



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **AHCHBR401A Carry out student stable management duties**

**Release: 1**

## AHCHBR401A Carry out stud stable management duties

### Modification History

Not Applicable

### Unit Descriptor

|                        |   |
|------------------------|---|
| <b>Unit descriptor</b> | This unit covers procedures involved with carrying out stud stable management duties and defines the standard required to: complete appropriate forms and records; manage the nomination of horses for sale and exhibition; maintain operational and breeding records; supervise financial and business management affairs. |
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### Application of the Unit

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| <b>Application of the unit</b> | This unit applies to horse stud staff who nominate horses for sale or exhibition, complete and forward required pedigrees, transfer forms and stud records for the property and other administrative matters. |
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

|                           |  |  |
|---------------------------|--|--|
| <b>Prerequisite units</b> |  |  |
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## Employability Skills Information

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| <b>Employability skills</b> | This unit contains employability skills. |
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## Elements and Performance Criteria Pre-Content

Not Applicable

## Elements and Performance Criteria

| <b>ELEMENT</b> | <b>PERFORMANCE CRITERIA</b> |
|----------------|-----------------------------|
|                |                             |

| <b>ELEMENT</b>   | <b>PERFORMANCE CRITERIA</b>  |
|--|--|
| 1. Gather and manage information for managing the stable | 1.1. Work to be undertaken is interpreted from work program where necessary, and confirmed with management.<br>1.2. Documents within the organisation that detail the requirements of the production program are identified and obtained.<br>1.3. Record keeping systems in place within the stud are maintained and managed to ensure sound records may be accessed at any time.<br>1.4. Discussions are held with operational personnel and immediate management to discuss the requirements of them in relation to record keeping and horse identification. |
| 2. Nominate horses for sales or exhibition               | 2.1. Appropriate entry forms are obtained, completed and submitted for the specified activity.<br>2.2. Horses are nominated manually or electronically through established systems and according to organisational procedures.<br>2.3. Entry fees are paid up prior to the required nomination time.   |
| 3. Apply relevant requirements                           | 3.1. Required pedigrees and histories are obtained from, or supplied to, the controlling agents.<br>3.2. Horse transfer/ registration forms are completed and forwarded to the relevant controlling body.<br>3.3. While working around the stud, all OHS procedures and practices are used to minimise risk.   |
| 4. Maintain stud record                                  | 4.1. Mares or horses arriving at stud are identified in line with established stud protocols.<br>4.2. Breeding and operational records are kept accurately either manually or electronically.<br>4.3. Financial records of both receipts and expenditure are entered in the designated stud or property records.   |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

**REQUIRED SKILLS AND KNOWLEDGE****Required skills**

- meet the needs of breed societies and stud book keepers for information, records and registrations
- collate information and report accurately on financial matters
- read and interpret cost sheets, production information, target statistics, quantities of feed and other inputs, and material Safety Data Sheets
- prepare and present production and other information in a manner that is readily accessible for both management and operators
- 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**

- requirements and procedures laid down by the relevant breed societies or the keeper of the relevant stud book
- the nature of actual stud business in which the individual works, and some understanding of the established processes and protocols
- relevant legislation and regulations relating to waste and environment management, animal health and welfare, and employment of staff and contractors
- appropriate legislative requirements, manufacturers' instructions and enterprise procedures/instructions
- relevant State/Territory legislation, regulations and codes of practice with regard to workplace Occupational Health and Safety (OHS), and the use and control of machinery and equipment.

## Evidence Guide

| <b>EVIDENCE GUIDE</b>  |  |
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| 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. |  |
| <b>Overview of assessment</b>  |  |
| <b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>  | <p>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"> <li>• complete appropriate forms and records</li> <li>• manage the nomination of horses for sale and exhibition</li> <li>• maintain operational and breeding records</li> <li>• supervise financial and business management affairs.</li> </ul> |
| <b>Context of and specific resources for assessment</b>  | 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

| <b>RANGE STATEMENT</b>  |   |
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| The range statement relates to the unit of competency as a whole. |   |
| Management duties may include:                                    | <ul style="list-style-type: none"> <li>• the range of recording and administrative functions for horse studs for any breed, or breeding registered horses for any purpose.</li> </ul> |

## Unit Sector(s)

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| <b>Unit sector</b> | Horse breeding |
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## Co-requisite units

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| <b>Co-requisite units</b> |  |  |
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## Competency field

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| <b>Competency field</b> |  |
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