



“Business Academy of Georgia-SBA” LTD

Vocational educational program

Customs Study

Tbilisi

2018

Introduction

Vocational educational program is based on the framework document of Customs Study, published on February 5, 2018.

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Development of a vocational educational program was conditioned by the results of labor market survey of Georgia, based on analysis of the most demanded and scarce professions in the country in recent years. The initiative of the program is reviewed and approved by the senate of Business Academy Georgia - SBA (22.01.2018, report N02; 21.02.2018, report N03).

The periodical examination of vocational educational program is conducted by the quality management service, that does not exceeds 12 months.

The program is accepted by the quality management service of " Business Academy of Georgian - SBA" LTD, on March 30, 2018.

The program is approved on March 30, 2018 order N030 of acting rector of Busienss Academy of Georgia-SBA.

Vocational educational program

1. **Name:** Customs Study
2. **Registration number of the framework document, based on which the program was created** - 04116-3
3. **Professional specialization/specializations and qualification/qualifications:** Fifth level vocational qualification in customs study

According to the international education classifier, this qualification belongs to the detailed field- "Accounting and taxation"(Code 0411).

4. **The aim of the program:** The aim of the vocational program is to prepare customs study specialist, who will be able to carry out tasks, related to the customs border crossing, customs clearance of goods, customs supervision, customs control and customs representatives. The aim of the program is to prepare highly qualified specialists who will fulfill their obligations in accordance with professional ethics, labour and safety norms. Specialists will be equipped with professional and general / transferable skills.
5. **Admission prerequisite/ prerequisites:** Secondary education
6. **Graduates Career opportunities:** A person can be employed in a public or private sector (brokerage, advisory, trading, industrial, carrier and logistics companies, diplomatic institutions, NGOs, customs warehouses and terminals). In the public sector he/she can be employed as a customs officer of the border crossing point or customs clearance zone, but in the private sector as a customs broker, customs declarant and customs clearance specialist.

These functions may be combined with the functions of logistics and customs terminal service department specialist. In terms of career growth, graduates can continue their studies on next levels, in the direction business administration.

7. **Structures and modules:**
Learning on customs case vocational educational program is carried out in English language. The volume is 109.5 credits and includes a practical component of 65%, and theoretical component 35%. The educational program includes optional modules with 18.6% of total duration. Presumable duration of the program is 20 academic months.
Optional modules were selected for the standpoint of field specificity and international use. That will help the graduate to fulfill the duties imposed.

General modules			
Nº	Name of the module	Admission prerequisite on the module	Credit
1	Information literacy 2	Sedondary education	3
2	Entrepreneurship 3	Sedondary education	3
3	Russian language	Basic education	5
Total			11
Specialization professional/ field modules			
Nº	Name of the module	Admission prerequisite on the module	Credit
1	Introductory Practice- Customs Study	Basic education	2
2	National Commodity Nomenclature of Foreign Economic Activities (NCN FEA)	Basic education	4
3	Customs supervision	Module: National Commodity Nomenclature of Foreign Economic Activities (NCN FEA)	4
4	Customs Control of a Physical Person	Module: Customs supervision	4
5	Control of the means of transport	Module: Customs supervision	4
6	Determination of country of origin and customs value	Module: National Commodity Nomenclature of Foreign Economic Activities (NCN FEA)	4
7	Customs operations and customs duties	Module: National Commodity Nomenclature of Foreign Economic Activities (NCN FEA)	6
8	Customs Declaration	Modules: 1. Determination of country of origin and customs value 2. Customs operations and customs duties	5
9	Customs Clearance	Module: Customs Declaration	5
10	Border-quarantine control	Module: National Commodity Nomenclature of Foreign Economic Activities (NCN FEA)	4
11	Non-tariff measures	Module: National Commodity Nomenclature of Foreign Economic Activities (NCN FEA)	4
12	Correspondence of Customs Offences	Modules: 1. Customs supervision; 2. Customs Clearance	6
13	Enterprise Practice – Customs Study	Module: Customs Clearance	13
14	Practical project - Customs study	Module: Customs Clearance	6
15	Ms Excel	Module: Information literacy 2	6
16	Business English – Customs study	Secondary education	5
Total			82
Optional professional modules			
Nº	Name of the module	Admission prerequisite on the module	Credit
1	Logistics principles	Basic education	5
2	Road Carriage	Logistics principles	4
3	Railway Transportation	Logistics principles	6
4	Service plus	Basic education	1,5
Total			16,5

8. Learning outcomes of qualification/qualifications:

After accomplishing the program, a person can:

1. Implement customs supervision;
2. Control the physical person;
3. Control the transport facilities
4. Define the country of origin of goods and customs value;
5. Determine the commodity operation to administer customs duties;
6. Implement customs declaration procedures;
7. Implement customs clearance;
8. Implement border quarantine control;
9. Implement non-tariff measures;
10. Implement procedures related to customs offense investigation.

9. Confirmation of achievement of learning outcomes and credit award

Credit awarding is carried out based on the learning outcome confirmation.

Confirmation of learning outcome achievement can be:

- a) With validation learning outcomes gained in the framework of previous learning (pass-examination);
- b) With validation of learning outcomes gained in the framework of informal education with the established order of the Minister of Education and Science of Georgia;
- c) With confirmations of learning outcomes through the assessment.

There exists formative and summative assessment.

Formative assessment may be implemented with the use of scores or pass-examination principles.

Summative assessment encompasses the usage of system based on pass-examination principle and allows the following two types of assessment:

- a) Learning outcome has been confirmed;
- b) Learning outcome has not been confirmed.

While summative assessment, in case of receiving negative results or not presenting on assessment process, a vocational student is entitled to request a repeat results confirmation exam. Assessment method / methods are given in modules.

10. Professional qualification award

In order to gain professional qualification, a vocational student has to obtain credits defined by the modules, foreseen by the vocational educational program.

11. For teaching vocational students with special educational needs and disabilities:

In order to ensure the involvement of people with special educational needs and disabilities, they will be allowed on the module without any prerequisite/ prerequisites. Credits determined by the vocational educational program, will be assigned to the person only if the relevant learning outcomes are confirmed, and qualification will be assigned in accordance with paragraph 10.

12. Legal basis for elaborating the vocational educational program and validity period

- Framework document of Customs study

13. English language competence confirmation

The program is implemented in English language

A person's competence in the English language is confirmed by one of the following evidences:

- a) If the person got previous education in English language and represents confirmation document;
- b) If a person has represented an internationally recognized document (a document of passing English language as a second foreign language etc.); The representation of the document is not mandatory, if the person is from the country whose official language is English;
- c) If the person has successfully passed English language certificate exam, conducted by Business Academy Georgia - SBA.

People, who won't not confirm English language competence, will not be enrolled on customs study English language vocational program.

14. Practice units involved in program implementation

- "GT Express Service" LTD - Customs - Terminal Service, Tbilisi, Ts. Dadiani str. N32
- "Gako Terminal" LTD, Tbilisi, Airport settlement
- „GREENWAY LOGISTIC ” LTD, Tbilisi Ts. Dadiani str. N7

15. Appendices:

Appendix 1 - module Russian language - 0230102

Appendix 2 - module Information literacy 2 – 0610004

Appendix 3 - module Entrepreneurship 3 - 0410005

Appendix 4 - module Introductory Practice- Customs Study - 0411601

Appendix 5 - module National Commodity Nomenclature of Foreign Economic Activities (NCN FEA)- 0411602

Appendix 6 - module Customs supervision - 0411603

Appendix 7 - module Customs Control of a Physical Person - 0411604

Appendix 8 - module Control of the means of transport - 0411605

Appendix 9 - module Determination of country of origin and customs value - 0411606

Appendix 10 - module Customs operations and customs duties - 0411607

Appendix 11 - module Customs Declaration - 0411608

Appendix 12 - module Customs Clearance - 0411609

Appendix 13 - module Border-quarantine control - 0411610

Appendix 14 - module Non-tariff measures - 0411611

Appendix 15 - module Correspondence of Customs Offences -0411612

Appendix 16 - module Enterprise Practice – Customs Study - 0411613

Appendix 17 - module Practical Project- customs study - 0411614

Appendix 18 - module Ms Excel - 0410705

Appendix 19 - module Business English-Customs Study - 0411615

Appendix 20 - module Logistics principles - 0411313

Appendix 21 - module Road Carriage- 0411316

Appendix 22 - module Service plus- 0411711

Appendix 23 - module Railway Transportation - 0411319

Appendix 24 – Learning plan

Appendix 25 - Information about human resource, implementing an English language vocational educational program of customs study