

## Modification history

| Release   | Comments   |
|-----------|--|
| Release 1 | This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0. |

| AHCBUS506XX              | Develop and review a business plan   |
|--------------------------|--|
| <b>Application</b>       | <p>This unit of competency describes the skills and knowledge required to develop and review a business plan.</p> <p>This unit applies to those whose role is to set the short, medium or long term goals and targets for the business plan and may relate to marketing and production targets, resource and asset development and management, acquisitions, capital, property improvements, and operational systems.</p> <p>At this level, workers take personal responsibility and exercise autonomy in undertaking complex work. They analyse information and exercise judgement to complete a range of advanced skilled activities.</p> <p>All work must be carried out to comply with organisational requirements, work health and safety legislation and codes, sustainability practices and in consultation with the management team.</p> <p>No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.</p> |
| <b>Prerequisite Unit</b> | Nil  |
| <b>Unit Sector</b>       | Business (BUS)   |

| Elements   | Performance Criteria   |
|--|--|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>   |
| 1. Determine scope of business plan              | 1.1 Determine scope of the business plan and associated systems in consultation with key and specialist personnel<br>1.2 Access information to inform business plan development<br>1.3 Account for and incorporate trends and seasonal variations<br>1.4 Account for strategic goals, targets and directions of the enterprise<br>1.5 Ensure legal obligations and compliance requirements identified  |
| 2. Prepare business plan                         | 2.1 Develop operational goals and targets that enhance opportunities to meet the enterprise strategic plan<br>2.2 Ensure indicators of operational performance are clear and measurable and allow for realistic analysis of performance<br>2.3 Identify and include resource requirements and input supply chain options<br>2.4 Identify and incorporate human resource strategies<br>2.5 Identify and incorporate marketing strategies<br>2.6 Identify risks for the business and develop minimisation strategies<br>2.7 Trial systems to test budgetary impact and operational potential before implementation |
| 3. Document and review business plan             | 3.1 Document the business plan<br>3.2 Incorporate financial and operational systems that enhance performance management and suit enterprise requirements<br>3.3 Communicate business plan to relevant parties<br>3.4 Monitor performance against the business plan to identify strengths, weaknesses and areas for improvement<br>3.5 Make recommendations to improve the business plan and associated systems   |

| <b>Foundation Skills</b>   |  |
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| <i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i> |  |
| <b>Skill</b>   | <b>Description</b>   |
| Reading  | <ul style="list-style-type: none"> <li>Access and interpret complex information including legislation and business documentation relevant to enterprise</li> </ul> |

| <b>Unit Mapping Information</b>                   |   |   |                           |
|---|---|---|---------------------------|
| <b>Code and title current version</b>             | <b>Code and title previous version</b>          | <b>Comments</b>   | <b>Equivalence status</b> |
| AHCBUS506XX<br>Develop and review a business plan | AHCBUS506<br>Develop and review a business plan | Performance criteria clarified. Foundation skills added. Assessment requirements updated. | Equivalent unit           |

| <b>Links</b>  |
|---|
| Companion Volumes, including Implementation Guides, are available at VETNet:<br><a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72</a> |

|   |  |
|---|--|
| <b>TITLE</b>  | <b>Assessment requirements for AHCBUS506XX Develop and review a business plan</b>  |
| <b>Performance Evidence</b>   |  |
| <p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has developed and reviewed a business plan for at least one enterprise, including:</p> <ul style="list-style-type: none"> <li>• set strategic goals, targets and directions for the enterprise</li> <li>• determined clear and measurable indicators of operational performance</li> <li>• identified and designed risk management strategies</li> <li>• developed appropriate operational plans</li> <li>• documented the business plan</li> <li>• monitored the business plan to identify strengths, weaknesses and areas for improvement.</li> </ul>  |  |
| <b>Knowledge Evidence</b>   |  |
| <p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• profit and loss and cash flow systems</li> <li>• forecasting trends in expenditure and production for an enterprise</li> <li>• communication techniques typically used to negotiate business strategies and directions</li> <li>• risk management strategies relevant to the enterprise</li> <li>• marketing strategies relevant to the enterprise</li> <li>• measures of operational performance</li> <li>• financial and operational systems and resource considerations relevant to business planning</li> <li>• logical and analytical methods to interpret and analyse financial reports</li> <li>• industrial relations, taxation, corporate and industry legislation, environmental and work health and safety legislation as they relate to the enterprise</li> <li>• capital investment analysis.</li> </ul> |  |
| <b>Assessment Conditions</b>  |  |
| <p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions:             <ul style="list-style-type: none"> <li>• skills must be demonstrated in an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials:             <ul style="list-style-type: none"> <li>• access to business records for an enterprise.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>   |  |
| <b>Links</b>  | <p>Companion Volumes, including Implementation Guides, are available at VETNet:<br/> <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72</a></p> |