

# Agribusiness Management

AHC51419 **Diploma of Agribusiness Management**



**RST**  
RTO code 140107

Regional Skills Training

Providing training solutions for rural and regional Australia

# Program Overview

The Regional Skills Training (RST) AHC51419 Diploma of Agribusiness Management training is designed for experienced and future farm business managers. It is also suitable if you are interested in becoming, or already working in:

- > Farm administration
- > Farm production management/administration
- > Station/property or agribusiness management/administration.

When undertaking this training you will be required to:

- > Take personal responsibility and exercise independence in undertaking complex work
- > Analyse information and exercise judgement to complete a range of advanced skill activities (theoretically based) which will also lead to the development of your own business plan.

You will gain knowledge in areas of:

- > Business planning
- > Gross margins and benchmarking
- > Cash flow budgeting
- > Succession planning
- > Machinery management
- > Grain marketing
- > Understanding your financier, taxation and superannuation
- > Farm risk and insurance
- > Cropping and livestock production planning.

RST utilises both in-house lecturers and local industry experts to deliver these topics which are relevant to farming and to local farming areas.

# Topics

## INTRODUCTION TO BUSINESS PLANNING AND ADMINISTRATION

- > What a business plan should contain
- > Setting farm business objectives
- > The layout and functions of an efficient farm office.

## GROSS MARGINS/BENCHMARKING

- > How to calculate and use gross margins (including breakeven yields and breakeven prices)
- > What benchmarking is and how to use it as a management tool.

## SUCCESSION PLANNING

- > How to formulate a succession plan and who to involve
- > What are the issues to be considered?
- > The importance of communication and effective strategies
- > Reviewing a succession plan.

## CASH FLOW BUDGETS

- > Budgeting basics - peak debt, cumulative cash flow, income and expenses
- > Setting up a cash flow budget (including key assumptions)
- > Importance of both operating and capital budgeting.

## ANNUAL FINANCIAL REPORTS/ FINANCE PLAN

- > Understanding livestock trading schedules, profit and loss statements, balance sheets and depreciation schedules
- > How to prepare a finance plan (including statement of position and finance record)

## FARM FINANCIAL ANALYSIS AND SOFTWARE

- > Cashbook setup
- > Entering data
- > Reconciliation principles
- > What farm accounting software actually does
- > Managerial/financial analysis
- > Comparing different available software.

## PROPERTY MAPS AND PROPERTY DESCRIPTION

- > How to prepare a property map
- > How to produce a property description.

## PRODUCTION PLANS

- > Planning your cropping and livestock enterprises
- > Producing cropping and livestock plans
- > Producing a livestock inventory.

## TAXATION

- > Changes to the taxation rules
- > Explaining the taxation system
- > Contacting the Australian Tax Office
- > GST, fringe benefits tax, land tax, payroll tax, depreciation etc.

## WORKPLACE HEALTH AND SAFETY

- > Understanding the Act
- > Minimising your risk and establishing your work health and safety (WHS) plan
- > Available templates from which you can prepare your own plan.

## CROP PRODUCTION PLANNING

- > Planning your cropping program
- > Soil structure, fertility, diseases and water holding capacity
- > Nutrient requirements
- > Understanding crop growth stages.

## FARM RISK AND RURAL INSURANCE

- > Identifying farm business risks
- > Identifying risk mitigating factors
- > Farm insurance (including machinery, crop, plant and vehicles, personal, fire insurance, terminology et cetera)

## ENTERPRISE MARKETING

- > Types of selling options
- > Getting the marketing plan in place
- > Monitoring, reacting and recording
- > Cost of production calculations
- > Target price(s).

## LIVESTOCK PRODUCTION

- > Key diseases in cattle and sheep
- > Management and husbandry strategies to prevent diseases
- > Understanding basic genetics
- > Innovations to improve production per head
- > Cost benefit analysis of improving production
- > Various selling options
- > Role of livestock agents
- > Preparing livestock for sale (condition, transportation etc.)
- > Documentation and dispute resolution
- > Targeting specific markets
- > Advertising.

## RURAL STAFF

- > Job descriptions
- > Recruitment
- > Induction, probation, performance management, training, annual reviews and employer responsibilities.

## MACHINERY MANAGEMENT

- > The real cost of owning machinery
- > Various forms of ownership
- > Monitoring your maintenance requirements
- > Operator safety and training.

## BUSINESS LEGAL STRUCTURES

- > Explaining the various types of business structures and advantages and disadvantages of each
- > Which structure is best for you?

## UNDERSTANDING YOUR FINANCIER

- > What are financiers after?
- > How can you help them to help you?
- > How to negotiate with financiers
- > Preparing a loan proposal (including security, repayments, conditions etc.)

## SUPERANNUATION AND FINANCIAL PLANNING

- > Superannuation (including self-managed superannuation funds)
- > Establishing financial targets
- > Types of off-farm investments
- > Attitude to financial risk.

## FARM TENURE DECISIONS

- > Analysing the pros and cons
- > Get better or get bigger?
- > Calculating a fair lease price
- > Lease agreement content.

## Funding and eligibility information

Subsidised training places are available subject to eligibility through the South Australian government WorkReady initiative. For further information and to check your eligibility visit: [www.skills.sa.gov.au](http://www.skills.sa.gov.au).

Accessing WorkReady funding may affect your eligibility for future funding.

Payment plans are available if needed.

A concession rate is available if you are eligible. Refer to the course fee sheet for cost and concession details.

If you are looking to do a traineeship under a Training Contract, RST can put you in touch with an apprenticeship network provider consultant who can advise on eligibility and arrange the paperwork for your Training Contract.

## Delivery regions

For groups of 12 people or more, RST will travel to your local region and conduct face to face workshops. Where possible, we will engage local industry experts to deliver some topics. For those who wish to study via open learning, an individual learning plan can be designed to suit you and your business's needs. Open learning students complete their studies using our online portal. All students have access to one on one phone and email support.

## Frequently asked questions

### HOW MANY WORKSHOPS WILL THERE BE?

Generally, there will be around 10 workshop days. Some of these days will cover two topics. Online students do not have attend workshops.

### WHAT IF I MISS A WORKSHOP?

We understand that sometimes it may not be possible for you to attend a workshop due to work, family or other commitments. You can easily catch up on missed topics using our online portal, webinars or one on one phone sessions.

### HOW LONG WILL MY TRAINING TAKE?

On average to gain your qualification the time frame is usually 18 months to 3 years depending on your needs and work commitments.

### DO I HAVE EXAMS?

You are not required to take exams, however you will need to complete assessments for each topic. Don't let that deter you- all assessments are designed so you can use your own property as a case study and input your own business information.

### DO I NEED TO COMPLETE A LANGUAGE, LITERACY AND NUMERACY ASSESSMENT TO ENROL?

As per government funding and training standards, RST is required to determine the support needs for students. As such, RST requires all students to complete an upfront assessment of needs process (UAN).

A suitability and support needs checklist will be completed as part of the enrolment process. Students will need to complete a Literacy and Numeracy Comprehensive Assessment (LaNCA). Where language, literacy and numeracy barriers are identified, student support will be provided.

## Testimonials

RST has received exceptional feedback about this course and takes great pride in helping contribute to one of our nation's most important industries.

*"... We loved the course and it has helped us to view our business differently. I love the idea of creating a business plan via all the assignments..."*

– Cleve, SA

*"Learning from presenters as well as other farmers and exploring issues together with my husband has helped us to keep our business growing"*

– Lochiel, SA

*"This has given me the ability to apply my learning straight away to my business – the course paid for itself in months"*

– Lochiel, SA

*"It was great in building my capability to ask the hard questions of our business and set better directions"*

– Kimba, SA

*"Subjects taught were relevant to our business and now we can operate the business better thanks to this course"*

– Kimba, SA



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# Regional Skills Training

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Information contained in this brochure is current at the time of production but is subject to change based on Government funding notifications or unforeseen circumstances. Please contact RST to confirm if the information in this brochure is current.

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