

*Approved by the
Rectors' decree №120
5 October, 2013*

*Changes are made
by rectors decree
N205, 26.12.2014*



Business Academy of Georgia

Vocational Educational Program

CUSTOMS BROKER

(Third Level)

020353

Tbilisi

2013

This program was designed according to Tuning approach and World Customs Organization (WCO) **PICARD** program and professional standards, also experience of world's leading training centers, universities and colleges.

Program Manager: Dr. Kakhaber Eradze, Customs Advisor

Program was reviewed and recommended by SBA Quality Management Service on 25 September, 2013.

Program was reviewed and recommended by SBA Study-Methodological Council on 01 October, 2013.

Program was approved by Rector's Decree №120, 5 October, 2013

Changes are made by rectors decree N205, 26.12.2014

I. Name of educational program: CUSTOMS BROKER

II. Program level

Third

III. Qualification to be awarded

Third Level Customs Representative Vocational Qualification

IV. General information

One credit equals 25 hours of student's workload which includes attendance on contact hours, independent work, preparation for exams, taking exams, other activities included into program curriculum.

Third Level Customs Broker professional program consists of 60 credits (1500 hours), 40% of it is the study practice and internship. Approximate duration of this program is 2 semesters.

Approximate duration of the program is 48 weeks. Lecturing and exams (including additional exams) take 26 weeks, study practice and internship take 20 weeks. Qualification committee makes decision about awarding the qualification on 48-th week.

The program is implemented according to the following order:

1. All components except of study practice and internship is delivered in the parallel regime;
2. Study practice;
3. Internship;
4. Awarding qualification.

V. Program Language: English

VI. Entry Requirements

- Applicant must be at least 16 years old;
- Minimum basic-level of high school education;
- Proficiency in English (Native English Language Speaker, TOEFL or SBA English Language Certificate);

In case of competition, applicants having higher grade in Mathematics will be given the priority.

Rules of enrollment, dismissal and cancellation of student status, as well as recognition of formal and informal education, regulations regarding transfer students available on web site www.sba.edu.ge, article: Regulations.

VII. Enrollment: Is announced several times a year (for details please check news on web site www.sba.edu.ge, programs, or contact program office).

VIII. Program Office:

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IX. Program objectives

This program is intended for individuals interested in customs business and foreign trade and aims to develop appropriate knowledge, practical skills and knowledge, necessary for fulfilling its duties. A Customs broker is responsible for preparing and compiling all the documents required by the government for discharge of foreign cargo at domestic ports or airports to serve as middleman between importers, merchant shipping companies, airlines, railroads, trucking companies and the government Customs service.

Duties and Responsibilities:

Customs brokers prepares entry papers from the shipper's invoice keeping with the government's Customs service regulations

He also has to follow all regulations related to other agencies which have a direct bearing on import of goods

He must have knowledge of government tariffs and excise taxes and accordingly quote duty rates on goods to be imported

He also prepares papers for shippers who want to appeal against the duty charges imposed by Customs department

In some cases, they also have to provide for storage of imported goods and for the transportation of the imported goods from the port to the final destination

He may also have to register foreign ships with the country's Coast Guard.

X. Career Perspectives

Managerial or entrepreneurial occupations in national and multinational companies, related to international trade flow, logistics and forwarding companies, customs warehouses, customs administrations, check-points, sea ports and airports, customs clearance offices, free trade and industrial zones, diplomatic establishments as customs broker or customs business specialist.

XI. Learning Outcomes

Knowledge and understanding	Has general knowledge of customs regimes and customs processing, their specifics. Knows customs declarations, types of declarations, recognizes commercial, transport and other types of documentation used for customs clearance, methods of customs valuation, restrictions and prohibitions, non tariff trade barriers, knows structure of HS code, main principles of using HS, indirect taxes used for customs clearance. Is familiar with Customs terms. Has general knowledge of Economics and its principles.
Practical skills	Can prepare basic juridical documents to fulfill his professional duties, can prepare standard trade documents such as contract, invoice etc. Can determine customs value of imported goods, can identify licences and permits needed for export or import of specific goods, can identify taxes levied on specific goods under specific customs regimes.
Intellectual skills	Can get and process appropriate information from documents presented by the client, can identify mistakes in documents, search for its causes, can get additional information from other sources and analyse them, can identify specific needs of a client.
Communication skills	Can create basic documents used in business relations or fill in standard forms, can send or receive correspondence and information using adequate means of communications. Has good writing and speaking skills. Can get information from standard international trade documents. Can use computer office programs: MS Windows, MS Word, MS Excel and Internet.
Learning skills	Can independently interpret basic customs regulations and changes and amendments in it, with previous consultations. Can learn materials in Economics and customs context.
Professional values	Acts according to professional standards for customs broker keeps confidentiality of information follows rules of safety, first medical and ethical norms.

XII. Learning Outcomes Map

Courses/Modules/ Activities	Competencies					
	Knowledge and understanding	Practical skills	Intellectual skills	Communication skills	Learning skills	Professional values
Intensive English Course	X			X		
Office programs: Ms. Windows, Ms. Word, Excel, power Point, Internet				X		
Customs Clearance (Basic Course)	X				X	X

Study Practice		X	X	X		
Internship			X			X

XIII. Program Curriculum

Courses/Modules/Activities	Code	credits	Distribution of hours					Total HRS
			Contact Hours				Independent work	
			Lecturing/Practice	Study Practice	Internship	Midterm/ Final evaluation		
Intensive English Course	CUS301-e	10	110	0	0	8	132	250
Office programs Ms. Windows, Ms. Word, Excel, Power Point, Internet	CUS302-e	10	132	0	0	6	112	250
Customs Clearance (Basic Course)	CUS303-e	16	220	0	0	6	174	400
Study Practice	CUS304-e	18	0	450	0	0	0	450
Internship	CUS305-e	6	0	0	150	0	0	150
Total:		60	462	450	150	20	418	1500

XIV. Student's workload

Student's workload includes but is not limited to:

- Attendance on the lectures/working in the workgroups
- Working in the laboratory
- Practical work
- Independent work
- Study practice
- Preparation for midterm evaluations and final exams and taking exams;

XV. Student evaluationSystem

Credits for each course can be granted in case of positive final evaluation. Credit is available only by achieving the learning outcomes of the syllabus;

The maximum rate of course evaluation is 100 points. Distribution of these points among different components of evaluation is defined by the teacher and described in the syllabus of the course.

In case of negative assessment, professional student has the right to take the additional exam, at least 10 days after the announcement of examination results. The additional final exam can be taken only once and grade Fx cannot be granted based on the results.

Student can be given one of the following assessments:

Positive assessments are:

- (A) Excellent- 91% or more of maximum points;
- (B) Very good 81-90%of maximum points;
- (C) Good 71-80%of maximum points;
- (D) Satisfactory 61-70%of maximum points;
- (E) Enough 51-60 %of maximum points;

Negative assessments are

- (Fx) Poor 41-50%of maximum points, it means, that student needs to perform additional work and has right after independent study take an exam once again.
- (F) Could not pass 40% and less of maximum points, it means, that students' work performed during the course was not enough and he has to take the course once again.

XVI. Teaching methods used in different components of this program includes:

- Verbal;
- Textbook assignments;
- Writing;
- Case-studies;
- Demonstration;
- Lab work;
- Searching for new information independently;
- Practical;
- Explanations;
- And other adequate methods indicated in a syllabus.

XVII. Information about lecturers

Most lecturers for this program are selected by fair and open competition procedure. Most of them are holders of Doctor's degree; all of them have good scientific, practical and professional reputation.

Course	Name	Qualification
Customs Clearance (Basic Course)	Kakhaber Eradze	Doctor of Economics, Fluent in English.
	Sopiko Davitashvili	Master of Business Administration, Fluent in English.
Office programs: Ms. Windows, Ms. Word, Excel, Power Point, Internet	Shorena Okujava	Doctor of Engineering, Fluent in English.
Intensive English Course	Elena Krotenko	Master of Philology (Anglistics), Post-graduate student (Doctoral Studies)
Study Practice	Elene Chikovani	Doctor of Economics, Fluent in English.
	Tite Bolkvadze	Master of Tax and Customs Business, Fluent in English.
	Kakhaber Eradze	Doctor of Economics, Fluent in English.

Internship	Tite Bolkvadze	Master of Tax and Customs Business, Fluent in English.
	Kakhaber Eradze	Doctor of Economics, Fluent in English.

XVIII. Information about material resources

For implementation of this program auditoriums of the institution will be used, which is equipped with modern teaching equipments, monitors, projectors, computers with unlimited internet access, library, scanners, printers and copiers, audio equipment etc.

XIX. Partner Organizations which are involved in program implementation:

Embawood Georgia, Sakavtotrans, Ministry of Finance Academy, ITM Global Logistics, Sufaris Transport Service; Gako Terminal.

XX. Further educational opportunities

Person holding third professional qualification of Customs Broker can continue his studies on the fourth level Customs Broker professional program.