



Promoting Professional Excellence  
in Rural Business Administration

## **FARM ACCOUNTING AND BUSINESS ADMINISTRATION PROGRAMME**

The work undertaken by a farm administrator, a farmer or an accountant requires a level of understanding of issues, rules & regulations and terminology that is unique to agriculture. For those without this experience or who would like to have their knowledge level recognised, IAgSA has developed a series of training modules collectively known as Farm Accounting and Business Administration. This training programme is delivered through our main training provider, Achieve-Ability Plus. Details of the modules (Units 1 to 4) are below and they will be accredited through Lantra Awards: Customised Provision.

|   |
|---|
| <b>Unit 1 - Farming Knowledge (1 day)</b>   |
| This course will enable the participant to gain an understanding of the farming terminology and an awareness of agricultural practices and issues.  |
| <b>Unit 2 - Farm Record Keeping for Livestock and Crops (1 day)</b>   |
| This course will enable the participant to gain knowledge of the physical and legislative record keeping requirements of a farm business, in particular the requirements for cross compliance and farm assurance.   |
| <b>Unit 3 - Financial Recording for the farm business ( 2 days)</b>   |
| This unit will enable learners to create, maintain and complete farm financial records as required by the accountant in order to produce the year end accounts.   |
| <b>Unit 4 - Farm Office Organisation / Administration (1 day)</b>   |
| This course will enable participants to gain the understanding of the requirements of becoming a Farm Administrator (both employed and self-employed). Along with the implementation of effective systems and procedures in the farm office and to meet the requirements of legislation, including the maintenance of employment and health and safety records. |

The above training programme is open to both IAgSA members and fellow persons involved within the agricultural sector including accountants, farmers and other industry bodies. You do not need to become a member of IAgSA to complete the IAgSA Training Programme.

To find out more about the IAgSA Training Programme please call the  
National Office on T: 01926 485543