



Australian Government

Department of Education, Employment and Workplace Relations

AURMO3002A Monitor compliance with motorsport rules and regulations

Release: 1

AURMO3002A Monitor compliance with motorsport rules and regulations

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit of competency describes the skills and knowledge required to ensure relevant rules and regulations are applied accurately and consistently by officials and volunteers in a motorsport event. It also includes the application of conflict resolution strategies to prevent and/or deal with minor disputes regarding decisions made by an official.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who undertake a supervisory role to promote and monitor the accurate interpretation and application of rules and regulations by officials, support staff or volunteers in motorsport events, including practice sessions.</p> <p>Correct and consistent application of rules and regulations is integral to the integrity and image of motorsport and to provide fair and equitable outcomes for participants.</p>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide information on rules and regulations	1.1. Accurately and clearly explain to personnel relevant rules and regulations, including organisation-specific policies and procedures 1.2. Make all current and updated rules and regulations readily accessible to staff in a timely and regular manner according to organisational procedures 1.3. Regularly provide information and clearly explain to the work group information about the application and interpretation of rules and regulations 1.4. Provide opportunities for staff members to contribute their views on the application and interpretation of rules and regulations, including possible ramification of poor decisions and conflicts of interest
2. Monitor application of rules and regulations	2.1. Monitor ongoing compliance with rules and regulations and ethical behaviour in the application of rules and regulations 2.2. Take prompt and appropriate action to address non-compliance or misinterpretations of rules and regulations 2.3. Monitor the effectiveness of rules and regulations in maintaining the integrity of the event and ensuring fair outcomes for participants 2.4. Provide timely feedback on non-compliance to designated person according to organisation procedures
3. Adjudicate on decisions	3.1. Adjudicate on decisions, where required, in accordance with the rules and regulations 3.2. Manage the reactions of participants to decisions in accordance with the rules and regulations 3.3. Use effective communication skills to manage and resolve conflict situations 3.4. Report incidents or non-compliant activities to senior official and/or stewards
4. Identify training needs	4.1. Provide advice on training needs of individuals and workgroup based on monitoring of team performance 4.2. Provide coaching and mentoring assistance to team members and/or facilitate arrangements for fulfilling training needs in consultation with appropriate management and according to organisation policies

ELEMENT	PERFORMANCE CRITERIA
	and procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills include:

- technical skills to the level required to operate information and communications technology to access and disseminate information on rules and regulations
- communication skills to the level required to communicate and discuss rules and regulations, promote compliance, deal with conflict and disputes, and to relate to people from a range of social, cultural and ethnic backgrounds and of varying physical and mental abilities
- literacy skills to the level required to read and interpret rules and regulations, and to accurately record and report details of incidents and non-compliance
- problem-solving skills to the level required to determine the rule or regulation which applies to a given situation, to assess situations and make appropriate decisions
- team skills to the level required to coordinate team adherence to, and correct and consistent application of, rules and regulations

Required knowledge

Required knowledge includes:

- applicable motorsport codes, guidelines, and rules and regulations
- ethical and unethical conduct in officiating
- communication procedures, including reporting lines, within the motorsport environment
- types and causes of conflict that typically occurs and resolution techniques
- organisation policies and procedures on conflicts and complaints, including any reporting requirements
- procedures for reporting incidents and documentation which needs to be completed
- appeals and inquiries processes and procedures
- applicable commonwealth, state or territory legislation, regulations, standards and codes of practice, including occupational health and safety (OHS) and environmental regulations, relevant to officiating or volunteering in a motorsport event

REQUIRED SKILLS AND KNOWLEDGE

- organisational policies and procedures, including safety requirements, hazard identification, risk assessment and emergency response procedures, related to officiating or volunteering in a motorsport event

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors must be satisfied that the candidate can competently and consistently:</p> <ul style="list-style-type: none"> • demonstrate broad knowledge of relevant rules, regulations and guidelines, and the ability to apply them to facilitate the outcome of an activity • provide clear and accurate explanations of rules and regulations to other personnel • monitor the application of rules and regulations and identify non-compliance • practice fairness and ethical behaviour in the application of rules and regulations • adjudicate decisions and manage conflict in accordance with relevant rules, regulations and guidelines • complete accurate reports on incidents and disputes.
Context of, and specific resources for assessment	<ul style="list-style-type: none"> • The application of competency is to be assessed in the workplace or a simulated environment that reflects as far as possible the actual working environment. • Assessment is to occur using standard and authorised work practices, safety requirements and environmental constraints. • Assessment is to comply with relevant regulatory requirements, including specified Australian standards. • Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability. • The following resources should be made available: <ul style="list-style-type: none"> • access to relevant rules and regulations, codes and guidelines • access to suitable motorsport events • applicable personal protection and safety equipment and resources.
Method of assessment	<ul style="list-style-type: none"> • Assessment must satisfy the endorsed Assessment Guidelines of this Training Package. • Assessment methods must confirm consistency and

EVIDENCE GUIDE	
	<p>accuracy of performance (over time and in a range of workplace relevant contexts) together with application of Required Skills and Knowledge.</p> <ul style="list-style-type: none"> • Assessment methods must be by direct observation of tasks and include questioning on Required Skills and Knowledge to ensure its correct interpretation and application. • Assessment may be applied under project related conditions (real or simulated) and require evidence of process. • Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances. • Competence in this unit may be assessed in conjunction with other functional units which together form part of the holistic work role.
Guidance information for assessment	Assessment processes and techniques must be culturally sensitive and appropriate to the language and literacy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Motorsports	<p>Motorsports may include:</p> <ul style="list-style-type: none"> • automobile (car, truck and cart), motorcycle and powerboat events • competitions and practice sessions • circuit, track, speedway, rally, road and off-road events • club, state/territory, national and international events
Rules and regulations	Rules and regulations impacting on officials may

RANGE STATEMENT	
	<p>include:</p> <ul style="list-style-type: none"> • current edition of the relevant National Competition Rules (NCR) • supplementary regulations for the event or competition • organisations' rules, policies and procedures regarding competent and ethical officiating, dress requirements and protocols, health and safety, and other values underpinning the activity • professional association regulations and codes of conduct • Australian Sports Commission Officials Code of Conduct policy • relevant national, state/territory or local government regulations and guidelines • Federation Internationale de l'Automobile (FIA) and Federation Internationale Motocycliste (FIM) policies and procedures
Implications	<p>Implications of non-compliance with rules and regulations may include:</p> <ul style="list-style-type: none"> • health and safety • duty of care • employment • privacy • natural justice • tribunals/judiciaries/hearings • contracts • sponsorship
Fairness	<p>Fairness relates to:</p> <ul style="list-style-type: none"> • consistent interpretation and application of rules and regulations • elimination of biases towards one team or competitor • one team or competitor not gaining an unfair advantage over another
Conflict resolution techniques	<p>Conflict resolution techniques include:</p> <ul style="list-style-type: none"> • problem solving • negotiation • use of appropriate communication skills

RANGE STATEMENT	
Communication skills	<p>Communication skills to manage the reactions of participants to decisions may include:</p> <ul style="list-style-type: none"> • addressing people politely • clarifying the relevant rule or regulation • presenting information in logical order • refraining from swearing, arguing or fighting • remaining patient • refraining from interrupting • speaking clearly • using language that is not patronising but at a suitable level • using body language and voice in an assertive but not aggressive manner • using non-discriminatory language • using effective listening and speaking skills • verifying what has been said or done and why it has been said or done
Information/documents	<p>Sources of information/documents may include:</p> <ul style="list-style-type: none"> • hardcopy and electronic media • verbal, written and graphical information • safe work procedures related to motorsport officiating and volunteering • regulatory/legislative requirements pertaining to motorsport officiating and volunteering • NCR and event supplementary regulations • motorsport organisation manuals, codes of conduct, policies and procedures • controlling body rules, category rules and supplementary regulations • event policies and procedures relating to work areas, authorities and lines of communication • task instructions, including briefings, worksheets, checklists and plans
OHS requirements	<p>OHS requirements are to be in accordance with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:</p> <ul style="list-style-type: none"> • personal protective equipment and clothing • safety equipment • first aid equipment

RANGE STATEMENT	
	<ul style="list-style-type: none"> • hazard and risk control • elimination of hazardous materials and substances • manual handling, including shifting, lifting and carrying • emergency procedures
Legislative requirements	<p>Legislative requirements are to be in accordance with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice, and may include:</p> <ul style="list-style-type: none"> • award and enterprise agreements • industrial relations • confidentiality and privacy • OHS • the environment • equal opportunity • anti-discrimination • relevant industry codes of practice • duty of care
Environmental requirements	<p>Environmental requirements may include but are not limited to:</p> <ul style="list-style-type: none"> • waste management • noise • habitat, flora and fauna protection • clean-up management
Organisational policies and procedures	<p>Organisational policies and procedures may include:</p> <ul style="list-style-type: none"> • OHS, sustainability, environment, equal opportunity and anti-discrimination policies and procedures • industry codes of practice • safe work procedures • communication, reporting and recording procedures

Unit Sector(s)

Unit sector	Motorsport officiating
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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