



Australian Government

Department of Education, Employment and Workplace Relations

AHCBUS507A Monitor and review business performance

Release: 1

AHCBUS507A Monitor and review business performance

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers monitoring and reviewing business performance and defines the standard required: to gather and analyse data relating to enterprise performance; review operational structures to determine effectiveness; identify available resources to assess capacity; develop realistic performance indicators; review enterprise operations against performance indicators; plan to improve business performance by addressing results of review.
------------------------	--

Application of the Unit

Application of the unit	This unit applies to those whose job role covers the functions associated with monitoring and reviewing the business performance of a rural enterprise.
--------------------------------	---

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Evaluate commercial performance	<p>1.1.Data relating to enterprise performance is gathered and analysed to identify historical and current performance.</p> <p>1.2.Operational structures are reviewed and analysed to determine the suitability of organisational processes to enterprise objectives.</p> <p>1.3.Enterprise strengths and weaknesses are evaluated against market conditions to determine current and future capacities.</p> <p>1.4.Enterprise objectives are evaluated to identify variations and scope for future development.</p>
2. Allocate and co-ordinate business resources	<p>2.1.Roles and responsibilities of personnel are identified and communicated.</p> <p>2.2.Resource requirements for enterprise are identified and costed using standard financial analysis techniques.</p> <p>2.3.Costs of ensuring sustainability of enterprise operations are calculated and factored into business planning for the enterprise.</p>
3. Identify performance requirements	<p>3.1.Performance indicators are developed and are realistic within available timeframes and resources.</p> <p>3.2.Factors inhibiting performance against objectives are identified and minimised.</p> <p>3.3.Market conditions are monitored and assessed based on relevant data and assumptions that are transferable and justifiable.</p> <p>3.4.Strategies and programs to promote the sustainability of operations are prepared and incorporated into enterprise procedures.</p>
4. Review business performance	<p>4.1.Enterprise operations are regularly reviewed to identify opportunities for improvements in performance.</p> <p>4.2.Impact of natural conditions on enterprise are monitored and anticipated to assess sustainability of resource use.</p> <p>4.3.Costs and estimates are compared with resource allocation.</p> <p>4.4.Operational plans are reviewed to determine schedule of activities.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- analyse market requirements
- match the enterprise to resources
- set enterprise objectives and make financial and economic determinations
- monitor and manage resources (human, physical, environmental)
- evaluate land capability and natural resources (where applicable to the enterprise)
- research, analyse and evaluate enterprise information and requirements
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- rates of return for products and/or services
- financial analysis techniques
- structure and operation of small businesses relevant State/Territory Occupational Health and Safety (OHS)
- legislative requirements
- environmental conditions, positive environmental practices and negative impact minimisation measures
- human resource requirements for the enterprise
- transport requirements for the enterprise
- enterprise/property improvement requirements.
- market performance in commodities
- statutory marketing requirements
- regulations related to exports of Australian agricultural products
- animal husbandry.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- gather and analyse data relating to enterprise performance
- review operational structures to determine effectiveness
- identify available resources to assess capacity
- develop realistic performance indicators
- review enterprise operations against performance indicators
- plan to improve business performance by addressing results of review.

Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole.

Data that may be gathered for analysis may include::

- sales figures
- expected revenues
- expenditures
- attributable costs
- market share figures
- trends in consumer purchases
- borrowing costs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • transport costs • delivery times.
The operational structures that may be included for review and analysis include:	<ul style="list-style-type: none"> • management processes • reporting arrangements • decision-making authorities • financial accounting procedures • promotional activities • operational resources.
Factors in market conditions that may be considered include:	<ul style="list-style-type: none"> • product and service demand • availability of funds • cost of financing • supplier costs • delivery constraints • availability of substitutes • competitors.
Standard financial analysis techniques may include:	<ul style="list-style-type: none"> • cost benefit analysis • 'what if?' analyses • time series and trend • expenditure and revenue ratios • break-even analysis • accounting standards • cash flow schedules.
The indicators of business performance may include:	<ul style="list-style-type: none"> • sales targets • revenue estimates • waste reduction • erosion replacement and reversal • environmental sustainability • variable cost ratios • investment returns • diversification.

Unit Sector(s)

Unit sector	Business
--------------------	----------

Co-requisite units

Co-requisite units		

Competency field

Competency field	
------------------	--