



AHC51416 Diploma of Agribusiness Management *Candidate Information and Application Forms*

Information to read about the RPL process and forms to complete.

Candidates have the option of applying for either *the Diploma of Agriculture or the Diploma of Agribusiness Management*. There are also a number of units common to both so experienced candidates should consider applying for a *dual Diploma of Agriculture and Agribusiness Management by using this form*.
Contact AgForce Training 3236 3100

WHAT DOES IT MEAN TO WORK IN AGRICULTURE

Agriculture draws upon various skills, knowledge and aptitudes to effectively and efficiently own and operate, manage or work in an agricultural enterprise.

Agriculture requires development of skills and knowledge in the areas of developing whole of farm plans, understanding climate risk management strategies, developing and monitoring business plans, crop and livestock production and safety considerations.

TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

To have skills formally recognised in the national system, AgForce Training must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Prepare a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Think about who can confirm your skill level. Think about current or recent colleagues who have seen you work in the past 18 months and will be able to confirm your skills. AgForce Training will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level (eg. Accountant, Bank Manager, Produce Supplier, Agronomist, Stock n Station Agent, Grain/Cattle buyer).
3. Collect documents you can use to support your knowledge and any certificates from courses or formal training you have done in the past.
4. You can speak with AgForce Training about other ways you can show your skills in the agricultural industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

STEPS IN THE RPL PROCESS

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the agricultural industry as you can. This is your opportunity to provide proof of your variety of experience in the industry. Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as AgForce Training will work with you during the RPL process. You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Here you can supply examples of your work history which could include:

General employment documents

- brief CV or work history
- position descriptions
- certificates/results of assessment
- details of courses, workshops, seminars, orientation or induction sessions
- references/letters from previous employers

Workplace documents

- any licences or tickets
- property plans (may include vegetation and land types, infrastructure, water courses)
- documents used to review business performance
- financial documents used to monitor business
- business plans
- diaries/log books, photographs of work undertaken
- membership of relevant professional/industry associations
- hobbies/interests/special skills related to the agricultural industry
- references/letters from previous employers/supervisors
- applications, submission and/or reports for government regulations/legislation requirements
- any other documentation that may demonstrate industry experience

Step 2 – Conversation with AgForce Training

AgForce Training will review the information you have provided and begin to match up your skills to the units/subjects in the qualification. During a telephone conversation, you will have the opportunity to discuss and identify your previous experience with AgForce Training who will understand your industry experience and conduct a competency conversation with you. You will be required to answer agricultural industry related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

You will be required to complete at least one practical paper-based exercise to demonstrate your level of competence. This exercise will be focussed on skills that are required in the qualification. AgForce Training will identify the skills you will need to complete.

Further steps

After completing the exercise/s, AgForce Training will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training, such as a correspondence program.

APPLICATION – Self Assessment Questionnaire
AHC50116 Diploma of Agriculture/AHC51416 Diploma of Agribusiness Management

Candidate Name: _____ **Date Completed:** _____

The below list of 'Units of Competency' with completion of 10 from the Diploma of Agriculture and/or Agribusiness Management. Please identify your level of experience in each activity/skilling area.

Unit Code	Elective List Activity/Skill Area (Unit Title)	I have performed these tasks			Agribus
		Frequently	Sometimes	Never	
AHCBAC408	Manage agricultural crop production				ANY 2
AHCCHM402	<i>Plan and Implement a Chemical Use Program</i>				
AHCAGB505	Develop a whole farm plan				
AHCAGB501	Develop climatic risk management strategies				
AHCAGB502	<i>Plan and manage infrastructure requirements</i>				
AHCAGB504	<i>Plan production for the whole business</i>				
AHCBUS501	Manage staff				
AHCBUS502	Market products and services				
AHCBUS506	Develop and review a business plan				
AHCBUS507	Monitor and review business performance				
AHCBUS508	<i>Prepare and monitor budgets and financial reports</i>				
AHCLSK501	Manage livestock production				ANY 2
AHCNAR506	<i>Develop and implement sustainable land use strategies</i>				
AHCNAR501	Manage natural areas on a rural property				ANY 2
AHCOHS501	Manage Work Health and Safety process				

Candidate Signature: _____ **Date:** _____

Rules for selecting units for diploma.

DIPLOMA OF AGRIBUSINESS MANAGEMENT

Select **at least 8 units from the elective list plus any 2 units aligned to AQF level 4** or above may be selected from the elective list, or this or any other endorsed Training Package or Accredited Course)

RPL APPLICATION FORM

Applicant Details:

1. Occupation you are seeking recognition in	Rural Business Management
2 Personal Details	
Surname	
Preferred Title (Mr, Mrs, Ms, Miss)	
First Name/s	
Any other name used	
3 Current Employment	
Are you currently employed?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
If Yes, in which industry are you currently employed? (ie grain, sheep/wool, beef)
Who is your current employer?
How many years have you been employed in the rural / agricultural industry?
5. Further Training (please include separate sheet for additional courses)	
Have you undertaken any training courses related to the agricultural industry?	YES <input type="checkbox"/> / NO <input type="checkbox"/> If Yes please list below
Course 1 - What agricultural areas / topics were you trained in?	
Training completion Date & Location	
Name of course and institution	
Course 2 - What agricultural areas/ topics were you trained in?	
Training completion Date & Location	
Name of course and institution	
Course 3 - What agricultural areas / topics were you trained in?	
Training completion Date & Location	
Name of course and institution	

6. Is there any further information you wish to give in support of your application

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7. Professional Referees (relevant to work situation) (ie Bank Manager, Accountant, Stock n Station Agent etc)

Name

Position

Organisation

Phone Number

Mobile Number

Email Address

Name

Position

Organisation

Phone Number

Mobile Number

Email Address

APPLICANT EMPLOYMENT HISTORY FORM

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties (please dot point)
	From	To			
1.					
2.					
3.					
4.					
5.					

Attach additional sheet if required

Evidence Checklist

Please indicate if you have any of the following documents for your business/enterprise. You are NOT required to post these documents to AgForce Training. The below list assists AgForce Training in aligning your knowledge and skills to the qualification. The documents you hold will be discussed during your competency conversation with AgForce Training

Document Name	I have this....
Property Map – including land types, vegetation, infrastructure, watercourses	<input type="checkbox"/>
Farm/Enterprise Business Plan	<input type="checkbox"/>
PMAV (Property Map of Assessable Vegetation)	<input type="checkbox"/>
Family/Business Meeting minutes/notes	<input type="checkbox"/>
Financial reports – profit & loss, balance sheet, cash flows, asset register	<input type="checkbox"/>
Budget (ie annually, quarterly)	<input type="checkbox"/>
Account Sales (proof of produce sales)	<input type="checkbox"/>
BAS (Business Activity Statements)	<input type="checkbox"/>
Stock on Hand documents - Stock numbers OR Grain/Wool stored	<input type="checkbox"/>
Employee / Contractor Wage Statements or Employment Documentation	<input type="checkbox"/>
Employee / Contractor Induction Manual/Booklet	<input type="checkbox"/>
Position Description – for employees/contractors	<input type="checkbox"/>
OHS Manual – Occupational Health & Safety information	<input type="checkbox"/>
Mustering Plans	<input type="checkbox"/>
Planting/Harvesting Plans	<input type="checkbox"/>
Enterprise SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)	<input type="checkbox"/>
Farm/Enterprise Policies and Procedures Manual/Booklet	<input type="checkbox"/>
Production Analysis spread sheets, working documents	<input type="checkbox"/>
Current and historical Rainfall Records and/or climate records (temps, frosts)	<input type="checkbox"/>
Permits – fire, cattle/grain movement etc	<input type="checkbox"/>
Farm Diary (outlining daily tasks ie harvested field 3, mustered Dam paddock)	<input type="checkbox"/>
Soil Tests	<input type="checkbox"/>
First Aid Certificate	<input type="checkbox"/>
Lists of native and introduced flora on property/farm	<input type="checkbox"/>
Property/Plant maintenance plans/records	<input type="checkbox"/>
Risk Assessments	<input type="checkbox"/>
Chemical Accreditation / ACDC licence	<input type="checkbox"/>
Chemical application / spray records/Property Spray/ Pest Management Plan	<input type="checkbox"/>
Audit participation documents (LPA, Graincare, Cattlecare etc)	<input type="checkbox"/>
Logbooks	<input type="checkbox"/>
Insurance Policies – Farm, Machinery, House/Contents, Crop/Stock	<input type="checkbox"/>
Monitoring procedures (ie regular grain or pasture monitoring)	<input type="checkbox"/>

Nature Refuge area on property	<input type="checkbox"/>
Biosecurity Plan	<input type="checkbox"/>
ERMP – Environmental Risk Management Plans for Reef catchments	<input type="checkbox"/>
Funding Submissions/Applications (<i>please list</i>) (ie Vegetation Management Assistance, Enviro Fund, Landcare, NRM group, Drought Subsidies, Freight/Fodder Subsidies)	<input type="checkbox"/>
Licences/tickets (<i>please list</i>) (ie chainsaw, firearm, heavy machinery)	<input type="checkbox"/>
Research / Reports you have completed for your Enterprise (<i>please list</i>)	<input type="checkbox"/>

