



Australian Government

Department of Education, Employment and Workplace Relations

RGRROP312A Perform duties of licensing or registration clerk

Release: 1

RGRROP312A Perform duties of licensing or registration clerk

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to apply knowledge of racing terminology, identification of greyhounds or horses, and classes of registration or licenses to racing governing body applications and renewals process. It requires an ability to communicate verbally and provide assistance to customers when submitting applications, close attention to detail and timely completion of required documentation.

This unit of competency operates in workplace environments of racing administration, stables, kennels, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your State Principal Racing Authority for current license or registration requirements.

Application of the Unit

Application of the unit

This unit of competency supports racing industry personnel who are required to perform the administration duties of a racing governing body licensing or registration clerk as part of their job role.

Competencies attained in this unit apply to the greyhound, harness and thoroughbred codes of the industry. Consequently when performance criteria are applied they will relate to either the greyhound code or harness code or the thoroughbred code and statements of attainment will reflect this distinction.

This unit can be contextualised for other industries while also maintaining the integrity of the unit.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

Employability Skills Information

Employability skills This unit contains employability skills.

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. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Identify greyhounds or horses.	<ol style="list-style-type: none"> 1. Terminology used to describe identification features of greyhounds or horses is applied. 2. Brands are described using racing terminology and reproduced as required. 3. Registration documents are interpreted using racing terminology .
Process documentation.	<ol style="list-style-type: none"> 4. Documents used to identify registered or licensed greyhounds or horses and/or racing participants are completed using racing terminology. 5. Classes of license or registration are defined. 6. Customers are provided with assistance to complete and submit applications. 7. Applications and renewals are processed within time constraints. 8. Requests for information from stewards and other relevant staff are dealt with in a timely manner.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- accurate data processing skills
- applying OHS and environmental work procedures
- communicating with stewards, racing officials, licensed and registered personnel and others using assertive communication techniques to gather, interpret and relay information relating to industry licensing or registration requirements
- completing duties in accordance with safe operating procedures and nominated time frame
- complying with organisational policies and procedures
- consulting concisely and effectively with customers, colleagues and team members
- evaluating advantages or disadvantages of a variety of potential solutions to problems
- making effective decisions
- operating a range of office equipment and technology
- providing prompt and courteous customer service

REQUIRED SKILLS AND KNOWLEDGE

- reading and interpreting workplace documentation, including rules of racing and licensing or registration applications
- researching and evaluating information, including animal identification features
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- written communication skills to complete workplace documentation and reports.

Required knowledge

- animal identification features and terminology
- communication procedures, including reporting lines within the workplace and wider racing industry
- hazards and potential hazards in the workplace and risk control procedures
- industry terminology related to licensing and registration
- OHS and environmental legislative requirements
- organisational policies and procedures
- principles of effective communication
- procedures for operation and maintenance of equipment
- relevant rules of racing
- reporting requirements for irregularities and problems.

Evidence Guide

EVIDENCE GUIDE

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are to apply when undertaking licensing and registration duties
- implementation of procedures and timely techniques for the safe, effective and accurate application of licensing and registration duties
- working with others to undertake and complete procedures that meet required outcomes.

Evidence should be collected over a period of time in a range of workplace-relevant contexts and include dealings with an appropriate range of situations.

Context of, and specific resources for assessment

Competency must be assessed in a racing workplace that provides access to the required resources. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements.

Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- industry supervised access to racing administration offices relevant to the applicable racing code
- materials and equipment relevant to assessing candidate's ability to perform licensing and registration duties
- work instructions and related documentation.

Method of assessment

Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package.

The suggested strategies for the assessment of this unit are:

EVIDENCE GUIDE

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks.

Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

Guidance information for assessment

Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. 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.

Terminology used when identifying greyhounds or horses may include:

- brands classification
- body marking classification
- directional terms, for example:
 - forequarter
 - hindquarter
 - near-side
 - off-side
- electronic identification
- gender classification
- height classification
- pedigree

RANGE STATEMENT

Identification features of greyhounds or horses may include:

- points of the greyhound or horse.
- brands
- breeder of animal
- colours
- date of whelping (greyhound specific)
- DNA
- markings
- owner
- racing name
- registration number
- sire and bitch or dam
- sex.

Brands may be described by:

- age brands
- alpha angle coding
- ear brands (greyhound specific)
- freeze brands.

Documents used may include:

- applications for racing colours
- applications for animal names
- incoming or outgoing clearances for interstate and overseas
- leases and lease cancellations
- microchip records
- pup or foal registrations
- syndications
- transfers of ownership.

Racing participants may include:

- animal owners
- licensed and registered personnel.

Classes of license or registration may include:

- approved rider
- apprentice jockey
- catching pen attendant
- driver
- greyhound attendant
- jockey
- number one trainer
- owner
- owner trainer
- public trainer
- stablehand
- stud master/manager
- trackwork driver

RANGE STATEMENT

- trackwork rider.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common