



Australian Government

Department of Education, Employment and Workplace Relations

AHCBUS403A Support and review business structures and relationships

Release: 1

AHCBUS403A Support and review business structures and relationships

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers supporting and reviewing business structures and relationships and defines the standard required to: research and identify appropriate bodies and sources of information; select an appropriate business structure; establish roles and expectations for family positions in a rural business; negotiate and resolve disputes; manage stress.
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Application of the Unit

Application of the unit	This unit applies to those who identify and assist in the establishment of a primary production business and communicate the roles and responsibilities of family members within such a business.
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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

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1. Identify and assist in establishing/reviewing a rural business structure	1.1.Options for the business structure are identified and legal and taxation ramifications assessed. 1.2.Administrative procedures are followed to ensure full compliance with the chosen structure.
2. Identify and assist in the review of roles and responsibilities within the business unit	2.1.Roles and responsibilities within the business are clearly communicated to members of the business unit. 2.2.Business organisational structure is established/reviewed in consultation with members of the business unit. 2.3.Roles and responsibilities of family members are reviewed regularly in accordance with succession and estate planning requirements. 2.4.Wills are prepared, updated and stored in accordance with organisational requirements.
3. Assist in the development and implementation of stress management strategies	3.1.Potential causes of stress within a rural business environment are identified. 3.2.Stress management strategies are developed in consultation with family and other employees. 3.3.Strategies are implemented to minimise stress within the family and the workplace. 3.4.Stress management strategies are reviewed regularly in accordance with organisational requirements.
4. Access rural networks and support group	4.1.Relevant rural networks and support groups are identified. 4.2.Appropriate interpersonal skills are used to facilitate and promote positive relations. 4.3.Relationships are developed and maintained to promote the rural business in accordance with organisational goals and objectives. 4.4.Networking opportunities are identified and accessed in accordance with organisational requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- research and identify appropriate bodies and sources of information
- utilise technology
- implement strategies to resolve problems
- implement Occupational Health and Safety (OHS) and environmental policies and procedures
- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- 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 routine and more complex workplace measures and data
- 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

- relevant legislation and statutory requirements including those relating to OHS and anti-discrimination
- organisational structure
- organisations policies, plans and procedures
- environmental policies and procedures including sustainable energy work practices and techniques
- principles of effective communication in relation to listening, questioning and non-verbal communication
- workplace communication channels
- principles and techniques to use feedback to achieve positive outcomes
- rural networks and support groups
- stressors in the rural business environment.

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: • research and identify appropriate bodies and sources of information • select an appropriate business structure • establish roles and expectations for family positions in a rural business • negotiate and resolve disputes • manage stress.
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 structures and relationships may include:	• sole trader • partnership • company • family trust.

Unit Sector(s)

Unit sector	Business
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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