

Centre for Customs & Excise Studies (CCES)



## Advanced Diploma Customs Management Program

# PROGRAM OUTLINE



Caribbean Customs Law Enforcement Council (CCLEC)

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## About Centre for Customs and Excise Studies

The Centre for Customs and Excise Studies (CCES) is the first of its kind in the world. The international leadership role has been acknowledged by the World Customs Organization (WCO) with the academic programmes offered by CCES now certified by the WCO.

CCES is the international centre of excellence for innovative training, education, professional development, technical assistance and capacity building in relation to customs, excise, revenue management, border management and related areas.

CCES provides a comprehensive and unique range of vocational and postgraduate programs that reflect the latest developments in the field of customs, excise, revenue management, border management and related areas. The programs utilise a range of flexible learning methods and are capable of being delivered online as well as through face-to-face delivery.

Clients include customs, other government agencies, international organisations and private companies in over 180 countries.

A key strength of CCES is the global network of over 150 experts, which is rapidly expanding to keep pace with unprecedented levels of business growth. From its humble beginnings in 2001 as an area of academic interest within the University of Canberra, CCES was incorporated in late 2003 and now has offices in Australia, Thailand, Kuwait, India, Kenya and the Maldives, as well as official representation in South Africa, Sri Lanka, Cambodia, the UK and the US.

## University of Canberra

All CCES programs are delivered through the University of Canberra's Faculty of Law. The University of Canberra is Australia's Capital University. Its academic standards are high and career results are excellent. The university has produced over 60,000 graduates, many of whom now occupy senior positions in the professions, the corporate world and the public sector throughout the world. The University prides itself on professionally preparing students for professional life.

There are more than 11,000 students, at the University of Canberra working towards undergraduate Bachelors Degrees, Diplomas and Graduate Certificates, Masters Degrees or Doctorates.

## About Caribbean Customs Law Enforcement Council (CCLEC)

CCLEC has been the leading provider of training for regional Customs administrations since the 1980s and has developed several training modules for use by member administrations.

CCLEC's aim is to develop a structured approach to management training for Customs and to this end it has partnered with the CCES, Canberra University to develop and administer a Customs Management Program specially geared to improve the managerial capacity of individuals at the middle and senior levels of management within regional Customs administrations.

Globalization, market liberalization, the convergence of information and communications technology, and the ever increasing demand for new and better quality services demand a modern organisation which will be able to cope with new challenges. The **Advanced Diploma** program will provide Customs managers with the knowledge and skills needed for effective leadership and effective change management, in order to lead and improve organizational change efforts.

## **CCLEC/CCES Customs Education Program**

The Customs Education Program in Customs Management provides a learning path for Customs staff seeking to further develop their professional skills. It has been developed by the Centre for Customs and Excise Studies, University of Canberra, in conjunction with the Caribbean Customs Law Enforcement Council (CCLEC) to meet the training and education requirements of CCLEC members and is fully compliant with the World Customs Organization's (WCO) Partnership in Customs Academic Research and Development (PICARD) competency requirements.

The program is designed to progressively lead the students through a comprehensive course of study in Customs Management, commencing with fundamental principles, and progressing to the more complex international requirements, standards and best practice approaches to customs management. The program is underpinned by a progressively detailed analysis of the underlying principles and practices of public sector management.

The program will focus on three key areas of study:

- **International Customs Management;**
- **Public Sector Management; and**
- **Customs Management in the CCLEC Region.**

The program will comprise three levels of study, with the following awards representing an exit point from the program:

- **Advanced Diploma in Customs Management**
- **Bachelor of Customs Management**
- **Executive Masters in Business Administration with a specialisation in Customs Management.**

The program follows a logical academic pathway from Advanced Diploma to Masters Degree. Each of the academic programs allows students to gain a professionally relevant qualification and to progressively build on that qualification. The Advanced Diploma is obtainable after two years of part time study. At the conclusion of the Advanced Diploma students will have 24 credit points towards the Bachelor of Customs Management. The Masters Degree is open to students who hold a Bachelor's degree or equivalent and represents the pinnacle of academic achievement in relation to Customs Management.

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## Academic Content

The Advanced Diploma is the first of three levels of study and is directed towards CCLEC Customs Officers at all levels. The Advanced Diploma consists of the following learning components:

### Year 1

- **Customs Management I**
- **Introduction to Government & the Legislative Process**
- **Role of CCLEC and Intelligence Management in the Region**
- **International Trade Terms**

### Year 2

- **Revised Kyoto Convention I**
- **Managing Operational Activities**
- **Accounting for Managers**
- **Governance & Integrity**

The total study requirement per subject is a minimum of 30 hours, made up of:

- Face to face (intensive) study per subject of 10 hrs
- Online study per subject of 20 hrs

Year 1	Content
Unit	
<b>Customs Management I</b>	<p>The unit is focussed on analysing the role of Customs as a revenue collecting, border management and trade regulating agency. The unit examines relevant theoretical aspects under the following topics:</p> <ul style="list-style-type: none"><li>■ Customs organisations and structures</li><li>■ Border taxes, including Excise</li><li>■ Facilitation and control</li><li>■ Elements of compliance</li></ul> <p>The content sets the foundation for a higher level of understanding in relation to the important role Customs plays at the border.</p>
<b>Introduction to Government &amp; the Legislative Process</b>	<p>The unit looks at the government and its three arms: the executive, the legislature and judiciary. Each has a part to play in the formation and interpretation of legislation and your job, as part of the Customs administration is to carry out and implement the laws in place. We will look at these issues in the following topics:</p> <ul style="list-style-type: none"><li>■ Institutions and Processes of Government</li><li>■ Functions of the Constitution</li><li>■ Roles of the Executive, legislature and Judiciary</li><li>■ Comparison of Systems of Government</li><li>■ Customs &amp; Excise Regulatory Environment.</li></ul>

<b>Role of CCLEC and Intelligence Management in the Region</b>	<p>The unit introduces students to CCLEC and the role of Customs in the Caribbean. The unit then examines how Intelligence work areas should operate and methods of profiling and targeting of persons, conveyances and goods on the basis of risk. An examination of risks specific to CCLEC is undertaken and the following topics are covered:</p> <p>The content covers the following topics:</p> <ul style="list-style-type: none"> <li>■ Historical development of CCLEC and the Strategic Focus</li> <li>■ The global positioning of CCLEC</li> <li>■ Current trends in drug trafficking, money laundering, TRIPS violations, CITIES violations in the CCLEC region</li> <li>■ The Intelligence Cycle and sources of information</li> <li>■ Profiling and targeting</li> <li>■ Developing Intel Networks</li> <li>■ Gathering and dissemination of Intel</li> <li>■ CCLEC and WCO/RILO</li> </ul>
<b>International Trade Terms</b>	<p>The unit examines the international sales of goods and the complex legal rules which determine the rights and liabilities of the seller, buyer and the carrier involved in the transport of goods from one country to another by sea, air or land. The topics covered are</p> <ul style="list-style-type: none"> <li>■ Contracts of Carriage</li> <li>■ Contracts of Sale and Terms of Trade</li> <li>■ Inco-terms</li> </ul>

Year 2	Content
Unit	
<b>Revised Kyoto Convention I</b>	<p>The unit provides a close examination of the Revised Kyoto Convention. The Revised Kyoto Convention provides a comprehensive set of uniform principles for simple, effective and predictable Customs procedures. The content ensures that participants examine the Convention against the needs of both modern day Customs administrations and the demands of international trade. The following topics are covered within the unit:</p> <ul style="list-style-type: none"> <li>■ Introduction to the Revised Kyoto Convention;</li> <li>■ Structure of the Convention; and</li> <li>■ The Body of the Convention</li> </ul>
<b>Managing Operational Activities</b>	<p>The unit looks at a range of Customs operational activities and the international and domestic environment that impact on Customs operations. The unit examines the following range of topics:</p> <ul style="list-style-type: none"> <li>■ Introduction to the Customs Operational Environment</li> <li>■ Guiding International Organizations</li> </ul>

	<ul style="list-style-type: none"> <li>■ Cargo Processing Overview</li> <li>■ Contract of Carriage</li> <li>■ Customs Facilitation and Control</li> <li>■ Compliance with Customs Laws and Regulations</li> <li>■ Working with Industry and Government Agencies</li> </ul>
<b>Accounting for Managers</b>	<p>The unit introduces students to the fundamental principles and applications of financial and management accounting in a context tailored to the Customs and Excise Environment. Customs-specific examples and case studies are used where applicable. This course includes an examination of:</p> <ul style="list-style-type: none"> <li>■ fundamental concepts of accounting</li> <li>■ recording transactions (including understanding debits and credits)</li> <li>■ detailed examination of accounting for inventory for both financial and management accounting purposes</li> <li>■ accounting for transactions denominated in foreign currency</li> <li>■ accounting for 'hedge' transactions and the resulting effect on inventory valuation</li> <li>■ relationship between and preparation of key financial statements</li> <li>■ creative accounting methods and their relevance to Customs &amp; Excise</li> <li>■ basic financial statement analysis.</li> </ul>
<b>Governance &amp; Integrity</b>	<p>The unit focuses on the issues of governance and integrity with special attention to Customs as a public sector agency and discusses critical issues related to the subject while aiming at promoting policies and strategies that will help improve governance and integrity in Customs. The following topics are examined</p> <ul style="list-style-type: none"> <li>■ Introduction to Customs as an arm of Governance</li> <li>■ Governance issues in the Customs Environment</li> <li>■ Integrity in Customs</li> </ul>
<b>Total Points Value</b>	<b>24</b>
<b>Testamur</b>	Awarded by CCES, University of Canberra

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## Delivery of Unit and Timetable

The courses comprise two weeks face-to-face and 28 weeks online learning over a full academic year.

### Face to Face

The face to face training will be delivered by CCLEC regional trainers accredited by CCES in a location selected by CCLEC. Depending on logistics CCLEC will decide whether students need to gather to the selected location only once or twice to complete the face to face study.

The face to face study requirement for each subject is 10 hrs.

The cost of this component of the training is included in the overall fee except for airfares, which will be the responsibility of the student.

### Online

The University of Canberra web portal will be used by CCES for online teaching.

Each subject will be taught for 7 weeks online. Most student assessments will be done online with an examination at the end of each semester. After each subject, there will be a one week break.

#### Online Learning Requirements

##### **IT equipment needed by the student**

In order to access Moodle, the university's online learning platform, you will need:

- a computer capable of running a java-enabled browser (Netscape 6.2 or Explorer 5.0 or higher, or Safari)
- an Internet connection through an Internet Service Provider.

##### **IT Skills**

Basic computer literacy is assumed and students should be able to perform the following before commencing the unit:

- use a standard word processing package
- use a standard spreadsheet package
- manage files
- access the Internet and use an email package
- use File Transfer Protocol.

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## Assessment

### Assessment

In order to successfully complete this program, for each subject you must:

- attempt all Online and Written Assignments
- gain an average of a **Pass** grade or higher when all assessment results are combined.

Assessment for the program is in three parts.

- The first part is based on your Written Assignments. (30%)
- The second part is based on your degree of participation in the Online Activities conducted via Moodle. The Online Activities must be completed as you work through the unit and be posted to Moodle. (20%)
- The third part is based on the results of your subject examination. (50%)

## Fees and Dates

COURSE	TUITION FEES	REGISTRATION DATE
Advanced Diploma	US\$7,000	July to commence in August of each year

## FAQ

### What are the entry requirements?

- The program is open to all persons wishing to pursue a Customs or related career and who possess a minimum of 5 GCSEs or CXC's General Proficiency or its equivalent of which Mathematics and English are compulsory and two years experience in Customs.
- Previous qualifications and experience may entitle you to entry via the Prior Learning Assessment route provided that you have 5 or more years of Customs experience and at least operated at the supervisory level. You will be required to submit your CV together with the completed application form for assessment.

### How do I apply?

- complete our [online Registration Form](#) or download the form from [here](#)
- send appropriate supporting documentation (proof of qualifications - e.g. a copy of the official transcripts and completion certificates)
- where there is no formal qualification send a CV showing any work experience achieved
- Send your application to:

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**Caribbean Customs Law Enforcement Council**  
**P. O. Box 1030**  
**Castries, St Lucia**  
**Fax: 1.758.453.2563**  
**or Email to: [Secretariat@ccltec.net](mailto:Secretariat@ccltec.net) or [ccltec@candw.lc](mailto:ccltec@candw.lc)**

### **How long will it take for my registration application to be processed?**

- We aim to process all applications within 4 weeks from the date of receipt.

### **How will I know if my application has been successful?**

- As soon as your registration application has been processed successfully (please allow up to 6 weeks), you will receive a communication informing you.

### **How to pay**

- After receiving your Letter of Acceptance from CCLEC, you will be required to make a deposit payment, which is 50% of the total course fees. The balance of 50% will be due before the commencement of the last semester of year 1.
- Deposits can be paid by bank draft or wire transfer.
- Drafts should be made payable to **Caribbean Customs Law Enforcement Council**.
- Bank transfers should be made by contacting the Secretariat

### **Can I pay fees in instalments?**

- **Yes**

Fees can be paid in instalments, although we charge an additional \$100 per year if this method of payment is chosen. For example, the course fee is US\$7,000 for two years if paid in full during the first year of the course. If paid in instalments the fee increases to US\$7,200 comprising 4 payments of US\$1,800 each.

Fees will be due before the commencement of semester.

### **Why should I do this program?**

#### **It is an investment in the future.....**

- The management of the international supply chain coupled with the need for revenue security and public safety will require the acquisition of new skills and competencies offered by this program;
- Promotion based on seniority is slowly ebbing away as governments acknowledge the need for Customs to become more business orientated in nature. A degree in Customs management will lead to a career path in Customs management;
- The capacity to undertake work with or on behalf of regional/international organizations has been limited to a few. This program creates an opportunity for those who wish to develop a professional consultancy career.

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# Contact Information

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Program Contact Points	<p>Office: <b>Caribbean Customs Law Enforcement Council</b> Phone: 1 758 452 3247 Fax: 1 758 453 2563 Email: <a href="mailto:cmp@cclec.net">cmp@cclec.net</a></p> <p>Office: <b>Centre for Customs &amp; Excise Studies</b> Phone: +61 (0)2 6201 5487 Fax: +61 (0)2 6201 5746 Email: <a href="mailto:customs.centre@canberra.edu.au">customs.centre@canberra.edu.au</a></p>
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Administrative Contact Details	<p>Elvira Samuel Caribbean Customs Law Enforcement Council Phone: 1 758 453 7705/2556 Fax: 1.758 453 2563 Email: <a href="mailto:elvira.samuel@cclec.net">elvira.samuel@cclec.net</a> or <a href="mailto:cclec@candw.lc">cclec@candw.lc</a> Website: <a href="http://www.cclec.net">www.cclec.net</a></p>
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