



Australian Government

Department of Education, Employment and Workplace Relations

RGRROP316A Perform duties of track supervisor during trackwork operations

Release: 1

RGRROP316A Perform duties of track supervisor during trackwork operations

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to supervise the activities of licensed and registered personnel and race club visitors, and to monitor track usage for the training of racing animals. It requires the ability to ensure the rules of racing and race club safe operating procedures are followed, communicate effectively with industry participants, complete required documentation and report the need for repair or maintenance to the track or immediate surrounds.

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 race club employees to supervise trackwork operations.

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 the greyhound or harness or thoroughbred code, and statements of attainment for this unit 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

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
Open track for use.	<ol style="list-style-type: none"> 1. Track is inspected for safety compliance . 2. Track barriers, signs and/or cones are placed on 'no-go' areas. 3. Track access notices are displayed and lights switched on if required. 4. <i>Paperwork</i> for registering track use is prepared. 5. Medical supervision is confirmed as required for nominated track regulations.
Monitor track use.	<ol style="list-style-type: none"> 6. Compliance of drivers, riders or attendants with <i>safe operating procedures</i> and use of <i>personal protective equipment</i> is enforced. 7. <i>Gear</i> is inspected for compliance with rules of racing and irregularities are reported to stewards. 8. <i>Animal care and welfare</i> procedures are enforced and stewards notified of incidents, accidents or near misses. 9. Traffic is controlled . 10. Dangerous greyhounds or horses are identified and drivers, riders or attendants directed to remove them from track. 11. Strategies are employed to reduce the risk of <i>potential problems</i> escalating into major hazards.
Close track.	<ol style="list-style-type: none"> 12. Track closure is announced and access by others is controlled. 13. Verification that all greyhounds or horses are off course is obtained. 14. <i>Damage or wear and tear</i> to the track and surrounds is identified and reported to appropriate persons. 15. Control of track is handed back to grounds staff. 16. <i>Reports on track use</i> are completed and filed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- assessing race club and industry requirements associated with trackwork and training operations, including safety, security, licensing, and staff and animal welfare
- communicating with stewards, race club and licensed and registered personnel, and

REQUIRED SKILLS AND KNOWLEDGE

others using assertive communication techniques to gather, interpret and relay information related to trackwork operations

- completing duties in accordance with safe operating procedures and nominated time frame
- complying with organisational policies and procedures
- evaluating advantages or disadvantages of a variety of potential solutions to resolve problems
- identifying industry-approved gear and illegal devices
- identifying irregularities with greyhounds or horses that may indicate injury, distress or illness
- identifying potential hazards and evaluating risks associated with trackwork activities
- making effective decisions
- reading and interpreting workplace documentation, including rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- teamwork skills to ensure completion of job tasks
- written communication skills to complete workplace documentation and reports.

Required knowledge

- approved gear and illegal devices
- ethical conduct standards of relevant racing principal authority
- industry terminology related to racing and trackwork operations
- OHS and environmental legislative requirements
- organisational policies and procedures
- principles of effective communication
- protocols and procedures for communicating with licensed and registered personnel, racing officials and other relevant people
- racing industry animal welfare requirements
- reporting requirements for trackwork irregularities and problems
- rules relating to common welfare principles of racing animals, race club security, track conditions and associated documentation
- rules relating to licensed personnel, permit holders and others authorised to undertake trackwork activities
- relevant rules of racing.

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 the specific industry sector and 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 supervising trackwork operations
- implementation of procedures and timely techniques for the safe, effective and efficient application of trackwork supervision duties
- working with others to undertake and complete supervisory 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:

- materials and equipment relevant to assessing candidate's ability to supervise trackwork operations
- relevant racing code trackwork sites, such as training and racetracks
- 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:

- written and/or oral assessment of candidate's required

EVIDENCE GUIDE

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.

EVIDENCE GUIDE

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.

Track *inspected for safety compliance* may include:

- access to other tracks restricted via barriers, signs or gates
- alarms operational
- effective lighting
- foreign objects, litter or other hazards or people
- loose greyhounds
- loose or bolting horses
- personnel working on tracks
- placement of plastic cones, markers or witches hats
- rail placement and repair
- relocation of irrigators
- sprinklers turned off or watering truck removed
- stray or feral animals
- track notices displaying direction of track use and pace allowed on various tracks
- track surface following maintenance
- track surface following heavy rain.
- date of use
- fee status
- name of track supervisor
- name of trainer of greyhound or horse
- number of greyhounds or horses per trainer or

Paperwork for registering track use will include:

RANGE STATEMENT

handler

- type of track to be accessed.

RANGE STATEMENT

Safe operating procedures for driver, rider or attendant may include:

- adhering to responsibilities under OHS legislation and workplace practices
- adhering to responsibilities under national and state codes of practice; federal, state and territory legislation; and local government regulations covering animal welfare
- adhering to rules of racing and rules of the race venue
- considering variables that influence behaviour of greyhounds or horses, such as:
 - fences and equipment
 - lure, wind and noise
 - other persons or animals
 - vehicles
- driving or riding in an industry-recognised manner
- driving or riding horses purposefully to and from the track
- following track rules, such as:
 - obeying light signals at gap
 - driving or riding in single file at crossings
 - ensuring horses working slow move to outside of track
 - driving or riding at correct pace on designated tracks
 - driving or riding in proper direction as directed by signage and gap attendant
 - observing track entrance and exit rules
- stirrup irons at approved length
- using personal protective equipment
- using safe gear and saddlery.

Personal protective equipment may include:

- approved helmet
- approved vests
- gloves
- goggles
- smooth soled riding boots
- work boots.

Gear compliance will cover:

- Australian and local rules of racing-approved gear list for relevant racing code
- illegal devices, including:
 - jiggers

RANGE STATEMENT

- Animal care and welfare*** requirements will include:
- unapproved heart rate monitors or other battery operated or electrical devices.
 - careless driving or riding practices that may cause injury or distress to horses
 - identifying and reporting bleeders to stewards
 - incidents that may cause injury to other greyhounds or horses
 - reporting accidents or near misses
 - visible signs of neglect, distress or injury in animals being worked.
- Traffic is controlled*** by:
- number of greyhounds or horses on any track at one time
 - number of greyhounds or horses that may enter or exit a track at one time
 - pedestrian traffic.
- Potential problems*** are managed by:
- identifying hazards
 - controlling risks
 - eliminating hazardous materials and substances
 - following safe operating procedures
 - reporting unsafe operating procedures
 - using correct manual handling techniques, including:
 - carrying
 - lifting
 - shifting
 - using personal protective equipment.
- Damage or wear and tear*** to track and surrounds may include:
- breakdown of track alarm
 - cutting up of grass tracks requiring divots replacement
 - damage to running rails
 - depressions in woodchips, sand or cinders tracks
 - lighting failure
 - heavy rain causing wash away
 - shifting woodchips, sand or cinders.
- Reports on track use*** will include:
- accidents to drivers, riders, handlers or others
 - injuries to greyhounds or horses
 - near miss incidents
 - reports of bleeders
 - track use by trainers to club accounts.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common