



# New Zealand Diploma in Primary Industry Business Management

Level 5

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**PrimaryITO**

## Growing your expertise

Whether you're an up-and-coming orchard supervisor looking to enhance your career, or a farm owner wanting to fill specific gaps in your business skills, this diploma will give you an in-depth understanding of the core elements and functions required to effectively manage a successful primary industry business in today's changing environment. The diploma is an industry-recognised qualification, so if you're looking to go places, it's a good place to start.

Once you've completed the diploma you'll be able to:

- Develop, implement and review business plans for primary industry business operations to meet performance requirements.
- Manage financial requirements using current and emerging technology to inform decision-making in a primary industry business.
- Utilise increased interpersonal and leadership skills to plan, implement and review staff employment matters, work allocation, performance, health, safety, and wellbeing requirements in a primary industry business.
- Plan, implement, and review the environmental sustainability requirements of a primary industry business.
- Determine current business position and develop a strategic plan for the future direction of a primary industry business.

## Courses to suit you

Courses are run via Zoom, so you won't need to travel to take a course. With experienced tutors, the interactive discussions and content will be relevant to you and your business.

- It is an applied diploma with learning that relates directly to a functioning primary industry business. You will use your own workplace or a business you are familiar with as a case study which means you will develop skills that you can put into practice straight away.
- Sessions are designed to fit around a typical workday in a primary industry business.
- You can take one course over 9 weeks to develop a specific skill, or work towards the full diploma (full diploma will take 2 years to complete).
- Once you've completed the diploma, you'll come out with an industry recognised qualification and skill set.

**Entry requirements:** Learners need to have access to a functioning primary industry business, including financial records, production data, and a property/physical environment to evaluate. Some staff management responsibilities are preferred but not essential.

## Topics

### Business Planning

Success is driven by your ability to apply a different level of thinking to your decision making. Learn how to put plans in place to achieve your goals. This topic includes one course by the end of which you will be able to:

- Review key concepts of business management and planning processes for a primary industry organisation.
- Research and interpret information about the current state of a primary industry organisation.
- Develop a business plan for a primary industry organisation.

### Financial Management

Understand the right options for your business by speaking the same language as your financial advisor. Learn how to prepare budgets and forecasts to assess your financial possibilities. This topic includes two courses by the end of which you will be able to:

- Compile and analyse financial management information for a primary industry organisation.
- Apply principles of taxation to a primary industry organisation.
- Identify and evaluate opportunities to finance a primary industry organisation.
- Benchmark the physical and financial performance drivers of a primary industry organisation.
- Prepare financial analysis reports for a primary Industry organisation using suitable technology.
- Develop a proposal to obtain finance for a primary industry organisation.
- Develop a financial plan for a primary industry organisation.

### Human Resource Management (Staff Management)

Grow a team that will grow your business. Learn how to pick the right people for your business, support their growth, and improve staff retention. This topic includes two courses by the end of which you will be able to:

- Identify the employment obligations and professional communication processes needed in a primary industry organisation.
- Outline the processes for managing the recruitment, selection, induction and termination of staff for a primary industry organisation using leadership and interpersonal skills.
- Identify and evaluate strategies for managing work allocation, training, well-being, working relationships, social and cultural aspects of working in teams.

- Develop strategies to implement and monitor staff performance and training within primary industry organisation.
- Identify workplace compliance and legislative requirements within an Aotearoa New Zealand primary industry organisation.
- Develop a compliant health, safety, and wellbeing plan for a primary industry organisation.
- Review strategies to assess, monitor and respond to employee wellbeing within a primary industry organisation.

### Environmental Sustainability

Stewardship of the environment has never been more important than it is today. Learn how you can balance productivity and sustainability. This topic includes one course by the end of which you will be able to:

- Analyse the natural and physical resources relevant to the management of a primary industry organisation.
- Describe the roles and requirements of central government and regional and district authorities relating to the environmental sustainability of a primary industry organisation.
- Identify and analyse environmental management practices which enhance sustainability in a primary industry organisation.
- Develop an environmental sustainability plan for a primary industry organisation.

### Risk Management

Don't get caught out. Learn how to analyse and plan for risk management in a primary industry organisation. This topic includes one course by the end of which you will be able to:

- Analyse the risk factors associated with the management of a primary industry organisation including economic, social, and environmental sustainability.
- Develop a risk management plan for a primary industry organisation.

### Primary Industry Business Analysis and Reporting\*

Bring together everything you've learnt in your diploma studies to critically analyse your business and its future direction in the final course:

- Analyse physical, financial and human resources for a primary industry organisation.
- Identify and evaluate opportunities for the future strategic direction of a primary industry organisation.
- Produce and present a primary industry business report.

*\*Completion of prerequisite courses is an entry requirement for this final course.*

"Because I lead the business decisions, I need to know how to manage staff and budgets. This has given me so much confidence in these areas to achieve better outcomes."

**Phillip Dight, Wine Growing**

"That is money out of my pocket so I want to know what is happening, why are we doing that and what does it cost? Now I have the skills to assess that."

**Sian Madden, Dairy Farming**

"The financial, human resources and business planning learning apply to all agricultural industries equally. The only difference is that our farm is on the water and they are farming on the ground. You use the same dollars, you deal with the same people and the complexity of operations has many things in common."

**Salvador Delgado Oro Laprida, Aquaculture**

"It has helped me to be more up to date with cash-flow and budgeting and with decisions on what to do and where to spend money in the business. It also helps you know where you are going"

**Scott Adams, Sheep and Beef & Viticulture**

## Working in partnership

The New Zealand Diploma in Primary Industry Business Management is a nationally recognised qualification. It is available throughout the country and supported by the key industry bodies.

Supported by:



**Call your local training adviser to talk about whether the Diploma is right for you, call 0800 20 80 20 or visit [www.primaryito.ac.nz/diploma](http://www.primaryito.ac.nz/diploma)**

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