



Australian Government

Department of Education, Employment and Workplace Relations

RGRSTD301A Perform duties of cadet steward

Release: 1

RGRSTD301A Perform duties of cadet steward

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to perform the duties of a cadet steward in race meeting and non-race meeting activities. It requires knowledge of rules relating to licensed personnel, permit holders and others authorised to undertake work on racecourses and racing training establishments, as well as knowledge of the rules of racing related to the gear worn by racing animals and the animals' health, fitness and suitability to race.

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

Greyhound, harness and thoroughbred racing is strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant racing controlling body. For this reason enrolment in this unit of competency is restricted to people currently employed as a stipendiary or cadet steward or those who have been approved by a State Principal Racing Authority to undertake this unit.

Application of the Unit

Application of the unit

This unit of competency supports the cadet steward in attending city, provincial and country race meetings or trials and supporting senior stewards in non-race meeting duties, and performing such duties as directed by the chairman of stipendiary stewards for the greyhound, harness and thoroughbred racing codes.

Competencies attained in this unit apply to the greyhound, harness or thoroughbred code of the industry.

Consequently when performance criteria are applied they will relate to the greyhound code or the harness code or the thoroughbred code, and statements of attainment for this unit will reflect this distinction.

Licensing/Regulatory Information

Not Applicable

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
Support racing operations staff.	<ol style="list-style-type: none"> 1. Equipment used in racing operations is prepared. 2. Roles in race day operations are researched and duties defined. 3. Range of racing operations functions are performed in order to assist or replace staff in an emergency or when required. 4. Incidents are reported to supervisor and/or chairman of stewards' panel.
Assist in conduct of race meetings or trials.	<ol style="list-style-type: none"> 5. Duties allocated are performed in an effective and timely manner. 6. Gear used on racing animals is inspected for condition, fit, safety and authorised use. 7. Identification of animals is verified at race meetings and trials. 8. Identification of licensed or registered persons at race meetings or trials is verified. 9. Observations of animal performance are made and reported.
Verify suitability of animals to race.	<ol style="list-style-type: none"> 10. Features of healthy racing animals are identified. 11. Symptoms of poor health, pain or distress in racing animals are identified. 12. Animals are referred to specialist for evaluation if required. 13. Advice from specialist is collected on animal's fitness to start and conveyed to chairman of stewards.
Support senior stewards in nonrace day activities.	<ol style="list-style-type: none"> 14. Safety and security of kennels or stables are checked for compliance with racing requirements. 15. Animals are checked against kennel or stable returns. 16. Information on animal performance is gathered as requested. 17. Information on racing participants is gathered as requested. 18. Records are updated as requested.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- adhering to safe handling and work practices when working around greyhounds or horses
- communicating with senior stewards, racing officials, and licensed and registered personnel using assertive communication techniques to gather, interpret and relay information related to cadet steward duties
- completing duties in accordance with safe operating procedures and nominated time frame
- computer skills, including:
 - data entry and retrieval
 - email and internet
 - spreadsheet applications
 - word processing
- following OHS and environmental work procedures
- identifying different items of greyhound and horse race gear and assessing their condition in terms of safe use and need for repair
- identifying individual animals by brand, colour, sex, and leg and face markings
- identifying signs of ill health, injury or pain in racing animals
- operating a range of equipment and technology
- performing duties of related racing operations staff in cases of emergency or as required
- providing clear and concise reports on race performance in verbal and written formats
- recognising rapid alterations in an animal's position in race field
- 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
- undertaking general administration duties, including filing, photocopying and telephone duties in an office environment
- using initiative, discretion and judgements to solve racing issues and problems
- using video and DVD recording and re-play devices and other equipment for racing operations duties
- working within the boundaries set by regulatory bodies, other regulations and the racing industry
- written communication skills to complete workplace documentation and reports.

Required knowledge

- communication procedures for communicating with other stewards and officials,

REQUIRED SKILLS AND KNOWLEDGE

- including reporting lines within the workplace and wider racing industry
- ethical conduct standards of relevant racing principal authority
- greyhound or racehorse markings
- hazards and potential hazards in the workplace and risk control procedures
- industry terminology related to cadet steward duties and wider racing industry
- OHS and environmental legislative requirements
- organisational policies and procedures
- principles of effective communication
- procedures for operation and maintenance of office equipment and other technology
- purpose and comprehension of racing and non-racing operations documentation
- purpose of gear and reasons for identifying and reporting problems with condition, fit and safety
- racing industry animal welfare requirements
- reasons racing animals may not perform as expected
- relevant rules of racing
- reporting requirements for irregularities and problems
- roles and activities of licensed and non-licensed racing industry personnel
- size and structure of the racing industry
- symptoms of and ways of checking for common signs of injury, ill health or distress in racing animals.

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 performing the duties of a cadet steward
- demonstration of the ability to comply with rules of racing and race meeting protocols when assisting with race meeting operations and effectively supporting senior stewards in non-race meeting activities
- implementation of procedures and timely techniques for the safe, effective and efficient application of cadet steward duties
- working with others to undertake and complete required procedures that meet required outcomes.

Evidence should be collected over a period of time in a range of racing operations and administration-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 perform cadet steward duties
- racing administration buildings, training and racetracks, race trials and meetings and related facilities, including commercial kennels and stables

EVIDENCE GUIDE

Method of assessment

- work instructions and related documentation.

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 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, at least one of whom should be approved by the State Principal Racing Authority.

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

- RGRCMN001A Comply with the rules of racing and related protocols
- RGRCMN201A Follow OHS procedures and observe environmental work practices
- RGRCMN202A Achieve requirements for industry induction.

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 in the performance criteria is detailed below.

RANGE STATEMENT

The range statement provides details of how this competency can be used in the workplaces of the racing industry to perform the duties of a cadet steward. Workplaces include greyhound kennels, harness and thoroughbred stables, racecourses, training tracks, administration buildings and public areas.

Stewards oversee the conduct of all racing-related activities within the responsibilities and powers described under the rules of racing. The conditions under which this unit is delivered and assessed must take into consideration these powers and responsibilities. These powers and responsibilities are further described in the rules of racing for the relevant racing code. It is strongly recommended that training facilitators and learners refer to these powers and responsibilities as part of the range of conditions for all units covered in the steward specialist area of the Training Package.

Equipment used in racing operations may include:

- animal descriptions
- approved gear list
- barrier draw
- binoculars
- form guide
- offence reports
- race fields
- race colours
- recording equipment
- two-way radios
- video re-play equipment.

Roles in race day operations include:

- clerks of course
- clerks of scales
- kennel attendants or barrier attendants
- racecourse detectives
- race day farriers
- race day veterinarians
- race starters
- scribe or shorthand writers
- stewards.

Incidents reported may include:

- contravention of rules of racing
- unsafe work practices
- ill treatment of racing animals.

Factors considered for condition, fit, safety and authorised use of **gear** may include:

- common safe greyhound or horse handling techniques
- relevant rules of racing
- types of gear permitted.

Identification verified may

- brands

RANGE STATEMENT

include:

- colour
- ear tattoos
- markings
- sex
- using a scanner to read microchip information.

Animal performance indicators may include:

- jumping quickly and cleanly from the barriers or boxes
- placement during the race
- signs of animal fatigue during race
- deviations during the race
- animal's ability to finish the race strongly.

Features of healthy racing animals may include:

- bright eye, shiny coat, defined musculature, sound action and alert manner
- signs of unhealthy horses are:
 - discharge
 - dull coat
 - dull eyes
 - elevated temperature
 - listlessness
 - skin disease
 - swollen joints
- symptoms of injuries may include:
 - abrasions or cuts
 - fractures
 - heat in limbs
 - lameness
 - sprains
 - strains.

Safety and security of kennels or stables may include:

- adequate lighting and air flow
- clean, well-maintained and ventilated kennels or boxes and feed rooms
- electricity sources in good condition
- exits not obstructed
- fire equipment operational
- gear and equipment in good repair
- visual deterrents, such as surveillance, signage and locks.

Records information may include:

- acceptance lists
- current racing code notices of greyhound, horse or trainer offences

RANGE STATEMENT

- documents of description, registration papers and registration cards
- driver or jockey disciplinary or offence records
- form guides
- greyhound or horse identification summary
- greyhound performance records
- kennel or stable returns
- kennel or stable workplace safety audits
- nomination forms
- race colours
- steward liaison with racing office clerks or handicappers to check eligibility of greyhound or horse to race and the status of any owner, trainer, driver or jockey involved in the meeting.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common