methods (8)  
and one Elective (16):  
**CUS503** International Trade Policy and Practice (16)  
**CUS504** Border Revenue (16)

One Elective from the following seven subjects, or a subject chosen from other CSU postgraduate offerings with the agreement of the Course Director:

- CUS423** Environment Taxation (8)  
**CUS520** Excise (8)  
**CUS521** Customs Reform and Modernisation (8)  
**CUS522** International Supply Chain Management (8)  
**CUS530** International Air Law (8)  
**CUS531** Maritime Enforcement (8)

For further information, please contact [customs@csu.edu.au](mailto:customs@csu.edu.au)

# LEVEL 7 MASTER OF CUSTOMS ADMINISTRATION

**THIS DEGREE IS AWARDED BY CHARLES STURT UNIVERSITY, AUSTRALIA THROUGH ITS CENTRE FOR CUSTOMS AND EXCISE STUDIES.**

Students will study the roles and policy objectives of customs administrations, including key aspects of Customs policy and practice, and different approaches to managing the import, export and transit of goods. Students will gain knowledge in international customs law, key conventions and international best practice as promoted by the WCO. They will examine strategic and operational management issues in the customs context, including international trends that impact on customs and international trade such as social expectations, emerging technologies and the global economy.

**The course consists of the following subjects totalling 96 credit points:**

## **4 CORE SUBJECTS (56 POINTS)**

- CUS401** Customs Management Theory and Practice (16)
- Either
- CUS402** International Customs Law (16)
- or
- CUS403** European Customs Law (16)
- CUS550** Customs Research Project (16)
- CUS551** Customs Research Methods (8)

## **8 ELECTIVES (40 POINTS)**

- CUS503** International Trade Policy and Practice (16)
- CUS504** Border Revenue (16)
- CUS520** Excise (8)
- CUS521** Customs Reform and Modernisation (8)
- CUS522** International Supply Chain Management (8)
- CUS423** Environment Taxation (8)
- CUS530** International Air Law (8)
- CUS531** Maritime Enforcement (8)

**For further information, please contact [customs@csu.edu.au](mailto:customs@csu.edu.au)**



# GRANT FUNDING NOW AVAILABLE

**THE UK GOVERNMENT IS PROVIDING FUNDING TO HELP BUSINESSES PREPARE FOR BREXIT BY LEARNING KEY CUSTOMS SKILLS AND KNOWLEDGE.**

The fund will cover 100% of the cost of training for employees up to a limit of £1500 for each course.

To apply for a grant your company must be based in the UK at the point of payment, complete customs declarations, carry out customs processes, or help other businesses with their import and export processes.

# STUDYING WITH US

## THE UK CUSTOMS ACADEMY OFFERS DISTANCE LEARNING COURSES FOR ALL OF ITS PROFESSIONAL QUALIFICATIONS.

The courses provide students with flexibility to start their studies at any point within the year and access the learning materials whenever they like, from any location in the world.

The distance learning courses are composed of comprehensive notes, which follow the syllabus requirements of the professional qualifications. The material guides students through their chosen course, defining and explaining the concepts and procedures of customs and international trade.

All courses contain self-assessment tests, which enable students to determine how they are progressing.

Our level 3 and higher qualifications provide access to a tutor for each of the modules. Students are able to submit interim (formative) assignments for marking and informative feedback, which helps identify where they may need to target further study and revision. Tutors are also available, by phone or e-mail, to answer enquiries related to the syllabus, provide explanations and further reading.

All our tutors are appropriately qualified to teach the courses, and all have worked or are working within the customs profession. When you take a level 3 or higher qualification through the UK Customs Academy you will automatically receive Student Membership of the Institute of Export & International Trade through our reciprocal arrangements with the Institute – giving you access to an additional range of benefits and services that can support your studies and international trade career.

Applying for a grant is easy and quick. Simply register on the Customs Intermediary Grant website (set up by PWC on behalf of HMRC) and set yourself a password before signing up for one of our courses.



[www.customsintermediarygrant.co.uk](http://www.customsintermediarygrant.co.uk)

Please note that grant applications close on 30th June 2021



**CONTACT US:**  
**INFO@UKCUSTOMSACADEMY.CO.UK**  
**01733 404400**



**UKCUSTOMSACADEMY.CO.UK**