



Australian Government

Department of Education, Employment and Workplace Relations

AHCBUS506A Develop and review a business plan

Release: 1

AHCBUS506A Develop and review a business plan

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers developing and reviewing a business plan and defines the standard required to: set strategic goals, targets and directions for the enterprise; determine clear and measurable indicators of operational performance; identify and design risk management and mitigation strategies; develop appropriate operational plans; document the business plan; monitor the business plan to identify strengths, weaknesses and areas for improvement.
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Application of the Unit

Application of the unit	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.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Determine scope	<p>1.1.Scope of the business plan and associated systems is determined in consultation with key and specialist personnel.</p> <p>1.2.Accurate information is accessed to inform business plan development.</p> <p>1.3.Trends and seasonal variations are accounted for and incorporated into the business plan.</p> <p>1.4.Strategic goals, targets and directions of the enterprise are accounted for in the development of the business plan.</p> <p>1.5.Legal obligations are understood and complied with in developing the business plan.</p>
2. Prepare business plan	<p>2.1.Operational goals and targets that enhance opportunities to meet the enterprise strategic plan are developed.</p> <p>2.2.Supply chains are identified and incorporated into the business plan.</p> <p>2.3.Risk management needs are identified and addressed within the business plan.</p> <p>2.4.Trial systems are incorporated in order to test budgetary impact and operational potential prior to full implementation of the business plan.</p> <p>2.5.Indicators of operational performance are clear and measurable and allow for realistic analysis of performance.</p>
3. Document and review business plan	<p>3.1.Fiscal and operational systems that enhance performance management and suit enterprise requirements are included.</p> <p>3.2.Resource considerations are incorporated into the business plan.</p> <p>3.3.Business plan is accurately documented and clearly communicated to all relevant parties.</p> <p>3.4.Performance against the business plan is monitored to identify strengths, weaknesses and areas for improvement.</p> <p>3.5.Recommendations to improve the business plan and associated systems are made as required.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- set realistic goals
- operate manual and/or electronic commercial systems
- consider and evaluate alternatives
- develop and manage supply chains
- design performance criteria, and operational and tactical plans that are incorporated into a business plan
- analyse information and results
- identify and design risk management and mitigation strategies
- identify and design appropriate operational plans
- 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

- budgeting
- forecasting
- relevant industrial awards and agreements
- communication techniques
- risk management factors and priorities
- indicators of operational performance
- the fiscal and operational systems, and the resource considerations, that are relevant to business planning
- logical and analytic methods
- profit and loss and cash flow systems
- working knowledge of environmental, OHS, industrial relations, taxation, corporate and industry legislation as they relate to the enterprise
- capital investment analysis.

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	<p>Competence in developing and reviewing a business plan requires evidence that demonstrates ability to scope the business plan and determine key objectives and targets. 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:</p> <ul style="list-style-type: none"> • set strategic goals, targets and directions for the enterprise • determine clear and measurable indicators of operational performance • identify and design risk management and mitigation strategies • develop appropriate operational plans • document the business plan • monitor the business plan to identify strengths, weaknesses and areas for improvement.
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.	
Business plans may include:	<ul style="list-style-type: none"> • the goals and targets for the business plan which may be short, medium or long term and may relate to marketing and production targets • resource and asset development and

RANGE STATEMENT	
	<p>management, acquisitions</p> <ul style="list-style-type: none">• capital• property improvements• operational systems.
Operational goals and targets may include:	<ul style="list-style-type: none">• link directly to the enterprise strategic plan and also to Occupational Health and Safety (OHS), environment, quality and customer/market satisfaction key result areas.

Unit Sector(s)

Unit sector	Business
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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