



Australian Government

Department of Education, Employment and Workplace Relations

RGTRK301A Assist with race meeting track management

Release: 1

RGRTRK301A Assist with race meeting track management

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to assist with race meeting track management operations. It requires the ability to maintain and monitor the organisation's policies, including workplace OHS standards, allocate race meeting trackwork duties, supervise staff and track operations, apply effective verbal and written communication skills, work in a team environment and complete required administration tasks.

This unit of competency operates in workplace environments of racing administration, kennels, stables, 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 assist with race meeting track management 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.

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
Prepare for race meeting.	<ol style="list-style-type: none"> 1. Race club opening time and race times are verified. 2. Staffing requirements are calculated and approved by supervisor. 3. Track preparation requirements are verified with supervisor and performed. 4. Contact details and protocols for principal staff and section leaders are verified with supervisor and chairman of stewards, and distributed. 5. Operation of two-way radios and other communications equipment is checked.
Allocate race meeting duties.	<ol style="list-style-type: none"> 6. Staff members available for race meeting are verified and casuals recruited if required. 7. Endorsement of staff for specific duties is confirmed. 8. Induction for race meeting duties is conducted for casual and new staff. 9. Staff roster and duties are recorded and distributed.
Race meeting operations are supervised.	<ol style="list-style-type: none"> 10. Rail or barrier movements are performed in accordance with track supervisor's instructions. 11. Box preparation is performed in accordance with track supervisor's instructions. 12. Divots are replaced between races. 13. Tracks are graded and watered between races according to track supervisor's instructions. 14. Emergency repairs are initiated and area made safe within time available.
Supervise post-race meeting track operations.	<ol style="list-style-type: none"> 15. Damage to track and surrounds is identified and recorded. 16. Repairs and maintenance requirements for track and surrounds are listed and prioritised. 17. Staff presence and duties on race day are verified and reported to wages department.

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

- allocating duties to staff based on a range of operational requirements, staff experience, level of responsibility and complexity of job task
- assessing race club and industry requirements associated with race meeting track management, including safety, security, licensing, and staff and animal welfare
- communicating with stewards, racing officials, personnel and others using assertive communication techniques to gather, interpret and relay information related to race meeting track management
- completing duties in accordance with safe operating procedures and nominated time frame
- complying with OHS and environmental legislation
- complying with organisational policies and procedures
- evaluating risks associated with track equipment and activities
- making effective decisions to resolve routine problems
- operating a range of equipment and technology
- recognising faulty equipment, machinery and infrastructure
- 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

- hazards and potential hazards in the workplace and risk control procedures
- OHS and environmental legislative requirements
- organisational policies and procedures
- principles of effective communication
- protocols and procedures for communicating with stewards, racing officials and other relevant people
- race meeting track management operations and staff roles
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- reasonable understanding of applicable federal, state or territory legislation and regulations, and national standards and codes of practice relevant to full range of processes relating to own work role and responsibilities
- relevant rules of racing
- types of equipment and procedures for their operation and maintenance.

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 assisting with race meeting track management
- implementation of procedures and timely techniques for the safe, effective and efficient application of race meeting track management assistance
- working with others to undertake and complete assistance 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 or simulated environment approved by the relevant State Principal Racing Authority. 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 assist with race meeting track management operations
- relevant racing industry work sites, such as racecourses and race meetings
- work instructions and related documentation.

Method of assessment

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

EVIDENCE GUIDE

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
- simulation exercises conducted in a State Principal Racing Authority approved simulated environment.

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 in the performance criteria is detailed below.

The range statement provides details of how this competency can be used in the workplaces of the racing industry to effectively assist with race meeting track management. Workplaces include greyhound, harness and thoroughbred racecourses, training tracks, administration buildings and public areas.

Staffing requirements may include:

- barrier attendants
- clerks of the course
- erection and pull down of marquees
- grading machine operators
- landscaping and grounds

RANGE STATEMENT

- Track preparation requirements*** may include:
- track attendants
 - tractor drivers
 - water truck drivers.
 - condition and rating
 - irrigation pipes removal
 - machinery removal
 - mobile starting barriers
 - rail location
 - semaphore board and timing equipment
 - signage
 - starting boxes
 - steward and camera towers.
- Casual and new staff induction*** may include:
- conducting safety training covering:
 - emergency evacuation procedures drill
 - first aid equipment and treatment
 - safe operating procedures
 - personal protective equipment requirements
 - track or race incidents and emergency procedures
 - explaining work conditions and job requirements
 - providing information related to:
 - accident and incident reporting procedures
 - anti-discrimination responsibilities
 - environmental work practices
 - OHS legislation and responsibilities
 - race club code of conduct and dress code.
- Areas are made safe*** by:
- identifying hazards
 - controlling and minimising risks
 - eliminating hazardous substances and materials
 - ensuring safe use and operation of equipment and machinery
 - following accident and injury procedures
 - following safe operating procedures
 - using correct manual handling techniques, including:
 - carrying
 - lifting
 - shifting.

RANGE STATEMENT

Repairs and maintenance requirements for track and surrounds may include:

- electrical boards
- fire safety equipment
- irrigation pipes and sprinklers
- lighting
- mirror box
- mobile starting barriers
- photo finish equipment
- public address system
- rails
- starting boxes
- spectator seating
- track maintenance equipment or machinery
- tractors and harrows.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common