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BORDER FORCE

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Australian Customs Notice No. 2024/36

Completing Mandatory Continuing Professional Development for Licensed Customs Brokers

This Australian Customs Notice (ACN) provides information to licensed customs brokers on how to complete the mandatory Continuing Professional Development (CPD) module provided online by the Australian Border Force (ABF) for the **2024/25 CPD year**.

The previous ACN 2023/11 introduced the requirement for an ABF online mandatory CPD module that all licensed customs brokers must complete by 31 March each CPD year.

The ABF issues a customs broker licence subject to a number of conditions as specified in the *Customs Act 1901*. The requirement to undertake sufficient CPD activity is one condition of a customs broker licence and is detailed on the ABF website.

It is essential that the ABF has a high degree of confidence that customs brokers will meet the requirements of their licence and exercise their function in a professional, correct and responsible manner. This ensures that risks can be identified and addressed by the ABF, the correct duty is paid and declarations to the ABF are accurate.

The ABF's mandatory CPD module for the 2024/25 CPD year will be available online from **Tuesday 8 October 2024**, and will focus on customs broker licence conditions, due diligence requirements and assist customs brokers in identifying suspicious transactions and traders. Customs brokers will attain **3 CPD points** from **Stream B** by completing the module.

In order to complete the CPD module, users will need to access the ABF Australian Trusted Trader (ATT) training portal via <https://australianborderforce.birchlp.com.au/> and sign in. If you are not an existing portal member click the 'sign up' hyperlink and fill in the required information to gain access. Please include your full name and customs broker licence number to ensure CPD points are assigned correctly.

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Additional assistance on accessing the training portal can be found at
<https://www.abf.gov.au/licensing/brokers/when-you-have/professional-development>.

If further assistance with the training portal or module is required, please contact
brokers.licensing@abf.gov.au.

Once signed into the portal select the course 'Customs Brokers – Mandatory Continuing Professional Development module 2024/2025 CPD Year' from the available course catalogue. Once selected users will be able to commence the module by selecting 'Launch'.

Once the module is finished, a certificate of completion will be generated. Users may download their certificate from their portal profile, however, this will not be required to be provided to the ABF.

Any enquiries concerning this ACN should be directed to Broker Licensing via email to brokers.licensing@abf.gov.au.

[SIGNED]

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