



Notice to Industry

01/2007-08

Re-accreditation Training and Renewal of Compliance Agreements – Quarantine Approved Premises Class One Sea and Air Freight Depots Scheme

This notice is to inform industry that the Quarantine Approved Premises (QAP) Class One Sea and Air Freight Depots Scheme is due for renewal in 2007.

Re-accreditation Training

The online re-accreditation training package for the Quarantine Approved Premises Class One Sea and Air Freight Depots Scheme will be available from **16 July 2007 until 17 September 2007**.

- **For accredited persons that gained accreditation before 1 January 2007**

All accredited persons who gained accreditation before 1 January 2007 under the QAP Class One Sea and Air Freight Depots Scheme will need to complete the re-accreditation training **before 17 September 2007** in order to remain accredited. Accredited persons will have nine weeks from the time re-accreditation training becomes available to complete the training.

If an accredited person is unable to complete the training before 17 September 2007, they can apply to defer the training via email to ic.ca@aqis.gov.au. Each application will be considered by AQIS on a case-by-case basis, but a valid reason (eg illness, leave) must be supplied as to why the training cannot be undertaken.

- **What will happen if an accredited person fails to complete the re-accreditation training in the nine week period?**

If an accredited person fails to complete the training during this nine week period, he/she will have their accreditation suspended on 18 September 2007 and from this date will no longer be able to undertake activities under this Scheme. Where an accreditation is suspended, it will only be reactivated after completion of the one day face-to-face accreditation course.

- **For accredited persons that gained accreditation from 1 January 2007**

All accredited persons who gained accreditation from 1 January 2007 onwards will not be required to complete the re-accreditation training and AQIS has sent exemption letters to those persons in this category.

Registration

The re-accreditation training packages will be administered online through the Guardian system at <http://www.iwgq.com> and will be available until **17 September 2007**.

To complete the registration and training process, eligible persons should use their existing Guardian username and password. This will avoid creating duplicate registrations. Please follow the steps below under Registration for Existing Guardian Users.

If you have not previously used the Guardian system then you will need to register online as a new user in order to be issued with a username and password. Please follow the steps below under Registration for New Guardian Users.

For existing Guardian users, and where valid email addresses are held, Guardian usernames and passwords will be emailed to accredited persons prior to 16 July 2007.

Persons wishing to confirm their username and password may either:

1. Use the "Forgotten Your Password" function on the Guardian website at <http://www.iwgq.com>. This will send your username and password only if your email address is correctly held in the Guardian system;
2. Contact AQIS at ic.ca@aqis.gov.au or by telephone on (02) 6272 4172 during business hours; or
3. Contact the Guardian helpdesk using the support options detailed at <http://www.iwgq.com>.

Registration will be available online from **16 July 2007**.

Registration for Existing Guardian Users

To enrol in the Quarantine Approved Premises Class One Sea and Air Freight Depots Scheme online training either:

1. Logon to the Guardian site at <http://www.iwgq.com> with your existing username and password then select the "Purchase a Course" link from the left menu and follow the instructions from there; or
2. Prior to logging onto Guardian,
 - a. Select the "Purchase a Course" link from the left menu;
 - b. The course to select is: **QAP Class One Sea and Air Freight Depot Scheme Re-Accreditation 2007**;
 - c. Press the Continue button at the bottom of the "Purchase a Course" page;
 - d. Enter your username and password in the "Existing Users" section and press the Submit button immediately below the password box. **Accredited persons should not need to create a new user registration** as this will create a duplicate registration. See above for obtaining your username and registration;
 - e. Follow the instructions from there.

Registration for New Guardian Users

1. Go to the Guardian site at <http://www.iwgq.com>
 - a. Select the "Purchase a Course" link from the left menu;
 - b. The course to select is: **QAP Class One Sea and Air Freight Depot Scheme Re-Accreditation 2007**;
 - c. Press the Continue button at the bottom of the "Purchase a Course" page;
 - d. Press the Continue button under the "New users" instruction;
 - e. Follow the instructions from there.

Please note that this training should not be confused with Quarantine Approved Premises for Accredited Persons (Classes 2 to 9) which is delivered via the Guardian system.

Assistance with enrolment is available from the Guardian helpdesk using the support options at <http://www.iwgq.com>.

Renewal of Compliance Agreements

The renewal of Compliance Agreement Standard Terms and the associated Schedule for the QAP Class One Scheme will commence from **1 August 2007**.

Further Advice

Further information on the Compliance Agreement renewal process will be provided in future Notices to Industry.

If you have any further questions, please contact AQIS via email at ic.ca@aqis.gov.au or by telephone (02) 6272 4172 or (02) 6272 3670.