

Racing Industry Competency Standards

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RGR001A: Apply Occupational Health and Safety Procedures

This unit is concerned with competencies related to occupational health and safety policies and procedures relevant to the workplace. The unit is based on the Generic Competency A from the Worksafe Australia National Guidelines for integrating occupational health and safety competencies.

EXPLANATORY NOTE

The term “well-educated horse or greyhound” is used throughout these standards. This refers to an animal that has undergone sufficient training to ensure that it behaves in a safe, tractable, and manageable way when being handled; even by inexperienced personnel.

Element of Competency	Performance Criteria
1. Maintain standards of occupational health and safety in the workplace	1.1 Occupational health and safety standards for the workplace are known and implemented.
	1.2 Basic first aid procedures for the workplace (for humans) are demonstrated.
2. Contribute to arrangements for the management of occupational health and safety	2.1 Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures.
	2.2 Contributions are made to participative arrangements for occupational health and safety in the workplace.
3. Follow workplace procedures for hazard identification and emergencies.	3.1 Hazards in the work area are recognised and reported to designated personnel according to workplace procedures.
	3.2 Workplace procedures and work instructions for controlling risks are followed accurately.
	3.3 Workplace procedures for dealing with accidents, fires and emergencies are followed.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Hazards in the workplace

- horses or greyhounds
- other people, including employees
- gear, machinery, equipment
- physical environment
- unsafe work practices
- chemicals.

Risk control

- unsafe workplace practices and procedures
- understanding of individual animal behavior
- adherence to safe work practices.

Designated personnel

- occupational health and safety officer
- occupational health and safety work group
- designated person to whom incidents, hazards must be reported.

Workplace procedures

- occupational health and safety of self , others and animals.

Procedures for dealing with accidents, fire and emergencies

- identify and respond to emergency, accidents, fire within stable/kennel guidelines
- conduct self within safe work practice guidelines.

Evidence Guide

Each unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance when working with well educated horse/greyhound with docile temperament. Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- identifying and reporting of workplace hazards in the appropriate time frame and to the correct person
- understanding and identifying workplace procedures for dealing with accidents, fires and emergencies
- knowing the reporting requirements in relation to occupational health and safety workplace procedures.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- knowledge of principles of safe work practices
- knowledge of hazards and potential hazards in the workplace and risk control procedures
- knowledge of procedures for communication and participation in OH&S policy development
- knowledge of occupational health and safety workplace procedures.

Method and context of Assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is largely practical in nature with some theoretical components. The practical components can be assessed on the job or in a simulated situation by demonstration.

Theoretical components can be assessed off the job or in a simulated situation. This assessment may include short answer or multiple choice testing, written examination or assignments.

Oral testing must be an option where appropriate.

Resource implications

Resource implications, refers to the resources that are necessary for undertaking the assessment.

Adequate assessment may require access to racing kennels/stables or an appropriate simulated environment with a variety of well educated and docile greyhounds or horses.

It may be necessary for practical assessment to occur during the normal routine and operation of the establishment.

It may be necessary to assess in a suitable environment on a number of separate occasions to complete the range of assessment tasks required.

Qualified Assessors will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with other core units aligned to this AQF outcome.

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

RGR002A: Catch, Groom and Handle Horses or Greyhounds Safely

This unit refers to the identification and safe catching, controlling, grooming and handling of a well- educated horse or greyhound with docile temperament.

EXPLANATORY NOTE

The term “well-educated horse or greyhound” is used throughout these standards. This refers to an animal that has undergone sufficient training to ensure that it behaves in a safe, tractable, and manageable way when being handled; even by inexperienced personnel.

Element of Competency	Performance Criteria
1. Identify and safely catch and control a greyhound or horse	1.1 Features are used to correctly identify horses or greyhounds.
	1.2 Behaviour and level of education of animal are considered prior to handling.
	1.3 Appropriate gear for catching, handling and controlling is correctly identified and applied.
	1.4 Horses or greyhounds are caught, handled and controlled in a safe and appropriate manner.
2. Groom horses or greyhounds	2.1 Types and functions of items of grooming equipment are identified and explained.
	2.2 Correct stable or kennel routine for grooming horses or greyhounds is demonstrated.
	2.3 Horses or greyhounds are groomed according to instructions, in a safe manner.
	2.4 Horses or greyhounds are checked for injury or illness during grooming and irregularities are reported to the correct person in an appropriate manner.
3. Fit working gear	3.1 Working gear is correctly selected for specified purpose.
	3.2 Correct procedures for safely fitting, adjusting and removing working gear are demonstrated.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole. The Range of Variables may include but are not restricted to:

Characteristics of Animals Handled

- well-educated horse/greyhound with docile temperament.

Features

- color
- markings
- brands
- sex.

Behavior and level of education

- identification of good/bad behaviour and vices, level of education
- assessment of appropriate behaviour for handling.

Appropriate working gear *horse specific*

- twitches
- halters
- appropriate leads
- muzzles
- leg ropes
- hobbles
- saddles/stirrup leathers and irons
- bridles/bits/nosebands/blinkers/martingales
- harness/sulkies
- brushes/combs/hoof picks
- rugs

greyhound specific

- muzzles
- collars
- lead.

Grooming horses or greyhounds

- general grooming tasks associated with the maintenance of horses or greyhounds
- use of appropriate brushes and combs, these include, dandy brush, curry comb, scraper.

Safe handling

- consideration given to the environment, other persons, animals, vehicles and variables which influence behaviour
- animals may be caught and controlled in stables or kennels, yards, tracks, public places, paddock.

Working environment

- crushes
- stripping stalls
- wash bays
- day yards
- paddocks
- restraining areas
- round yards
- training, exercise and race tracks
- stalls or kennels.

Characteristics of animal

- Well-educated horse/greyhound with docile temperament.
-

Evidence Guide

Each unit of Competency has an Evidence Guide that relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance when working with well-educated horse/greyhound with docile temperament. Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- identifying animal by brand, color, sex, leg & face markings
- gathering information about previous education and behaviour for individual animal
- demonstrated knowledge of the purpose of working gear
- identifying and fitting nominated gear correctly
- knowledge of reasons and correct procedures for grooming horses or greyhounds
- knowledge of range and correct selection of grooming equipment
- knowledge of the purpose of working gear
- demonstrated ability to catch handle and control a well educated horse or greyhound with a docile temperament in a variety of environments, under instruction
- applying safe work practices in relation to docile and well educated animals
- reporting difficulties with regard to handling horses or greyhounds to appropriate stable/kennel supervisors, and in the correct format ie, written or verbal.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- knowledge and understanding of different types of restraining, working and grooming gear
- basic knowledge of social behaviour and vices of animals
- ability to match assessment of task to personal ability to undertake the task
- knowledge of common safe animal handling techniques
- communication skills to seek information, advice and/or assistance
- knowledge of the principles of animal welfare and safe work practices.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is practical in nature. The practical components of this unit may be assessed on the job or in a simulated situation by demonstration.

All assessment must be conducted with a well-educated horse or greyhound that has a docile temperament.

Resource implications

Resource implications, refers to the resources that are necessary for undertaking the assessment.

Assessment may require access to racing kennels/stables or an appropriate simulated environment with a variety of well-educated, quiet and predictable greyhounds or horses.

Assessment may occur during normal routine and operation of the establishment.

It may be necessary to assess in a suitable environment on a number of separate occasions to complete the range of assessment tasks required.

Qualified Assessors will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR003A: Prepare for Work in the Racing Industry
- RGR001A: Apply Occupational Health & Safety Procedures

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

RGR003A: Prepare for Work in the Racing Industry

This unit relates to the industry knowledge that an individual requires to work and plan a career in the Racing Industry.

EXPLANATORY NOTE

The term “well-educated horse or greyhound” is used throughout these standards. This refers to an animal that has undergone sufficient training to ensure that it behaves in a safe, tractable, and manageable way when being handled; even by inexperienced personnel.

Element of Competency	Performance Criteria
1. Work within the administrative structure of the Racing Industry	1.1 Key features of the structure of the Racing Industry in Australia are identified and applied.
	1.2 Key features of the structure of the relevant racing code are identified and applied.
	1.3 Roles and functions of relevant industry personnel are identified and assessed.
	1.4 Relevant rules of racing are known and applied.
	1.5 Role and functions of relevant professional associations in the Racing Industry are identified and assessed.
2. Work in accordance with the rights, responsibilities and employment context in the Racing Industry	2.1 Rights and responsibilities of employers, employees and other relevant industry personnel are known and applied.
	2.2 Key features of the industrial relations system as it operates in Australia, particularly in regard to the Racing Industry, are identified and accessed as appropriate.
	2.3 Employment related legislation and regulations that impact on the Racing Industry are identified and utilised.
	2.4 Workplace policies and procedures, including those concerned with reporting lines, security and confidentiality, are known and implemented.
3. Conform with workplace requirements for personal presentation	3.1 Dress, grooming and personal presentation conforms to industry norms in the workplace and at work related events.
	3.2 Personal behaviour conforms to industry norms in the workplace and at work related events.
4. Communicate appropriately in the Racing Industry	4.1 Verbal communication skills necessary to communicate within the workplace are demonstrated.
	4.2 Written communication skills necessary to communicate within the workplace are demonstrated.
	4.3 Use of appropriate technology in the communication process is demonstrated.
	4.4 Workplace requirements for communicating information are applied.

**5. Work within Industry
workplace requirements and
opportunities**

- 5.1 Sources of career options are identified and evaluated.
- 5.2 Career options in Racing and associated industries are identified.
- 5.3 Personal circumstances capabilities and interests are identified and compared with career options.
- 5.4 Personal career goals and objectives are set.
- 5.5 Career development needs and opportunities are identified and regularly reviewed and revised.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but are not restricted to:

Structure and responsibilities

- administrative structures and key industry associations
 - national and state or territory racing industry government administration bodies
 - code controlling bodies
 - principal clubs
 - race clubs
 - TAB
 - industry associations
- roles and responsibilities of industry personnel
 - stewards
 - administrators
 - club secretaries
 - trainers
 - owners
 - jockeys (*thoroughbred specific*)
 - drivers (*harness specific*)
 - race day staff
 - stable/kennel hands
 - track work riders/drivers (*horse specific*).

Employment related legislation regulations and employment context

- Australian and local rules of racing
- occupational health and safety
- equal employment opportunity
- superannuation
- awards and work agreements
 - unions
- workers compensation
- anti discrimination legislation
- taxation.

Workplace policies and procedures

- workplace policies and procedures pertaining to the divulging of information related to race horses or greyhounds
- security arrangements within the workplace.
 - reporting arrangements within the workplace

Work environments

- stables or kennels
- trials
- race meetings
- industry meetings
- industry functions.

Process for career planning

- identifying sources of careers information
 - researching career opportunities within the racing and associated industries
- constructing and maintaining resumes and supporting documentation
- identifying professional development, including further education and training options, to enhance career opportunities for the individual.

Verbal communication

- answer questions
- describe actions
- request clarification
- give and receive clear, accurate and simple messages including information to people such as veterinarian, farrier, suppliers, owners, trainers, riders/drivers, stewards, race day personnel and other stable or kennel employees
- listen to and interpret information/instructions
- respond to information/instructions.

Written communication

- work rosters
- simple documents
- telephone messages
- written notes
- stable/kennel procedures/reporting forms.

Appropriate technology

- telephones/mobile phones
- answering machine
- fax
- computer communication such as e-mail and internet
- computers to retrieve data.

Evidence Guide

Each unit of Competency has an Evidence Guide that relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance when working with well-educated horse/greyhound with docile temperament. Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- describing the code administration, at the national and relevant state/territory and club level, including the structure and roles and responsibilities of key administrative personnel relevant to racing and training greyhounds, standardbreds or thoroughbreds
- defining the roles and responsibilities of the individual and the relationship with other industry personnel
- describing and applying relevant industry rules and regulations pertaining to rights and responsibilities, dress codes, and communication of information
- knowing industry requirements relating to the standard of dress and conduct appropriate to the workplace situation
- giving and receiving clear and simple written/oral messages
- communicating face to face, using the telephone and other technological equipment, appropriate to the workplace.
- identifying career options within the racing and associated industries, setting career goals and formulating and reviewing a personal career plan.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- knowledge of rules and racing and the reasons for their enforcement
- knowledge of reasons for workplace policies and procedures, including those to do with reporting lines, security and confidentiality
- knowledge of language appropriate to the work situation
- knowledge of regulations related to non-discriminatory language and behaviour and the transfer of information
- knowledge of dress code requirements as determined by industry or workplace
- knowledge of employment related legislation and regulations and relevant union coverage
- personal goal setting and career planning
- communication skills, including
 - reading/writing simple messages
 - speaking clearly and fluently in the work environment

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit contains a mix of practical and theoretical components. The practical components may be assessed on the job or in a simulated situation by demonstration.

Theoretical components may be assessed on or off the job but must be related to racing industry conditions and tasks. This assessment may include short answer or multiple choice testing, written examination or assignments.

Oral testing must be an option where appropriate, but cannot apply to the written communication skills.

All assessment must relate to the business of training and racing greyhounds or horses.

Resource implications

Resource implications, refers to the resources that are necessary for undertaking the assessment.

Adequate assessment may require access to racing kennels/stables.

It may be necessary for assessment to occur during the normal routine and operation of the establishment. *It may be necessary to assess in a suitable environment on a number of separate occasions to complete the range of assessment tasks required.*

Theoretical components require access to an appropriate assessment environment such as a classroom.

All elements will require a qualified Assessor.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with regard to other core units aligned to this AQF outcome.

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

RGR004A : Perform Basic Stable or Kennel Duties

This unit focuses on the competencies associated with the performance of a range of basic stable or kennel duties.

EXPLANATORY NOTE

The term “well-educated horse or greyhound” is used throughout these standards. This refers to an animal that has undergone sufficient training to ensure that it behaves in a safe, tractable, and manageable way when being handled; even by inexperienced personnel.

Element of Competency	Performance Criteria
1. Perform stable or kennel maintenance duties	1.1 Stable or kennel layout, facilities and equipment are identified.
	1.2 Stable or kennel maintenance routine is implemented.
	1.2 Boxes or kennels are cleaned and bedding replaced in accordance with stable/kennel routine.
	1.3 Stable or kennel environment and yards are cleaned, swept or raked according to the stable/ kennel routine.
	1.4 Hazards in the workplace are identified and reported in an appropriate manner to the correct person.
2. Provide food and water to horses or greyhounds	2.1 Food and water are prepared and delivered according to instructions.
	2.2 Contaminated food is identified, and reported to the correct person and in the appropriate manner.
	2.3 Variations to individual eating and drinking patterns are observed and reported to the correct person in an appropriate manner.
3. Store and maintain working gear	3.1 Different types of working gear are correctly identified for the purpose required.
	3.2 Working gear is cleaned, checked and maintained.
	3.3 Signs of wear and damage to gear, are reported to the correct person in an appropriate manner.
	3.4 Working gear is stored appropriately.
4. Contribute to the monitoring of the health & welfare of horses or greyhounds	4.1 Principles of animal welfare are known and applied when working with horses and greyhounds.
	4.2 Normal behaviour of horses or greyhounds is known and abnormal behaviour is identified and reported to the correct person in an appropriate manner.
	4.3 Symptoms of common illnesses and injuries in horses and greyhounds are known, identified and reported to the correct person in an appropriate manner.

Range of Variables

The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

Stable or kennel duties

The following Range of Variables may include but is not restricted to:

- cleaning of boxes or kennels, and yards
- removal of faeces and spoiled bedding
- cleaning of food and watering containers
- hosing, sweeping, raking yards and stable or kennel environments.

Working gear

- bridles/bridle bits/saddles/stirrup leathers/girths and other horse tack and equipment used in the stable.

Common illnesses and injuries

- signs of unhealthy horses or greyhounds
- symptoms of injuries may include but are not restricted to : heat, cuts, abrasions, lameness.

Characteristics of animals handled

- Well-educated horse/greyhound with docile temperament.
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Evidence Guide

Each unit of competency has an Evidence Guide that relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance when working with well-educated horse/greyhound with docile temperament. Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- consistently applying safe handling and work practices, when dealing with horses or greyhounds
- identifying different items of working gear and assessing its condition in terms of safe use and the need for repair
- identifying symptoms of common injuries and signs of ill health
 - identifying abnormal behaviour in horses and greyhounds
 - feeding and watering horses or greyhounds
- applying stable/ kennel routines for the maintenance of the training establishment and the care of greyhounds or horses.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- knowledge of procedures and reasons for maintaining stable or kennel environment
- identifying and reporting maintenance needs of working gear
- knowledge of normal and abnormal behaviour in horses and greyhounds
 - identifying the symptoms of injuries and ailments
 - knowledge of feeding and watering procedures including the reasons for particular feeding and watering regimes.

Methods and context of assessment

Methods and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is largely practical in nature. The practical components of this unit may be assessed on the job or in a simulated situation by demonstration.

Theoretical components can be assessed on or off the job but must be related to racing industry conditions and tasks. This assessment may include oral questioning, short answer or multiple choice testing, written examination or assignments.

All assessment must relate to the business of training and racing greyhounds or horses.

All assessment must be conducted with a well-educated horse or greyhound that has a docile temperament.

Resource implications

Resource implications, refers to the resources that are necessary for undertaking the assessment.

Adequate assessment may require access to racing kennels/stables. It may be necessary for assessment to occur during the normal routine and operation of the establishment. *It may be necessary to assess in a suitable environment on a number of separate occasions to complete the range of assessment tasks required.*

Qualified Assessors will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR001A: Apply Occupational Health and Safety Procedures
- RGR002A: Handle Horses or Greyhounds Safely 1
- RGR003A: Prepare for Work in the Racing Industry.

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

RGR005A : Perform Basic Riding or Driving Tasks

This unit focuses on the competencies associated with basic horse riding or driving tasks performed by a novice rider/driver with a well-educated horse with a docile temperament.

EXPLANATORY NOTE

The term “well educated horse or greyhound” is used throughout these standards. This refers to an animal that has undergone sufficient training to ensure that it behaves in a safe, tractable, and manageable way when being handled; even by inexperienced personnel.

Element of Competency

Performance Criteria

1. Protect the welfare of people and horses

- 1.1 Appropriate safety apparel is selected, worn, stored and maintained.
- 1.2 Gear is checked for safety and adjusted prior to riding or driving.
- 1.3 Safety requirements for riders or drivers, horses and others in the general vicinity, including general rules/regulations and venue specific requirements, are followed.
- 1.4 Conditions that may lead to dangerous riding or driving situations are identified and discussed with the supervisor.
- 1.5 Individual horse behaviour is researched, identified and taken into consideration.

2. Apply basic riding or driving skills

- 2.1 Riding or driving instructions issued by supervisor are implemented.
 - 2.2 Driving out of cart with long reins, (harness specific).
 - 2.3 Horse or sulky is mounted safely in accordance with supervisor's instructions.
 - 2.4 Correct riding or driving position is demonstrated and maintained.
 - 2.5 Natural and artificial aids are identified and used to control the movement, speed and direction of a horse at walk, trot, and canter.
 - 2.6 Horse or sulky is dismounted safely in accordance with supervisor's instructions.
 - 2.7 Riding or driving performance is evaluated in consultation with supervisor.
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Range of Variables

The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables must include but is not restricted to:

Safety of people and animals

- approved rider or driver safety apparel [approved Australian Standard helmet, clothing and footwear]
- approved gear for horse
- approved riding aids.

Basic riding or driving skills

- horses ridden or driven singly under direct supervision
- horses must be well educated with a docile temperament.

Characteristics of animals handled

- well-educated horse with docile temperament.
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Evidence Guide

Each unit of competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance when working with a well-educated horse with docile temperament. Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- consistently applying safe handling and work practices when dealing with horses
- identifying and correctly using different items of riding/driving apparel
 - identifying and correctly using different items of gear and assessing its condition in terms of safe use and the need for repair
- applying natural and artificial aids to control the speed and direction of a horse at walk and trot
 - identifying the gait at which a horse is working

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- knowledge of principles of animal welfare
 - knowledge of basic industry terminology related to riding/driving horses
- knowledge of communication procedures within the stable and the wider racing industry
- knowledge of the purpose of using appropriate safety apparel
- knowledge of natural and artificial aids use to control the speed and direction of a horse

Methods and context of assessment

Methods and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is largely practical in nature. The practical components of this unit may be assessed on the job or in a simulated situation by demonstration.

Theoretical components can be assessed on or off the job but must be related to racing industry conditions and tasks. This assessment may include oral questioning, short answer or multiple choice testing, written examination or assignments.

All practical assessment must be conducted with a well-educated horse that has a docile temperament.

Resource implications

Resource implications, refers to the resources that are necessary for undertaking the assessment.

Adequate assessment may require access to racing stables or an appropriate simulated environment with a variety of well-educated horses. It may be necessary for assessment to occur during the normal routine and operation of the establishment.

It may be necessary to assess in a suitable environment on a number of separate occasions to complete the range of assessment tasks required.

Qualified Assessors will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR001A: Apply Occupational Health and Safety Procedures
- RGR002A: Catch, groom and control horses safely.

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

RGR006 A:

Apply Occupational Health and Safety Procedures

This unit is concerned with competencies related to occupational health and safety policies and procedures relevant to the workplace. The unit is based on the Generic Competency A from the Worksafe Australia National Guidelines for integrating occupational health and safety competencies.

Element of Competency	Performance Criteria
1. Maintain standards of occupational health and safety in the workplace	1.1 Occupational health and safety standards for the workplace are known and implemented.
	1.2 Basic first aid procedures for the workplace (for humans) are known.
2. Contribute to arrangements for the management of occupational health and safety	2.1 Occupational health and safety issues are raised with designated personnel in accordance with workplace procedures.
	2.2 Contributions are made to participative arrangements for occupational health and safety in the workplace.
3. Follow workplace procedures for hazard identification and emergencies.	3.1 Hazards in the work area are recognised and reported to designated personnel according to workplace procedures.
	3.2 Workplace procedures and work instructions for controlling risks are followed accurately.
	3.3 Workplace procedures for dealing with accidents, fires and emergencies are followed.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Hazards in the workplace

- horses or greyhounds
- other people, including employees
- gear, machinery, equipment
- physical environment
- unsafe work practices
- chemicals.

Risk control

- unsafe workplace practices and procedures
- understanding of individual animal behavior
- adherence to safe work practices.

Designated personnel

- occupational health and safety officer
- occupational health and safety work group
- designated person to whom incidents, hazards must be reported.

Workplace procedures

- occupational health and safety of self , others and animals.

Procedures for dealing with accidents, fire and emergencies

- identify and respond to emergency, accidents, fire within stable/kennel guidelines
- conduct self within safe work practice guidelines.

Evidence Guide

Each unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- identifying and reporting of workplace hazards in the appropriate time frame and to the correct person
- understanding and identifying workplace procedures for dealing with accidents, fires and emergencies
- knowing the reporting requirements in relation to occupational health and safety workplace procedures.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- knowledge of principles of safe work practices
- knowledge of hazards and potential hazards in the workplace and risk control procedures
- knowledge of procedures for communication and participation in OH&S policy development
- knowledge of occupational health and safety workplace procedures.

Method and context of Assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is largely practical in nature with some theoretical components. The practical components can be assessed on the job or in a simulated situation by demonstration.

Theoretical components can be assessed off the job or in a simulated situation. This assessment may include short answer or multiple choice testing, written examination or assignments.

Oral testing must be an option where appropriate.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Adequate assessment will require access to racing kennels/stables, with a variety of greyhounds or horses at differing stages of preparation.

It will be necessary for practical assessment to occur during the normal routine and operation of the establishment.

It may be necessary to access this environment on a number of occasions to complete the range of assessment tasks required.

Qualified Assessors will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to all other units.

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

RGR007 A: Handle Horses or Greyhounds Safely

This unit refers to the identification and safe catching, controlling and handling of racehorse or greyhound.

Element of Competency	Performance Criteria
1. Identify and safely catch and control a greyhound or horse	1.1 Features are used to correctly identify horses or greyhounds.
	1.2 Behaviour and level of education of animal are considered prior to handling.
	1.3 Appropriate gear for catching, handling and controlling is correctly identified and applied.
	1.4 Horses or greyhound are caught, handled and controlled in a safe and appropriate manner.
2. Assist with the transportation of horses or greyhounds	2.1 Horses or greyhounds are correctly prepared for transport, in accordance with instructions and within the nominated time frame.
	2.2 Horses or greyhounds are safely loaded or unloaded for transport, in accordance with instructions.
	2.3 Procedures for dealing with difficult situations in loading and unloading are used.
	2.4 Incidents, equipment defects, procedural problems and animal behavior in transportation are correctly reported.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole. The following Range of Variables may include but are not restricted to:

Features

- color
- markings
- brands
- sex

Behavior and level of education

- identification of good/bad behavior and vices, level of education
- assessment of appropriate behavior for handling.

Appropriate gear

horse specific

- twitches
- anti rearing bits
- halters
- appropriate leads
- muzzles
- leg ropes
- hobbles

greyhound specific

- muzzles
- collars
- lead

Safe handling

- consideration given to the environment, other persons, animals, vehicles and variables which influence behavior
- animals may be caught and controlled in stables or kennels, yards, tracks, public places, paddock, beaches.

Transporting

- floats - single and double (horse specific)
- trucks - (horse specific)
- trailers (greyhound specific)
- air transport (horse specific).

Working environment

- crushes
- stripping stalls
- wash bays
- day yards
- paddocks
- sand rolls
- restraining areas
- round yards
- swimming pools, beaches, rivers and dams
- training, exercise and race tracks
- stalls or kennels.

Evidence Guide

Each unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance.

Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- interpreting and following supervisor's instructions
- identifying animal by brand, color, sex, leg & face markings
- gathering information about previous education and behavior for individual animal in relation to handling and reflecting that information in handling technique
- identifying and applying nominated gear correctly
- catching, handling and controlling a range of racing greyhounds, standardbreds or thoroughbreds in a variety of environments, following instructions
- applying safe work practices
- loading and unloading horses or greyhounds for the purposes of transporting, in a safe manner and according to instructions.
- reporting difficulties with regard to handling horses or greyhounds
- preparing horses or greyhounds for transportation.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- ability to access sources of information relevant to instructions
- knowledge of restraining gear
- basic understanding of social behavior and vices of animals
- ability to match assessment of task to personal ability to undertake the task
- knowledge of common safe animal handling techniques
- effective communication skills to seek information, advice and/or assistance
- knowledge of the principles of animal welfare and safe work practices.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is practical in nature. Practical components can be assessed on the job or in a simulated situation by demonstration.

All assessment must :

- relate to greyhounds or horses in a training and or racing program, housed in an appropriate commercial stable or kennel environment
- include a variety of horses or greyhounds at different stages of their training or racing program
- include greyhounds or horses which are currently racing, and
- include a range of greyhounds or horses of different temperament and behavior.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Adequate assessment will require access to racing kennels/stables, with a variety of greyhounds or horses at differing stages of preparation.

It will be necessary for assessment to occur during the normal routine and operation of the establishment.

It may be necessary to access this environment on a number of occasions to complete the range of assessment tasks required.

Qualified Assessors will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR COMST/07 A: Work Effectively in the Racing Industry 1
- RGR COMST/08 A: Apply Occupational Health & Safety Procedures
- RGR COMST/09 A:- Care for Horses or Greyhounds

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

RGR008 A:

Work Effectively in the Racing Industry 1

This unit involves competencies related to roles, rights, responsibilities and professional behavior for individuals working in the Racing Industry.

Element of Competency	Performance Criteria
1. Identify rights and responsibilities related to working within the racing industry	1.1 Structure of the racing industry and roles and responsibilities of industry personnel are known and demonstrated.
	1.2 Relevant rules of racing are known.
	1.3 Obligations to employers and others, including confidentiality requirements are known and understood.
2. Manage time according to tasks required	2.1 Tasks are achieved within the nominated time frame
3. Participate in workplace teams	3.1 Roles of individuals within workplace teams are understood.
	3.2 Communication skills appropriate to working within teams are demonstrated.
	3.3 Team tasks are completed in a cooperative manner.
4. Maintain personal health and fitness	4.1 Principles and practices of maintaining personal health are known and demonstrated.
	4.2 Vaccination requirements to maintain personal health in the racing industry environment are known.
	4.3 Principles and practices of gaining and maintaining fitness levels appropriate to the occupation are known and demonstrated.
5. Present according to industry standards of dress and grooming	5.1 Understanding of industry dress codes appropriate to different work environments is demonstrated.
	5.2 Understanding of grooming requirements appropriate to the varying work environments is demonstrated.
6. Identify personal development opportunities for the individual in the racing industry	6.1 The process for career planning within the racing industry and opportunities external to the industry are identified and known.
	6.2 Personal development needs and opportunities to enhance career development are identified.
7. Communicate appropriately in the Racing Industry	7.1 Verbal communication skills necessary to communicate within small teams and within the stable or kennel are demonstrated.
	7.2 Written communication skills necessary to communicate within small teams and within the stable or kennel are demonstrated.
	7.3 Use of appropriate technology in the communication process is demonstrated.
	7.4 Stable or kennel requirements for communicating information are applied.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Structure and responsibilities

- administrative structures and key industry associations
 - national and state or territory racing industry government administration bodies
 - code controlling bodies
 - principal clubs
 - race clubs
 - TAB
 - industry associations
- roles and responsibilities of industry personnel
 - stewards
 - administrators
 - club secretaries
 - trainers
 - owners
 - jockeys (*thoroughbred specific*)
 - drivers (*harness specific*)
 - race day staff
 - stable/kennel hands
 - track work riders/drivers (*horse specific*).

Relevant regulations and legislation related to employment

- Australian and local rules of racing
- occupational health and safety
- equal employment opportunity
- superannuation
- awards, union coverage and work agreements
- workers compensation
- anti discrimination legislation
- taxation.

Obligations to employers and others

- Industry obligations pertaining to the divulging of information related to race horses or greyhounds
- Security arrangements within the stable or kennel.

Time management

- following instructions, carrying out orders and responding to requests within safe work practices and stable/kennel procedures
- reporting procedures within stables/kennels
- standard operational procedures.

- Work within a team**
- teams designed for a specific purpose relating to the conduct of a racing and training establishment. These may include teams formed for the purposes of exercising, swimming, grooming, loading & the general care of horses or greyhounds.
- Personal health and fitness**
- principles of maintaining personal health and fitness
 - nutrition
 - impact of drug/alcohol use on health and fitness levels
 - health and fitness levels necessary to undertake tasks
 - vaccination requirements.
- Work environments**
- stables or kennels
 - trials
 - race meetings
 - industry meetings
 - industry functions.
- Process for career planning**
- researching employment opportunities
 - constructing and maintaining resumes and supporting documentation
 - identifying professional development, including further education and training options, to enhance career opportunities for the individual.
- Professional development needs and opportunities**
- personal budgeting and financial management
 - literacy and numeracy level necessary to be functional in the workplace.
- Verbal communication**
- answer questions
 - describe actions
 - request clarification
 - give and receive clear, accurate and simple messages including information to people such as veterinarian, farrier, suppliers, owners, trainers, riders/drivers, stewards, race day personnel and other stable or kennel employees
 - listen to and interpret information/instructions
 - respond to information/instructions.

Written communication

- work rosters
- simple documents
- telephone messages
- written notes
- stable/kennel procedures/reporting forms.

Appropriate technology

- telephones/mobile phones
- answering machine
- fax
- computer communication such as e-mail and internet
- computers to retrieve data.

Evidence Guide

Each unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- describing the code administration, at the national and relevant state/territory and club level, including the structure and roles and responsibilities of key administrative personnel relevant to racing and training greyhounds, standardbreds or thoroughbreds
- defining the roles and responsibilities of the individual and the relationship with other industry personnel
- describing and applying relevant industry rules and regulations pertaining to rights and responsibilities, dress codes, and communication of information
- completing defined stable/kennel tasks within acceptable time frame and to industry standards
- contributing to team outcomes, commensurate with skills and experience
- applying the principles and practices relating to maintenance of personal health and fitness
- describing signs/symptoms of common causes of ill health
- knowing industry requirements relating to the standard of dress, personal hygiene and conduct appropriate to the workplace situation
- giving and receiving clear and simple written/oral messages
- communicating - face to face, using the telephone and other technological equipment, appropriate to the workplace.
- interpreting work orders/instructions including task and time requirement correctly

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- knowledge of race day procedures and roles and responsibilities of race day personnel
- understanding the concept of team work
- understanding of principles/practices of safe work practices
- understand chain of command in relation to the work environment
- understanding of the principles of health and fitness as they relate to the workplace
- understanding of personal hygiene practices
- understanding of language appropriate to the work situation
- knowledge of regulations related to non-discriminatory language and behavior and the transfer of information
- knowledge of dress code requirements as determined by industry or workplace
- knowledge of awards and relevant union coverage
- communication skills, including
 - reading/writing simple messages
 - speaking clearly and fluently in the work environment
- knowledge of the operation of communication equipment
 - telephone/mobile phones
 - facsimile machines
 - answering machines.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is largely practical in nature with some theoretical components. The practical components can be assessed on the job or in a simulated situation by demonstration.

Theoretical components can be assessed off the job or in a simulated situation but must be related to racing industry conditions and tasks. This assessment may include short answer or multiple choice testing, written examination or assignments.

Oral testing must be an option where appropriate, but cannot apply to the written communication skills.

All assessment must relate to the business of training and racing greyhounds or horses.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Adequate assessment will require access to racing kennels/stables.

It will be necessary for assessment to occur during the normal routine and operation of the establishment.

It may be necessary to access this environment on a number of occasions to complete the range of assessment tasks required.

Theoretical components require access to an appropriate assessment environment such as a classroom.

All elements will require a qualified Assessor.

A Qualified Assessor will be required for Elements 1 and 5.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to all other competencies.

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

RGR009 A:

Care for Horses or Greyhounds

This unit is concerned with the competencies relating to the general care and maintenance of racing thoroughbreds, standardbreds or greyhounds.

Element of Competency	Performance Criteria
1. Perform stable or kennel maintenance duties	1.1 Knowledge of the stable or kennel maintenance routine is demonstrated.
	1.2 Boxes or kennels are cleaned and bedding replaced in accordance with stable/kennel routine.
	1.3 Stable or kennel environment and yards are cleaned, swept or raked within appropriate time frames and according to the stable/kennel routine.
	1.4 Hazards in the workplace are identified and reported in the appropriate manner and to the stable/kennel nominated person.
2. Provide food and water to horses or greyhounds	2.1 Food and water are prepared and delivered according to instructions.
	2.2 Contaminated food is identified, and reported to the correct person and in the correct manner.
	2.3 Variations to individual eating and drinking patterns are observed and reported to the correct person and in the correct manner.
3. Prepare horses or greyhounds for track work and return from track work	3.1 Gear is correctly identified, assembled and checked for wear.
	3.2 Horses or greyhounds are correctly fitted with nominated gear and prepared for work according to stated routine.
	3.3 Gear is safely removed cleaned and stored in accordance with procedures.
	3.4 Stable procedures for the post work/exercise care of horses and greyhounds is known and followed.
4. Groom a horses or greyhounds	4.1 Correct stable or kennel routine for grooming horses or greyhounds is known and demonstrated.
	4.2 Horses or greyhounds are groomed according to instructions, in a safe manner and within the nominated time frame.
	4.3 Horses or greyhounds are checked for injury or illness during grooming and irregularities are reported to the correct person and within the nominated time frame.
5. Maintain and fit working gear	5.1 Working gear is cleaned, checked and maintained correctly within the nominated time frame.
	5.2 Signs of wear and damage to gear, are reported to the correct person and within the nominated time frame.
	5.3 Working gear is correctly selected for specified purpose.

6. Monitor health & welfare of horses or greyhounds	6.1	Symptoms of common illnesses and injuries are known and identified.
	6.2	Temperature of horses or greyhounds is able to be taken.
	6.3	Horses hooves are cleaned and legs and hooves checked for soreness, inflammation and lameness.
		or
	6.3	Greyhounds are checked for soreness, inflammation and lameness.

7. Attend race meetings as required	7.1	Pre and post race duties for the care of horses or greyhounds are known and able to be demonstrated.
	7.2	All race day duties relating to the care of horses or greyhounds are correctly undertaken, within the appropriate time frame.

Range of Variables

The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The following Range of Variables may include but is not restricted to:

Stable or kennel duties

- cleaning of boxes or kennels, and yards
- removal of faeces and spoiled bedding
- cleaning of food and watering containers
- hosing, sweeping, raking yards and stable or kennel environments.

Preparation for and from work

- inspection and cleaning of horses or greyhounds
- cleaning of hooves (horse specific)
- washing horses or greyhounds
- gearing and ungearing horses or greyhounds
- walking horses or greyhounds prior to and after exercise
- swimming horses (thoroughbred and standardbred specific).

Grooming horses or greyhounds

- general grooming tasks associated with the maintenance of horses or greyhounds.
- specific grooming tasks associated with preparing horses or greyhounds for presentation at race meetings.

Working and transporting gear

- transporting boots, bandages, strapping
- **Thoroughbreds:** bits, bridles, reins, halters saddles, stirrup leathers and irons, martingales, blinkers, pacifiers, leads
- **Standardbreds:** harness, hobbles, head collars, bridles, bits, sulkies, blinkers, pacifiers, leads.
- **Greyhounds:** leads, straps, muzzles, blinkers.

Common illnesses and injuries

- colic (horse specific)
- signs of unhealthy horses or greyhounds
- symptoms of injuries may include but are not restricted to : heat, cuts, abrasions, lameness.

Raceday duties

- attendance to animal welfare at the stalls (horse specific)
- kenneling greyhounds pre race (greyhound specific)
- preparation of horses or greyhounds for racing and warming up
- parading horses or greyhounds
- catching greyhounds post race (greyhound specific)
- assisting in the swabbing situation
- cooling down horses or greyhounds post race.

Evidence Guide

Each unit of competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- consistently applying safe handling and work practices, when dealing with horses or greyhounds
- interpreting and applying relevant industry and stable or kennel rules, regulations and procedures pertaining to the training and racing of horses or greyhounds
- identifying different items of working gear and assessing their condition in terms of safe use and the need for repair
- identifying symptoms of common injuries and signs of ill health
- applying stable/ kennel routines for the maintenance of the training establishment, and the care of greyhounds or horses.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- knowledge of the reasons and correct procedures for grooming horses or greyhounds
- knowledge of grooming equipment
- knowledge of the purpose of working gear and reasons for identifying and reporting maintenance needs
- ability to complete routine tasks correctly and within the nominated time frame
- knowledge of the symptoms of and ways of checking for common injuries and ailments
- ability to safely handle horses or greyhounds for the purposes of undertaking the tasks required of a training establishment, such as leading, restraining, gearing, grooming, transport, attending race meetings
- knowledge of race day procedures and routines relating to the care and management of greyhounds or horses.

Methods and context of assessment

Methods and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is largely practical in nature with some theoretical components. The practical components can be assessed on the job or in a simulated situation by demonstration.

Theoretical components can be assessed off the job or in a simulated situation. This assessment may include short answer or multiple choice testing, written examination or assignments. Theoretical components will include:

- *Symptoms of common illnesses and injuries.*

Oral testing must be an option where appropriate.

All assessment must :

- relate to horses or greyhounds in a training or racing program, housed in an appropriate commercial stable or kennel environment
- include a variety of horses or greyhounds at different stages of their training or racing program
- include horses or greyhounds which are currently racing, and
- include a range of horses or greyhounds of different temperament and behavior.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Adequate assessment will require access to racing kennels/stables, with a variety of greyhounds or horses at differing stages of preparation.

It will be necessary for assessment to occur during the normal routine and operation of the establishment.

It may be necessary to access this environment on a number of occasions to complete the range of assessment tasks required.

Qualified Assessors will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR COMST/06 A: Apply Occupational Health and Safety Procedures
- RGR COMST/07 A: Handle Horses or Greyhounds Safely
- RGR COMST/08 A: Work Effectively in the Racing Industry

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

RGR010 A: Handle Horses or Greyhounds Safely 2

This unit builds on to Handle Horses or Greyhounds Safely 1. It refers to assisting and supervising others to identify and safely catch, control and handle horses or greyhounds.

Pre-requisite: Handle Horses or Greyhounds Safely 1.

Element of Competency

Performance Criteria

1. Assist others to identify and safely catch, control and handle horses or greyhounds	1.1	Provide assistance to and supervise others in the identification, catching and controlling of horses or greyhounds according to stable or kennel procedures.
	1.2	Identify the purpose of different gear as used to control and handle horses or greyhounds.
	1.3	Receive and then give instructions to others regarding the catching, and controlling horses or greyhounds as required by the stable or kennel.
	1.4	Identify competence of other workers with regard to individual horses or greyhounds and delegate minor tasks/roles accordingly.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Provide assistance to others

- other stable employees
- veterinarians
- contractors
- goods and services suppliers
- farriers (horse specific)

Supervise others

- other stable employees

Instructions

- relayed instructions from supervisor or employer to others
- relayed instructions from others to supervisor or employer

Evidence Guide

Each unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- supporting others in handling greyhounds, standardbreds or thoroughbreds in an appropriate manner
- following instructions of supervisor or acting autonomously, when appropriate, with regard to handling a range of horses or greyhounds
- describing the purpose of and using a range of gear for catching and controlling horses or greyhounds
- communicating appropriate instructions related to handling horses or greyhounds to others
- assessing the level of an individual's competency to undertake a task when issuing instructions
- incorporating safe work practices into all instructions.
- catching, controlling and handling a wide variety of horses or greyhounds including those which are difficult to handle.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- ability to catch, control and handle a wide variety of horses or greyhounds including those which are difficult to handle
- giving, receiving and interpreting instructions
- know and understanding of the range and purpose of gear for catching and controlling horses or greyhounds
- understanding of safe work practices when giving instructions
- knowledge of effective working relationships/teams
- ability to assess individuals capacity for specific tasks.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is practical in nature. Practical components can be assessed on the job or in a simulated situation by demonstration.

All assessment must:

- relate to horses or greyhounds in a training and or racing program, housed in an appropriate commercial stable or kennel environment

- include a variety of horses or greyhounds at different stages of their training or racing program;
- include horses or greyhounds which are currently racing, and
- include a range of horses or greyhounds of different temperament and behavior.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Adequate assessment will require access to racing kennels/stables, with a variety of greyhounds of horses at differing stages of preparation.

It will be necessary for assessment to occur during the normal routine and operation of the establishment.

It may be necessary to access this environment on a number of occasions to complete the range of assessment tasks required.

Qualified Assessors will be required for this unit.

Interdependent assessment

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to other units:

- RGR COMST/11 A: Work Effectively in the Racing Industry 2

Assessment should occur after competence in the following competencies has been achieved.

- RGR COMST/06 A: Apply Occupational Health and Safety Procedures
- RGR COMST/07 A: Handle Horses or Greyhounds Safely 1
- RGR COMST/08 A: Work Effectively in the Racing Industry 1
- RGR COMST/09 A: Care for Horses or Greyhounds

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

RGR011 A: Work Effectively in the Racing Industry 2

This unit involves competencies related to roles, rights, responsibilities and professional behavior for individuals working in the Racing Industry.

Prerequisites: Work Effectively in the Racing Industry 1

Element of Competency	Performance Criteria
1. Manage time to tasks required	1.1 Assistance and supervision is satisfactorily provided to others to achieve tasks within the nominated time.
	1.2 Tasks are correctly prioritised.
	1.3 Tasks allocated to others are consistent with individual competency to achieve tasks within the nominated time frame.
2. Identify professional and personal development opportunities for individuals in the racing industry	2.1 Processes for career planning within the racing industry and opportunities external to the industry are identified and known.
	2.2 Professional development needs of the individual and opportunities to enhance career development are identified.
3. Lead small teams	3.1 Small workplace teams to complete routine tasks within the stable or kennel are organised and are competent of achieving the task.
	3.2 Performance of individuals within the team is monitored and assessed.
	3.3 Feedback relating to individual and team performance is provided to and sought from others.
	3.4 Responsibility for making decisions within the team is assumed appropriately and is in accordance with stable or kennel policy.
4. Communicate appropriately in the Racing Industry	4.1 Communication and reporting policy within the stable or kennel is implemented.
	4.2 Written and verbal instructions are correctly interpreted and relayed in a clear and understandable manner.
	4.3 Questions are answered clearly, actions are described in a logical manner and clarification of information is sought appropriately.
	4.4 Information is assessed, evaluated and reported or relayed clearly.
	4.5 Written instructions are correctly interpreted and acted upon.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Task involving time management

- handling
- feeding
- stable or kennel cleaning or maintenance
- preparation of horses or greyhounds for exercise, training or racing
- care of horses or greyhounds after exercise, training or racing
- dealing with unforeseen situations.

Small teams and personnel

- other stable or kennel employees
- management
- associated personnel (suppliers, veterinarians, farriers, transporters).

Professional development needs and opportunities

- basic business management skills
- mentoring
- further training
- identification of training needs of other employees.

Reporting

- variations to feeding or behaviour patterns of horses or greyhounds
- performance of other employees
- gear and property maintenance and repair requirements
- performance following a training/racing session

Written and verbal instructions

- track regulations
- documents of description
- licence applications
- commercial feed instructions
- animal health and care requirements
- stable or kennel policy and procedures
- work rosters
- horse or greyhound work routines

Relaying information or policy

- occupational health & safety
- equal employment
- security of premises and animals
- emergency procedures
- stable or kennel routine
- animal health and care requirements.

Evidence Guide

Each unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training programme. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- delegating tasks to individuals for completion within acceptable time frames and to an acceptable stable or kennel standard
- giving clear, simple verbal instructions relating to workplace tasks
- interpreting and relaying verbal and written instructions received from others
- organising, prioritising and completing tasks in a given time frame
- identifying and describing professional and personal development opportunities for self and other stable employees
- reporting information in a clear and fluent manner
- interpreting stable or kennel policy and procedures correctly

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- ability to receive and analyse instructions and feedback
- ability to organise self and others
- understanding of the principles of small team management
- understanding of the principles of time management
- knowledge of career opportunities within the racing industry and other related areas
- ability to communicate information to others - both orally and in writing.

Method and context of assessment

Method of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit

All assessment must relate to the business of training and racing horses or greyhounds.

This unit is largely practical in nature with some theoretical components. The practical components can be assessed on the job or in a simulated situation by demonstration.

Theoretical components can be assessed off the job or in a simulated situation but must be related to racing industry conditions and tasks. This assessment may include short answer or multiple choice testing, written examination or assignments.

Oral testing must be an option where appropriate, but cannot apply to the written communication skills.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment

Adequate assessment will require access to racing kennels/stables.

It will be necessary for assessment to occur during the normal routine and operation of the establishment.

It may be necessary to access this environment on a number of occasions to complete the range of assessment tasks required.

Theoretical components require access to an appropriate assessment environment such as a classroom.

A qualified Assessor will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to all other competencies and after *Work Effectively in the Racing Industry 1*

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR012 A: Ride or Drive Horses at Track Work

This unit is concerned with the competencies related to riding or driving horses at track work.

Element of Competency	Performance Criteria
1. Protect the welfare of people and horses	1.1 All safety requirements, rules and regulations for rider or driver and horse, both general, those pertaining to safety and those pertaining to particular venues are followed.
	1.2 Gear is checked for safety and adjusted prior to riding or driving.
	1.3 Problems which may result in dangerous riding or driving situations are identified.
2. Organise commitments	2.1 Commitments to trainers and others are systematically recorded.
	2.2 Obligations relating to commitments to ride or drive are known and understood.
3. Apply track riding or driving skills	3.1 Trainer or foreman's instructions are followed.
	3.2 Riding or driving skills are appropriate to a variety of track work situations.
	3.3 Horses are warmed up to, and down from, working pace and are exercised in a balanced manner in all required gaits.
	3.4 Pace of the horse is judged and maintained for required times and distances according to the trainers instructions.
	3.5 Performance of the horse, including any irregularities, is evaluated and reported to the trainer or foreman.
	3.6 Horses are entered to and ridden or driven from practice barrier stalls or mobile starts in a safe manner.
	3.7 Aids are selected and used in a professional manner within the Rules of Racing and in accordance with trainers instructions.

Range of Variables

The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

- Track riding or driving skills**
 - horses of varying ages, experience and temperament
 - horses ridden or driven in work singly, with other horses, in jumpouts and for jockeys or drivers in trials, pace work or where judgment of pace is exercised
 - horses at varying stages of preparation or states of fitness
 - horses worked on a variety of surfaces, on racecourses, on public or private training tracks, or on beaches.

- Dangerous situations**
 - track hazards & surface
 - loose or out of control horses
 - horses going in reverse direction
 - fallen horses
 - broken reins or other gear
 - horses in new environment.

- Organise commitments**
 - track work riding or driving arrangements may be self managed or arranged by employer/trainer.

- Rules of Racing and regulations**
 - rider or driver safety wear (approved helmets, clothing and footwear)
 - rider or driver obligations under the rules of racing
 - approved gear for horses
 - registration requirements of stable employees and track riders or drivers
 - track rules and regulations
 - approved riding aids - whips and spurs.

Evidence Guide

Each unit of competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of the unit's outcomes includes:

- adhering to code specific industry, and local rules and regulations pertaining to the riding or driving of horses in work and obligations within the industry, in accordance with employer, stable and track requirements.
- working horses singly or with other horses in a controlled manner and according to instructions
- judging the pace, and identifying the gait at which a horse is working
- knowing animal health and welfare regulations
- interpreting and implementing track work instructions
- reporting on the performance, health and well being of horses.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the knowledge, understanding and skills a person needs to perform work to the required standard.

- ability to communicate and report on the performance of horses at work
- knowledge of industry terminology related to the working and performance of horses
- knowledge of the communication procedures within the stable and the industry
- knowledge of and procedures for reporting common hazards and hazardous situations
- knowledge of appropriate corrective action in dangerous situations.

Methods and context of assessment

Methods and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is practical in nature. Practical components can be assessed on the job or in a simulated situation by demonstration.

All assessment must :

- relate to horses in a training or racing program, housed in an appropriate commercial stable environment
- include a variety of horses at different stages of their training or racing program;
- include horses which are currently racing, and
- include a range of horses of different temperament and behavior
- demonstrate competency standard on a consistent basis.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Adequate assessment will require access to racing stables, with a variety of horses at differing stages of preparation and able to be ridden or driven at track work.

It will be necessary for assessment to occur during the normal routine and operation of the establishment and on numerous occasions.

Qualified Assessors will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR COMST/06 A: Apply Occupational Health and Safety Procedures
- RGR COMST/07 A: Handle Horses or Greyhounds Safely 1
- RGR COMST/09 A: Care for Horses or Greyhounds

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
1	1	1	1	1	1	1

RGR013 A: Ride or Drive Horses in Races

This unit is concerned with the competencies related to riding or driving horses in races.

Element of Competency	Performance Criteria
1. Follow an appropriate pre and post race routine	1.1 Race gear is prepared and checked for safety prior to race day and prior to the race.
	1.2 System of apprentice claims or junior, novice or provisional driver claims are understood.
	1.3 Raceday documentation is known and provided.
	1.4 Pre and post race procedures are known and observed.
	1.5 Principles of pre-race planning are known, understood and applied.
	1.6 Post race assessment of own performance and that of the horse is undertaken.
2. Plan and use appropriate race tactics	2.1 Form and racing behaviour of own horse and other horses and riders or drivers are studied.
	2.2 Trainer or foreman's instructions are understood and followed where possible.
	2.3 Starting procedures are known and followed.
	2.4 Tactics are modified appropriately as required during races and according to how the race is being run.
3. Use safe race riding or driving skills	3.1 Rules relating to safe and legal race riding or driving are known and understood.
	3.2 Appropriate whip use is demonstrated and rules relating to whip use are known.
	3.3 Appropriate use of alterable corrective equipment is demonstrated (<i>Harness specific</i>).
4. Report on race	4.1 Horses race performance is evaluated and reported to the appropriate persons.
	4.2 Critical incidents of races are recalled.
	4.3 Protocol for communicating performance is applied.
5. Participate effectively in inquiries, protests and appeals	5.1 Procedures, rights and responsibilities are known and understood.
	5.2 Clear and accurate information is provided in protests, inquiries and appeals.

Range of Variables

The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Race gear

- saddles, bridles, reins, bits, stirrup irons and leathers, girth, surcingles, martingales, nosebands, rings, riding boots, whips, helmet, vest, silks (thoroughbred specific)
- sulkies , hobbles, bridles, bits, reins, driving boots, whips , helmet, vest, colours and alterable corrective equipment such as hopple shorteners, removable hoods, overcheck, removable deafeners pull up blinds (harness specific)

Pre and post race procedures

- mounting yard procedures
- weighing in and out (thoroughbred specific)
- presenting to the start
- making and announcing a decision to protest
- attend protests and inquiries

Pre race planning

- form and racing behaviour of own and other horses
- colours of other riders or drivers
- race behaviour and tactics of other riders or drivers
- track biases, barrier draws and conditions at various race courses
- performance at a range of distances and on different surfaces
- track is walked and an assessment of surface made (specific to some states only)

Rules

- Australian Rules of Racing
- State Rules of Racing
- Track regulations.

Race day personnel

- stewards
- trainers
- owners
- other riders or drivers
- race course officials.

Race meetings

- registered race meetings throughout Australia, metropolitan, provincial and/ or country

Evidence Guide

Each unit of competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understand and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- understanding, interpreting and applying the Australian and Local Rules of Racing and Regulations pertaining to race riding or driving in a meaningful and consistent manner
- controlling a variety of horses during races at different tracks, under different circumstances and given different conditions
- demonstrating a thorough knowledge of the rules, regulations, rights and procedures pertaining to inquiries, appeals and protests
- riding or driving horses in races reflecting sound race tactics and meeting other contingencies during the race
- anticipating and responding rapidly to changed circumstances in a race, including emergency situations
- reporting effectively on the performance of horses during races, including own and others.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- understanding of the different race tactics which might be employed and the different factors which influence tactics
- knowledge of different race tracks and surfaces within the state/territory
- knowledge and understanding of the types and classes of races, and the handicapping system and how that impacts on pre race planning and assessment of horses' performance
- skill to communicate in a variety of situations, including at protests, inquiries and appeals, with the media and in public.

Methods and context of assessment

Methods and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is practical in nature. Practical components must be assessed on the job. Practical components (*pre race planning, post race assessment of performance, understanding of tactics*) may be assessed at a non-race track environment.

All assessment must:

- relate to horses currently racing
- include a variety of horses at different stages of their racing program
- include a range of horses of different temperament and behaviour

Assessment will need to occur on numerous occasions and performance must be consistent.

Resource implications

Resource implications refer to the resources that are necessary for undertaking the assessment.

Assessment will require frequent and repeated access to presently racing thoroughbreds or standardbreds, racing at industry controlled race meetings.

Qualified Assessors will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR COMST/06 A: Apply Occupational Health and Safety Procedures
- RGR COMST/10 A: Handle Horses or Greyhounds Safely 2

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR014 A: Manage Personal and Business Affairs

This unit is concerned with the competencies related to managing the personal and business affairs specific to being a jockey or harness driver.

Pre requisite or co requisite units: Work Effectively in the Racing Industry 2.

Element of Competency

Performance Criteria

1. Apply business and financial management skills

- 1.1 Strategies are developed for promoting riding or driving services to owners and trainers.
- 1.2 Principles of and requirements for financial record keeping and budgeting are known and understood.
- 1.3 Sources of professional information pertaining to investment, insurance, taxation and superannuation are known.

Range of Variables

The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Industry liaison

- owners
- trainers
- syndicate managers
- other riders or drivers
- professional associations
- media.

Promoting riding or driving services

- formal contact via telephone or by appointment
- informal promotion by networking opportunities
- attending industry functions
- advertising
- electronic and print media interviews or stories.

Financial record keeping and budgeting

- personal budgeting of expenditure and income
- records of race rides or drives and earnings
- diaries
- bank statements.

Professional advisors

- financial, investment , superannuation and insurance advisors
- accountants
- taxation specialists
- managers of jockeys or drivers.

Evidence Guide

Each unit of competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit outcomes includes:

- demonstrating a knowledge of financial record keeping requirements, workers compensation legislation and taxation regulations pertaining to self employed jockeys or drivers
- understanding code, state and/or territory arrangements for the control and management of apprentice or driver trust accounts
- interpreting and understanding the industry rules and regulations pertaining to the obligations of jockeys or drivers to the racing industry with respect to marketing and promotion of self and services.
- demonstrating an understanding of the variety of methods and practices of marketing and promotion of services

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- knowledge of principles of promotion and marketing services
- knowledge of financial record keeping
- ability to communicate with financial and management advisors
- knowledge of taxation record keeping requirements, and an understanding of taxation requirements.

Methods and context of assessment

Methods and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is theoretical in nature and may be assessed off the job or in a simulated situation. This assessment may include short answer or multiple choice testing, written examination or assignments. Oral testing must be an option where appropriate.

Assessment must be related to tasks appropriate to employment as a rider or driver of thoroughbreds or standardbreds.

Resource implications

Resource implications refer to the resources that are necessary for undertaking the assessment.

Access to a classroom or similar environment.

A qualified Assessor will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR COMST/11 A: Work Effectively in the Racing Industry 2

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR015 A: Maintain Race Riding Weight (Thoroughbred Specific)

This unit is concerned with the competencies related to the management and control of weight as applicable to race riders/jockeys in the thoroughbred racing industry.

Pre requisite or co requisite units: Work Effectively in the Racing Industry 2.

Element of Competency

Performance Criteria

1. Maintain riding weight

- 1.1 Principles of maintaining weight, health and fitness levels are understood.
- 1.2 Range of professional services available to assist with maintenance of weight, health and fitness are understood.
- 1.3 Acceptable practices for weight reduction and maintenance are described and demonstrated.

Range of Variables

The Range of Variables statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Principles of weight control

- energy intake versus energy expenditure
- balanced diet and dietary requirements
- principles of weight gain and loss
- relationship between diet and fitness
- energy sources
- nutritional factors.

Evidence Guide

Each unit of competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit outcome includes:

- describing and understanding healthy methods of weight reduction and control
- developing effective strategies for weight and fitness management
- maintaining weight within the healthy weight for height and age range.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- understanding of the anatomy and physiology of the human digestive system, and weight gain and loss
- knowledge and understanding of the means of improving and maintaining fitness levels
- understanding of the nutritional and weight inducing values of foodstuffs.
- knowledge of what constitutes a healthy diet.

Methods and context of assessment

Methods and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is theoretical in nature and may be assessed off the job or in a simulated situation. This assessment may include short answer or multiple choice testing, written examination or assignments. Oral testing must be an option where appropriate.

Assessment must be related to tasks appropriate to employment as a rider of thoroughbreds.

Resource implications

Resource implications refer to the resources that are necessary for undertaking the assessment.

Access to a classroom or similar environment.

A qualified Assessor will be required for this unit.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR COMST/11 A: Work Effectively in the Racing Industry 2

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting, analysing & organising information	Planning & organising activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR016 B: Maintain Greyhounds, Standardbreds or Thoroughbreds in a Healthy State and Safe Environment

This unit incorporates the issues relating to housing, health and maintenance of greyhounds, standardbreds or thoroughbreds.

Element of Competency	Performance Criteria
1. Maintain accommodation for greyhounds, standardbreds or thoroughbreds	1.1 Animal housing is arranged to meet environment, security, physical and emotional needs of the individual animal. 1.2 Safe environment for animals, free from structural hazards, is maintained. 1.3 Food storage areas and water supply are maintained, cleaned and kept free of contaminants. 1.4 Maintenance of animal housing is consistent with OH & S legislation and animal welfare. 1.5 Routine cleaning and maintenance of stables, kennels, yards is established which ensures an hygienic environment.
2. Monitor and maintain a vaccination program	2.1 Vaccination requirements of horses or greyhounds are known and understood. 2.2 Vaccination program for horses or greyhounds is organised. 2.3 Documentation requirements regarding vaccination of individuals are known and maintained.
3. Implement a parasite control program	3.1 Maintenance program/s for internal and external parasite control are put into place. 3.2 Correct washes/dressings are chosen, applied or administered to animal with reference to specific parasites, animal weight and condition. 3.3 External and internal parasites are identified.
4. Implement a health maintenance program	4.1 Causes, symptoms and treatment of common illnesses and injuries are known. 4.2 Regular regime of checking animals for signs of illness/injury is carried out. 4.3 Communicable diseases are able to be identified and control measures implemented.

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|--|--|
| 5. Implement a program of care and maintenance for the hoof (<i>horse specific</i>) | <ul style="list-style-type: none">5.1 Common hoof diseases/injuries are recognised and appropriate treatment arranged.5.2 Common gait abnormalities are identified and appropriate corrective action implemented.5.3 Horse shoes for training/racing are appropriate to horses training/racing program.5.4 Effective communication is maintained with farriers and appropriate records are kept.5.5 Regular hoof care routine for horses is implemented. |
| <hr/> | |
| 6. Implement a program of inspection for greyhound feet and limb problems (<i>greyhound specific</i>) | <ul style="list-style-type: none">6.1 Common foot/limb injuries and/or disorders are recognised and treatment arranged.6.2 Effective communication regarding identification and treatment is demonstrated. |
| 7 Manage the care of the thoroughbred applying knowledge of animal anatomy and physiology | <ul style="list-style-type: none">7.1 Key physical features of the horse or greyhound are identified and described using appropriate workplace terminology.7.2 Key features of the muscular - skeletal system of the horse or greyhound are identified and described using appropriate workplace terminology.7.3 Key features of the circulatory, respiratory and digestive systems of the horse or greyhound are described using appropriate workplace terminology.7.4 Mechanics of horse or greyhound movement are identified and described using appropriate workplace terminology.7.5 Common faults in horse or greyhound anatomy and physiology are identified and described using appropriate workplace terminology. |

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Routine cleaning

- all regular cleaning of horses or greyhounds housing on a daily, weekly or other basis
- all ground level areas to be kept clean of animal droppings and urine, all rubbish, papers, and any hazardous material
- stables or yards kept free from faeces/urine
- yards, kennels, boxes and housing arrangements with the inclusion of water vessels and containers.

Safe and secure storage

- food/feedstuff in sealed rodent proof bins/containers
- waste animal and veterinary materials in appropriately designed bins or containers including needle/syringe disposal.
- traps/baits/poisons and cleaning agents are stored and/or used subject to Occupational Health & Safety regulations.

Suitable bedding

- straw, sand, woodchip, ricehulls, shavings, bedding rugs or paper product.

Removal of waste animal and veterinary material

- adherence to local health regulations.

- Adequate water supply**
- plumbing fittings and fixtures protected for all seasons and weather conditions
 - water supplies sourced to prevent carrying of heavy water containers
 - water vessels/containers regularly checked, cleaned and disinfected.
- Safe accommodation**
- entries/walls/surrounds are free from sharp or dangerous protrusions
 - accommodation is suitable for a mix of sex and to cater for dominant/submissive behaviors
 - kennels or stables are of an appropriate size and are sited according to prevalent climatic conditions.
- Individual management programs**
- vaccinations for horses which may include but are not restricted to strangles and tetanus
 - vaccinations for greyhounds which will include all regulatory vaccinations as determined by the governing body and may include but are not restricted to parvo, distemper, and hepatitis
 - teeth check and treatment is established on 3-4 month rotation (*Horse specific*)
 - worming, sheath cleaning, skin checks (*Horse specific*)
 - adherence to regulations relating to interstate/overseas travel.
- Regular regime in relation to health maintenance and parasite control**
- daily and other inspections
 - reference to climatic and local conditions in respect of internal/external parasites
 - type of animal.
- Management of external and internal parasites**
- topical dressings/washes are administered to manufacturer's specifications
 - transmission of external parasites animal to animal is prevented by separation of gear and equipment cleaning, and disinfection and housing management
 - accurate measurement of dosages for dressings/washes are utilised
 - regulations for use of pharmaceutical substances are met and maintained
 - drenches and worming medications are used to manufacturer's specifications or veterinary instruction
 - parasitic conditions may relate to ticks, mites, fleas, ulcers, hook worms, heart worms, round worms, tape worms, thread worms, red worms, bots, whip worm
 - adherence to individual state and overseas requirements in relation to parasites.

Regular health and injury checks

- feed and water containers are checked in order to ensure that horses or greyhounds are feeding and drinking appropriately
- faeces and urine are checked for abnormalities
- nostrils checked for discharge or signs of ill-health
- temperature checked
- changes to normal behavior
- pulse checked in foot (*horse specific*)
- bitches checked for seasonal conditions (*greyhound specific*)
- weight loss or gain is checked
- legs checked for “heat”, swelling, cuts etc. (*horse specific*)
- feet checked for loose/worn shoes. (*horse specific*)
- check feet for sandy toe, worn/cut pads, papilloma, split or broken nails or sprung toes, hock problems, split webbing, quicks, muscle tears, dropped muscles, torn ligaments, and check for kennel cough (*greyhound specific*)
- back injuries and signs of soreness
- check teeth and eye of animal
- injury relating to ill fitting equipment e.g. rugs
- check for lameness.

Common foot limb injuries/disorders

- sand toes
- quicks
- muscle tears
- hock problems
- split webbing
- dropped muscles
- torn ligaments.

Hoof diseases and injuries

- stone bruises
- laminitis
- cracked heel
- seedy toe
- thrush
- quarter cracks
- nail binding
- navicular disease
- abscesses.

Gait abnormalities

- cross firing
- scalping
- brushing
- speedy cutting
- over reaching.

Skin ailments and external parasites

Symptoms of common skin ailments:

- ringworm
- fungal infections
- rain scald
- eczema
- sunburn
- rain scald

Bites:

- bee stings
- buffalo fly
- ticks
- mosquito bites
- flees (greyhound specific)

External parasites:

- lice
- bot.

Internal Parasites

Common parasites:

- roundworm
- tape worm
- whip worm
- hook worm
- thread worm.

Animal anatomy and physiology

Basic features of animal anatomy and physiology:

- muscular - skeletal
- circulatory, respiratory and digestive system
- mechanics of horse or greyhound movement
- common faults in horse or greyhound anatomy and physiology.

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- applying and knowing principles of animal welfare
- knowing housing and care requirements of greyhounds, standardbreds or thoroughbreds in work is demonstrated
- understanding minimum welfare and/or council requirements and regulations and individual animal requirements should be demonstrated
- demonstrating remedial first aid procedures for horses or greyhounds
- recognising symptoms of common diseases and injuries to horses or greyhounds
- demonstrating knowledge of relevant rules, regulations and legislation.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

Knowledge of the following is required:

- State/Commonwealth OH&S regulations relating to the use and storage of poisons chemicals and cleaning agents
- vaccination requirements and any regulations established by controlling bodies or government agencies
- symptoms of and procedures for notifiable diseases
- regulations pertaining to therapeutic substances and the implications of these regarding the use of any substance such as over-the-counter medication or topical dressing
- rules and regulations pertaining to the shoeing of horses
- principles of hygiene and best practice as they relate to animal care
- structure of the hoof/foot
- common foot/hoof disorders such as: thrush, corns, quarter cracks, bruising, abscess
- understanding of infection transfer
- required quarantine procedures in case of localised infectious disease
- commonly used health parameters for the animal e.g temperature, respiration rate, hydration, temperature control, heart rate
- elementary anatomy and physiology of greyhounds, standardbreds or thoroughbreds
- ability to communicate effectively.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Access to a commercial training establishment and the full range of equipment normally associated with same.

A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments would be required.

Some tasks may be completed using a simulated environment.

Qualified Assessors will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

Practical components are to be assessed on the job or in a simulated situation by demonstration of skill.

On job and simulated situations must use horses or greyhounds currently in work and both on job and simulated situation must include a range of animals of different temperament and behavior.

Practical components of this unit would include:

- *hazard identification; provision of adequate water supply; routine cleaning of stables or kennels and yards; undertaking checks of animals; identification of gait abnormalities.*

Theoretical components may be assessed on or off job, or in a simulated situation by way of short answer testing, multiple choice testing, written examinations or assignments.

Oral testing of theoretical components must be an option where appropriate. These components would include:

- *design of accommodation; security of buildings, animals and environment; pest management; storage requirements of chemicals, fuels, medications and food; disposal of waste materials; vaccination program management; parasite control management; causes symptoms and treatment of common injuries, illnesses, parasites, hoof diseases and injuries: record keeping; shoeing requirements of horses.*

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to units:

- RGR021 A: Train and Race Greyhounds, Standardbreds and Thoroughbreds.
- RGR024 A: Manage the Maintenance of Plant, Equipment and Property 1.

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR017 A: Determine Nutritional Requirements for Greyhounds, Standardbreds or Thoroughbreds

This unit involves the assessment of the nutritional requirements of specific animals, the formulation of rations and the assessment of nutritional suitability and outcomes.

Element of Competency	Performance Criteria
1. Interpret the nutritional requirements for greyhounds, standardbreds or thoroughbreds	1.1 Nutritional principles are applied to the formulation of individual food rations for the range of animals in care.
	1.2 Food rations are appropriate to animal's condition, workload and stage of training.
2. Assess the range of food, additives and supplements for greyhounds, standardbreds or thoroughbreds	2.1 Food is selected on the basis of quality, species and nutritional and economic value for a particular animal.
	2.2 Supplements and food additives are assessed on the basis of active ingredients, price and nutritional needs for specific animals.
	2.3 Supplements and/or food additives used do not breach industry regulations.
3. Establish and monitor individual feeding regimes for greyhounds, standardbreds or thoroughbreds	3.1 Individual animals are assessed for condition and nutritional needs in relation to work requirements, individual taste and behavior.
	3.2 Individual animal's eating behavior, food intake and work level is known and records maintained where appropriate.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Food rations

- a variety of grains and energy sources
- local varieties/species of grass, hays and fodders (*Horse specific*)
- pre-packaged food or bulk base food
- fresh meat, kibble, vegetables (*Greyhound specific*).

- Quality influences in food**
- presence/absence of mould or rot
 - age of material
 - rodent or other spoilage
 - type of grass or grain species.

- Individual feeding regimes**
- age effects
 - gender effects
 - level of work
 - individual taste.

- Supplements**
- vitamins
 - oils
 - calcium
 - electrolytes
 - potassium
 - iron.

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- preparing and providing balanced diets and food for problem eaters, for horses or greyhounds, which demonstrate an understanding of quality, type and value of feed
- demonstrating a knowledge of the nutritional composition of common food
- developing and modifying the feeding regimes of a range of individual greyhounds, standardbreds or thoroughbreds at varying stages in life cycle, work program (stages of preparation) and physical condition.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- knowledge of the sources and importance of energy, protein, fibre, minerals and vitamins in food rations
- knowledge of nutritional requirements with respect to the animals age, needs while spelling, training and racing
- knowledge of the interaction between the use of any food and or additives that may contravene industry regulations.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment

Access to a commercial training establishment and the full range of equipment normally associated with same.

A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments will be required.

Some tasks may be completed using a simulated environment.

Qualified Assessors will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

Elements 1 & 2 are theoretical and therefore can be assessed off the job or in a simulated situation. Element 3 should be assessed in the work situation. It is necessary to consider the nutritional requirements of a range of horses or greyhounds at different stages of work/preparation and with differing eating habits and patterns.

Assessment must relate to horses or greyhounds in a training or racing program.

Assessment may include but is not restricted to short answer testing, multiple choice testing, written examination, or assignments.

Oral testing must be an option for all components where appropriate.

Assessment of quality, species and nutritional value of food would require a simulated or on job component.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to units:

- RGR COMST/19 A: Plan Training and Racing Programs for Greyhounds, Standardbreds and Thoroughbreds
- RGR COMST/20 A: Manage the Education of Greyhounds, Standardbreds or Thoroughbreds
- RGR COMST/21 A: Train and Race Greyhounds, Standardbreds or Thoroughbreds
- RGR COMST/22 A: Assess Training and Racing Programs of Greyhounds, Standardbreds or Thoroughbreds.

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR018 A: Assess Health and First Aid for Greyhounds, Standardbreds or Thoroughbreds

This unit involves the assessment and application of first aid where necessary prior to veterinary assessment, and the management of health, fitness and well being of greyhounds, standardbreds or thoroughbreds.

Element of Competency

Performance Criteria

1. Assess and respond to injuries in greyhounds, standardbreds or thoroughbreds	1.1	First aid policy and procedures, with respect to obligations to owners, state regulations and duty of care are established.
	1.2	Horses or greyhounds are calmed and restrained prior to first aid assessment.
	1.3	A policy and system of referral for injury treatment and emergency care is established.
2. Apply basic first aid to greyhounds, standardbreds or thoroughbreds	2.1	First aid procedures and principles relating to injuries/accidents, pertaining to greyhounds, standardbreds or thoroughbreds are known and applied.
3. Assess the health and fitness of greyhounds, standardbreds or thoroughbreds	3.1	Pre and post race assessment of animal for injuries /distress/health and fitness is implemented.
	3.2	Pharmaceutical or therapeutic treatment complies with industry regulation.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

First aid awareness

- treatment of cuts, breaks, scolds, punctures, colic, abrasions, tying up, bleeders, acidosis, distress, hoof pricks, stone bruises, quarters, abscesses, allergic reactions, cast horses, quarter cracks, bowed tendons, abnormal temperature, insect bites, animal bites, diarrhea, dehydration
- vomiting, (greyhound specific)
- application of support and box bandages
- treatment and implications of swelling and inflammation.

Pre and post race checks

checking of and for:

- weight
- in season
- nose, eyes
- respiration
- lameness
- cramping
- heart/ pulse rate.

First aid equipment

- bandages
- poultices
- scissors
- antiseptic creams/lotions/sprays.

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program.

The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- demonstrating knowledge of animal first aid equipment and facilities requirements in the workplace
- recognising vital signs of horses or greyhounds health/injuries
- applying first aid procedures for horses or greyhounds appropriate to injury assessment
- applying safe handling and restraint techniques for greyhounds, standardbreds or thoroughbreds
- applying rules and regulations pertaining to the use of pharmaceutical products with racing horses or greyhounds.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- knowledge of anatomy/physiology of greyhounds, standardbreds or thoroughbreds
- knowledge of key health signs/clinical examination techniques
- skills of safe horses or greyhounds handling and restraint.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Access to a commercial training establishment and the full range of equipment normally associated with same.

A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments will be required.

Some tasks may be completed using a simulated environment.

A qualified Assessor will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

Practical components must be assessed either on job or in a simulated situation.

Both on job and simulated situations must include a range of animals with a variety of temperaments and a variety of first aid requirements.

Practical components will include:

- *pre and post race assessment for injuries, distress, health and fitness.*

Theoretical components may be assessed off the job or in a simulated situation by way of short answer testing, multiple choice testing, written examination, or assignments.

Oral testing of these components must be an option where appropriate.

Interdependent assessment

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to units:

- RGR COMST/19 A: Plan Training and Racing Programs for Greyhounds, Standardbreds or Thoroughbreds
- RGR COMST/21 A: Train and Race Greyhounds, Standardbreds or Thoroughbreds
- RGR COMST/22 A: Assess Training and Racing Programs of Greyhounds, Standardbreds or Thoroughbreds

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR019 A: Plan Training and Racing Programs for Greyhounds, Standardbreds or Thoroughbreds

This unit involves the planning and preparation of training and racing programs for a number of greyhounds, standardbreds or thoroughbreds, given a variety of potential and circumstances.

Element of Competency

Performance Criteria

1. Prepare individual training and racing programs for greyhounds, standardbreds or thoroughbreds

- 1.1 Relevant industry rules and regulations are accounted for in the planning process.
- 1.2 Attributes and potential capabilities including pedigrees and bloodlines of individual greyhounds, standardbreds or thoroughbreds are researched, identified and considered.
- 1.3 Planning, including the accommodation, treatment and handling of individual horses or greyhounds acknowledges individual differences including temperament and behavior.
- 1.4 Physical imperfections (conformation faults), injuries and soreness of individual animals are considered in the planning process.
- 1.5 Principles of training greyhounds, standardbreds or thoroughbreds to race are applied to the planning process.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Industry rules and regulations

- the registration and licensing of animals and others associated with handling race animals
- the safety of animals and others
- requirements for and the eligibility of animals to access training and racing facilities.

Planning

- must be undertaken as an individual (may include consultation with a variety of personnel)
- variety of horses or greyhounds of varying ages and at various stages of a racing program.

Industry personnel

- other trainers, veterinarians, other horse health specialists, breeders, owners, racing management staff, stipendiary stewards, and
 - **(greyhound)** muscle specialists, , trials track managers
 - **(standardbred)** drivers, farriers, stablehands, foremen, stable managers
 - **(thoroughbred)** jockeys, track work riders, farriers, stablehands, foreman, stable managers.

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit outcome includes:

- designing training and racing programs to optimise the performance of individual greyhounds, standardbreds or thoroughbreds
- preparing and adjusting training and racing plans for a variety of horses or greyhounds with differing capabilities, racing expectations and differing ages
- demonstrating knowledge of the housing and care requirements of greyhounds, standardbreds and thoroughbreds in work
- demonstrating understanding of the animal welfare and/or council requirements and regulations and individual animal requirements.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- principles of conditioning greyhounds, standardbreds or thoroughbreds for racing
- principles of feed and nutrition of greyhounds, standardbreds or thoroughbreds in training and racing
- awareness of fitness indicators of given individuals at various stages of a training and racing program
- knowledge of spelling and agistment requirements of greyhounds, standardbreds and thoroughbreds
- knowledge of feeding, housing and care requirements
- knowledge of racing calendars, race types (classes), handicapping and race track surfaces and how these impact upon individual animals and their racing needs and temperaments.

- knowledge of routine and first aid treatments for care of greyhounds, standardbreds or thoroughbreds
- ability to assess the racing potential of each individual greyhounds, standardbreds or thoroughbreds, according to breeding, the type of race, racing surface, and conditions, and prepare a conditioning program accordingly
- knowledge of conformation faults, their implications for racing horses or greyhounds and identification of training methods appropriate to those conformation faults
- knowledge of recording requirements for the training, feeding and veterinary care of individual greyhounds, standardbreds and thoroughbreds
- ability to communicate with owners and employees regarding individual greyhounds, standardbreds or thoroughbreds potential, performance and needs.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Access to a commercial training establishment and the full range of equipment normally associated with same.

A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments will be required.

Some tasks may be completed using a simulated environment.

Qualified Assessors will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

Practical components are to be assessed on job or in a simulated situation by demonstration.

All practical assessment will include a variety of horses or greyhounds with varying temperaments and in different stages of work/ preparation.

Practical components will include:

- *the accommodation, treatment and handling of individual treatment of greyhounds, standardbreds or thoroughbred; assessment of conformation faults of individual animals.*

All other components are theoretical and may be assessed off the job or in simulated situation by way of short answer testing, multiple choice testing, written examination, assignments or role play.

Oral testing must be an option where appropriate.

Interdependent assessment

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR COMST/16 A: Maintain Greyhounds, Standardbreds or Thoroughbreds in a Healthy State and Safe Environment
- RGR COMST/23 A: Manage a Training and Racing Program 1

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR020 A: Manage the Education of Greyhounds, Standardbreds or Thoroughbreds

This unit involves the management of the education of greyhounds, standardbreds or thoroughbreds to be safely handled in a range of environments and situations in preparation for training to race. It includes the safe application of the gear required to train and race.

Element of Competency	Performance Criteria
1. Evaluate and supervise the education of greyhounds, standardbreds or thoroughbreds	1.1 Individual breaking in and education needs of horses or greyhounds are assessed.
	1.2 Suitable breaking in and/or education program is sourced and evaluated.
	1.3 Greyhounds, standardbreds or thoroughbreds are educated to behave, trial and race according to industry standards, rules or regulations.
2. Monitor and modify the education of greyhounds, standardbreds or thoroughbreds	2.1 Education programs for greyhounds, standardbreds, or thoroughbreds to race are designed and implemented.
	2.2 Greyhounds, standardbreds or thoroughbreds are assessed according to behavior and safety requirements of the industry both pre and post education.
	2.3 Appropriate gear and techniques are identified and used to modify behavior of greyhounds, standardbreds or thoroughbreds.
	2.4 Progress of the horses or greyhounds is evaluated and recorded at various stages of the education phase.
	2.5 Horses or greyhounds are able to be worked in company, or alone and are able to be handled with minimal risk to animal and handler.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Rules and regulations

- relevant industry and local government rules and regulations pertaining to the registration and licensing of animals and employees,
- the safety of animals and employees
- requirements for and the eligibility of animals to access training and racing facilities
- the education requirements for animals at various times during the training and racing program.

Manage education

Work may be undertaken as a part of team or as an individual, but must be managed to comply with industry standards, rules or regulations at all times.

Education may either be undertaken by the individual or organised through another person or facility.

Work environment

- in the stable or kennel environment
- at different registered training/,breaking and educating tracks
- at different locations and on different track surfaces
- at trials
- from the barrier and
- at registered race meetings and in public.
- with other horses or greyhounds or alone

Appropriate gear

- blinkers, hobbles, a variety of bits, saddles, harness, halters, sulky, bridles, rings, tongue ties, nose bands, shadow rolls, breastplates, pacifiers. Note the National harness gear list can provide further information. (**Standardbred and Thoroughbred specific**)
- blinkers, nose straps, barking muzzles, leads, harness, muzzles. (**Greyhound specific**).

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- demonstrating knowledge of industry required standards of behavior of horses or greyhounds post education and breaking in
- assessing behavior of horses or greyhounds, post education and breaking in, against industry standards, rules or regulations in terms of handling, training and racing.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- safe handling of greyhounds, standardbreds or thoroughbreds
- ability to communicate effectively with staff designated to care for horses or greyhounds
- implementation of principles of occupational health and safety
- principles of education of greyhounds, standardbreds or thoroughbreds for racing
- knowledge of normal behavior, vices and undesirable traits and the identification of appropriate behavior modification and corrective practices and procedures
- knowledge of the housing welfare and care requirements of greyhounds, standardbreds and thoroughbreds in work and industry and council requirements and regulations
- knowledge of routine and first aid treatments for care of greyhounds, standardbreds or thoroughbreds
- knowledge of recording requirements for the education, feeding and veterinary care of individual greyhounds, standardbreds and thoroughbreds
- ability to communicate with owners and employees regarding individual greyhounds, standardbreds or thoroughbreds potential, performance and needs.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Access to a commercial training establishment and the full range of equipment normally associated with same. A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments will be required.

Some tasks may be completed using a simulated environment.

Qualified Assessors will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

Whilst it is deemed that this unit is theoretical in nature, it is considered that it is practical by application.

It is appropriate to assess the understanding of the principles of education in the theoretical mode (i.e. by short answer testing, multiple choice testing, written examination and oral examination).

It is also necessary to note the interdependent assessment of units with regard to handling of horses or greyhounds and individual assessment of training need. This would require evidence of skills relating to the handling of horses or greyhounds in a variety of situations , and with a variety of temperaments in addition to the assessment of potential of a variety of horses or greyhounds.

Oral testing must be an option where appropriate.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units

This unit should be assessed with due regard to the following units:

- RGR COMST/16 A: Maintain Greyhounds, Standardbreds or Thoroughbreds in a Healthy State and Safe Environment
- RGR COMST/17 A: Determine Nutritional Requirements of Greyhounds, Standardbreds and Thoroughbreds
- RGR COMST/18 A: Assess Health and First Aid for Greyhounds, Standardbreds or Thoroughbreds
- RGR COMST/19 A: Plan Training and Racing Programs for Greyhounds, Standardbreds or Thoroughbreds
- RGR COMST/21 A: Train and Race Greyhounds, Standardbreds or Thoroughbreds
- RGR COMST/22 A: Assess Training and Racing Programs of Greyhounds, Standardbreds or Thoroughbreds
- RGR COMST/23 A: Manage a Training and Racing Program 1

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR021 A: Train and Race Greyhounds, Standardbreds or Thoroughbreds

This unit involves the training and racing of greyhounds, standardbreds or thoroughbreds. It includes all aspects of training and racing.

Element of Competency	Performance Criteria
1. Implement training and racing programs for individual greyhounds, standardbreds or thoroughbreds	1.1 Performance and performance potential of individual greyhounds, standardbreds or thoroughbreds is assessed and accounted for in the training and racing program.
	1.2 Rules and regulations pertaining to the training and racing of greyhounds, standardbreds or thoroughbreds are known and adhered to.
	1.3 Classes or types of race, handicapping or grading /rating systems are known and greyhounds, standardbreds or thoroughbreds are placed accordingly.
	1.4 Level of fitness of greyhounds, standardbreds, or thoroughbreds is identified and assessed.
	1.5 Greyhounds, standardbreds or thoroughbreds are presented in an industry accepted condition to trials and races.
	1.6 Feeding, training and racing regimes are appropriate to the individual needs of greyhounds, standardbreds or thoroughbreds.
	1.7 <i>Drivers, jockeys and track work riders (standardbred and thoroughbred trainers only), are appointed, giving due consideration to the capabilities of both horse and driver or jockey, and in order to maximise the horses performance both in training and racing.</i>
2. Monitor and maintain animal health and welfare	2.1 Management regime is in place to ensure that animal health and well being is monitored at all times and appropriate treatment is organised.
	2.2 Horses or greyhounds are housed in suitable and approved premises which are maintained to health and safety standards specified by the rules of racing and other regulations.
	2.3 Feeding and watering regimes are monitored and maintained at suitable level for individuals.
	2.4 Transportation practices are monitored regularly to ensure that animals are transported safely and in accordance with industry, statutory body regulations and with animal welfare standards.
3. Assess performance and behavior of horses or greyhounds during training and racing	3.1 Appropriate performance records of individual animals are maintained and reviewed regularly in conjunction with animal behavior and feeding habits.
	3.2 Training and racing programs are adjusted in order to maximise individual performance.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole. The Range of Variables may include but is not restricted to:

Industry rules and regulations

- the registration and licensing of animals and employees
- the safety of animals and employees
- rules and regulations pertaining to the requirements for and the eligibility of animals to access training and racing facilities
- appropriate presentation of greyhounds, horses and persons at the races
- eligibility of greyhounds and horses to race
- handicapping or grading systems
- raceday procedures
- recording requirements
- procedures for protests, inquiries and appeals
- accepted racing gear and gear changes
- pre race and post race procedures.

Health and welfare

- feed and water regimes
- housing and accommodation
- transportation
- health monitoring.

Performance records

- health maintenance
- feed
- breeding
- training and work schedule
- trials schedule and performance
- racing record and performance
- race behaviour.

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- completing training and racing records, and all other related racing documentation in an appropriate format and within an appropriate time frame
- assessing greyhounds, standardbreds or thoroughbreds potential and classification, for entering in the appropriate race
- knowing rules and regulations pertaining to the training and racing of horses or greyhounds. These may include, raceday procedures, recording requirements (including nomination and acceptance), procedures for protests, inquiries and appeals, accepted racing gear and gear changes, licensing of persons, and registration of horses and greyhounds
- demonstrating knowledge of occupational health and safety standards and safe handling of horses or greyhounds including the safety of the animal, the handler and the public
- understanding the principles of conditioning greyhounds, standardbreds or thoroughbreds for the purpose of racing over short, medium and long distance races.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

Underpinning knowledge and skills will include:

- knowledge of the principles of conditioning greyhounds, standardbreds or thoroughbreds for racing
- knowledge of the principles of feed and nutrition of greyhounds, standardbreds or thoroughbreds in training and racing
- awareness of the fitness indicators of given individuals at various stages of a training and racing program
- knowledge of the housing and care requirements of greyhounds, standardbreds and thoroughbreds in work
- knowledge of racing calendars, race types (classes), handicapping and race track surfaces and how these impact upon individual animals and their racing needs and temperaments
- knowledge of routine and first aid treatments for care of greyhounds, standardbreds or thoroughbreds. This will include the post training and race assessment of animal condition for both fitness and injury, muscle and limb soreness. It will also include a demonstrable knowledge of the treatment of common training and racing injuries and complaints
- knowledge of recording requirements for the training, feeding and veterinary care of individual greyhounds, standardbreds and thoroughbreds
- ability to communicate with owners and employees regarding individual greyhounds, standardbreds or thoroughbreds potential, performance and needs
- ability to present information as required for the purposes of protests, inquiries and appeals
- knowledge of, and ability to, analyse training records and information in order to determine appropriate training schedule.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Access to a commercial training establishment and the full range of equipment normally associated with same.

A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments will be required.

Some tasks may be completed using a simulated environment.

A qualified Assessor will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

The theoretical components of training and racing may be assessed off the job but would be required to be practically oriented. Training and racing programs should relate to greyhounds, standardbreds or thoroughbreds which are currently racing and should include a variety of animals with differing performance levels and racing history.

Theoretical components may be assessed by way of assignments, short answer testing, multiple choice testing, or written examination. This can also include the review of videos of races to assess performance.

Oral testing must be an option where appropriate.

Theoretical components include: assessment of performance and performance potential; assessment of levels of fitness; classes and types of racing; handicapping or grading systems; occupational health and safety requirements; review of performance records;

Practical components must be assessed on the job or in a simulated situation using racing animals in a raceday or training environment. Assessment must include a variety of horses or greyhounds with differing behavior and temperament.

Practical components include: presentation of horses or greyhounds at trials and races; feeding and watering regimes; communicating with industry persons.

Interdependent assessment

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR COMST/16 A: Maintain Greyhounds, Standardbreds or Thoroughbreds in a Healthy State and Safe Environment
- RGR COMST/17 A: Determine Nutritional Requirements of Greyhounds, Standardbreds and Thoroughbreds
- RGR COMST/18 A: Assess Health and First Aid for Greyhounds, Standardbreds or Thoroughbreds
- RGR COMST/23 A: Manage a Training and Racing Program 1

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR022 A: Assess Training and Racing Programs of Greyhounds, Standardbreds or Thoroughbreds

This unit involves the assessment of performance and fitness of greyhounds, standardbreds or thoroughbreds at all stages of their training and racing programs.

Element of Competency	Performance Criteria
1. Assess training and racing performance and programs of individual greyhounds, standardbreds or thoroughbreds	1.1 Variables which impact upon the performance of greyhounds, standardbreds or thoroughbreds are known and identified.
	1.2 Fitness and performance levels of individual greyhounds, standardbreds or thoroughbreds are known and identified.
	1.3 Individual feeding, training or racing regimes of greyhounds, standardbreds or thoroughbreds are adjusted post assessment to enhance fitness and or performance.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Industry rules and regulations

- those pertaining to the requirements of horses or greyhounds to access training and racing facilities and eligibility to race.

Assessment of the racing condition and performance of horses or greyhounds

- be undertaken as an individual or as a part of a team, but must be managed by the individual in all circumstances.

Variables which impact on performance

- track surface, weather, type of race, manner in which the race was run, influence of field position interference, level of fitness and well being of greyhound or horse, travelling conditions for horses or greyhounds, times, barrier/starting position
- **(thoroughbred)** rider, variations to handicap weight
- **(standardbred)** driver, type of start (mobile or standing).

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- identifying the variables which govern fitness of individuals at various stages of a training and racing program
- assessing the fitness of given individual horses or greyhounds according to, behavioral and performance criteria, at various stages of a training and racing program.
- entering horses or greyhounds for races in which they are eligible to race and which are best suited to their potential and style of racing

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

Underpinning knowledge and skills will include:

- knowledge of the principles of assessment of performance greyhounds, standardbreds or thoroughbreds for racing are understood. This includes but is not limited to assessment of capability, race preparation, jockeys, drivers, race tracks, race day conditions, race tactics and "reading a race"
- knowledge of the principles of feed and nutrition of greyhounds, standardbreds or thoroughbreds in training and racing
- knowledge of racing calendars, race types (classes), handicapping and race track surfaces and how these impact upon individual animals and their racing needs and temperaments
- knowledge of recording requirements for the training, racing, feeding and veterinary care of individual greyhounds, standardbreds and thoroughbreds
- ability to communicate with owners and employees and industry personnel regarding individual greyhounds, standardbreds or thoroughbreds potential, performance and needs
- knowledge of, and ability to analyse training and racing records and information in order to determine appropriate training schedule.

Resource implications Resource implications refers to the resources that are necessary for undertaking the assessment.

Access to a commercial training establishment and the full range of equipment normally associated with same.

A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments will be required.

Some tasks may be completed using a simulated environment.

A qualified Assessor will be required for this unit.

Method and context of assessment Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is theoretical in nature and as such can be assessed off the job, however it must include greyhounds or horses which are currently racing, and must include a variety of animals at different stages of their training or racing program.

Assessment can include the use of video tapes of races, short answer testing, multiple choice testing, written examinations, assignments or role play.

Oral testing must be an option where appropriate.

Interdependent assessment of units Interdependent assessment of units refers to an assessment relationship between units

This unit should be assessed with due regard to the following units:

- RGR COMST/17 A: Determine Nutritional Requirements of Greyhounds, Standardbreds and Thoroughbreds
- RGR COMST/19 A: Plan Training and Racing Programs for Greyhounds, Standardbreds or Thoroughbreds
- RGR COMST/20 A: Manage the Education of Greyhounds, Standardbreds or Thoroughbreds
- RGR COMST/21 A: Train and Race Greyhounds, Standardbreds or Thoroughbreds

Key Competencies Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR023 A:

Manage a Training and Racing Program 1

This unit applies to the management of a training and racing program for one or more greyhounds, standardbreds or thoroughbreds kept and trained for the purpose of competitive racing in industry regulated competition. It includes identifying and complying with relevant rules, regulations and responsibilities.

Element of Competency	Performance Criteria
1. Know the relevant rules, regulations and responsibilities related to training and racing greyhounds, standardbreds or thoroughbreds	1.1 The relevant industry and local government rules and regulations pertaining to the training and racing of greyhounds, standardbreds, or thoroughbreds are known and observed.
	1.2 Knowledge of changes to rules and regulations is demonstrated.
	1.3 Responsibilities and obligations of the trainer to relevant people are understood and observed.
	1.4 Responsibilities and obligations relating to security of premises, animals and medications are understood and observed.
	1.5 Responsibilities and obligations pertaining to animal welfare and including agistment are understood and observed.
2. Manage the regulatory documentation for training and racing greyhounds, standardbreds or thoroughbreds	2.1 Documents are completed accurately, and with up-to-date information.
	2.2 Documents are provided as required.
	2.3 Documents are stored safely and securely and are readily accessible by relevant officials when requested.
3. Manage the appropriate stable and kennel records for individual greyhounds, standardbreds or thoroughbreds	3.1 Accurate records of racing animals are maintained where appropriate.
4. Perform the raceday duties of a trainer of greyhounds, standardbreds or thoroughbreds	4.1 Effective communication skills in dealing with appropriate personnel on raceday is demonstrated.
	4.2 The timely and safe transport of animals is organised.
	4.3 Presentation of animals for raceday is organised to industry, rules or regulations.
	4.4 Raceday and travelling staff are organised.
	4.5 Pre and post race care of animals is organised.
	4.6 Responsibilities to others are understood and demonstrated.
5. Participate in protests and inquiries	5.1 Present information as required at a protest, or inquiry.
	5.2 Rights, responsibilities, rules, regulations and procedures are understood and observed.

- 6. Participate in appeals.**
- 6.1 Prepare for and present at an appeal as required.
 - 6.2 Rights, responsibilities, rules, regulations and procedures are understood and observed.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Relevant rules, regulations and responsibilities

- **(Greyhound)** Australian Greyhound Racing Rules and local rules
- **(Standardbred)** Australian Rules of Harness Racing and local rules
- **(Thoroughbred)** Australian Rules of Racing and local rules of racing
- Council regulations pertaining to premises and animal welfare.

Sources of information

- industry publications including industry rules and regulations as defined by the controlling bodies of greyhound, harness or thoroughbred racing.

Responsibilities and obligations

- trainer to owner(s), staff, officials, stewards, general public, employees
- **(Standardbred)** trainer to driver, farrier, stable hand
- **(Thoroughbred)** trainer to jockey, farrier, strapper/stablehand
- **(Greyhound)** trainer to attendant/handler/catcher.

Relevant people related to training and racing greyhounds, standardbreds and thoroughbreds

- owners, other trainers, stewards, racecourse officials, general public, veterinarians, staff
- **(Greyhound)** catchers/attendants/handler
- **(Standardbreds)** drivers, stable foremen, strappers, farriers, horse transporters
- **(Thoroughbreds)** jockeys, apprentices, stable foremen, strappers, farriers, horse transporters.

Regulatory documentation related to training and racing greyhounds, standardbreds and thoroughbreds

- employee registration card/license, entry and acceptance forms, transfers and leases, letter of authority to be in charge of horses or greyhounds at a race meeting, document of description of animal
- **(Standardbred)** gear change forms, stable returns, out of draw forms
- **(Thoroughbred)** strappers passes, clearances, barrier certificates
- **(Greyhound)** vaccination papers.

Appropriate stable and kennel records

- vaccination records, individual training plans, individual financial records, health and injury records, feed/watering records, individual records of nominations, racing history of individuals, treatment forms, medication records, injuries, day books, veterinary treatment records, performance guides, employee record books.

Duties of a trainer at a race meeting

- organising animal and equipment transport, liaison with owner(s) pre and post race, declaration of attendance, presentation of horses or greyhounds for racing, pre and post race care of animals, determining that race gear is correct and safe, attending protests inquiries and presentations.
- **(Greyhound)** instructing attendant/catcher/handler
- **(Standardbred)** instructing the driver, gearing horses, providing colours
- **(Thoroughbred)** saddling the horse, distributing the colours, instructing the jockey
- organising racing gear such as: travelling boots, bandages, needle and thread, bits, bridles, racing colours, towels, pacifiers, blinkers, breast plates, tapes, girth, surcingle, girth covers, tongue ties, shadow rolls (horse), rugs (greyhound).

Participation in protests, inquiries and appeals

- relaying clear, accurate information, relating evidence with reference to the relevant rules and regulations
- knowing the rules, rights, procedures and responsibilities of a trainer during the different procedures of protests, inquiries and appeals
- answering questions clearly, requesting clarification when giving evidence.

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- knowing the rules and regulations required to train and race greyhounds, standardbreds or thoroughbreds
- completing, lodging and storing industry documentation in accordance with rules and regulations
- adhering to the principles and regulations of animal welfare in relation to the training, racing and transporting of a greyhounds, standardbreds or thoroughbreds
- knowing the rules, procedures and processes of protests, inquiries and appeals.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

Underpinning knowledge and skills will include the following according to code and state variations:

- effective communication skills in dealing with appropriate personnel on raceday is demonstrated
- knowledge of the procedures for timely and safe transport of animals
- ability to present information at a protest, inquiry or appeal
- knowledge of the rights, responsibilities, rules and procedures related to protest, inquiries and appeals
- knowledge of raceday procedures and obligations of trainers regarding attendance at race meetings
- knowledge of documentation requirements of the industry in relation to training and racing greyhounds, standardbreds or thoroughbreds
- ability to review a race and assess the performance of horses or greyhounds
- effective communication in a range of situations including giving and receiving instructions face to face, over the telephone, via the written word, public speaking and via computer and facsimile
- the ability to delegate responsibility, manage and organize others including paid employees, volunteers, family members and professionals, such as farriers and veterinarians called upon to assist in the management and training of a greyhounds, standardbreds or thoroughbreds
- solving problems related to the management of a training and racing program for greyhounds, standardbreds or thoroughbreds such as dealing with contingencies on race day including dealing with an injured/sick animal
- effective time management including realistic time to task allocation , allowing sufficient time to, for example, complete documentation, arrive at the race meeting, schedule the transport of the animal to arrive at the race meeting venue in sufficient time etc.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Access to a commercial training establishment and the full range of equipment normally associated with same.

A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments will be required.

Some tasks may be completed using a simulated environment.

A qualified Assessor will be required.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit

Elements 1, 2, 3, 4, 5 & 6 are theoretical in nature and therefore can be assessed off the job. Performance of raceday duties (element 4) can be assessed by observation of a race meeting. Documentation must relate to horses or greyhounds which are presently in training and are housed in registered training facilities. Documentation must relate to a variety of racing animals.

Assessment may include but is not restricted to short answer or multiple choice testing, written examination, or assignments.

Oral testing must be an option where appropriate.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following unit:

- RGR COMST/21 A: Train and Race Greyhounds, Standardbreds and Thoroughbreds.

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR024 A: Manage the Maintenance of Plant, Equipment and Property 1

This unit applies to the management of the maintenance of plant, equipment and property related to racing and training one or more greyhounds, standardbreds or thoroughbreds kept and trained for the purpose of competitive racing in industry regulated competition. It includes the maintenance of gear, tack, plant and equipment through the implementation of a maintenance plan and the delegation of responsibility for maintenance.

Element of Competency	Performance Criteria
1. Manage the maintenance of gear or tack appropriate to training and racing greyhounds, standardbreds or thoroughbreds	<ul style="list-style-type: none">1.1 Safe and serviceable tack or gear appropriate for training and racing greyhounds, standardbreds or thoroughbreds is identified and used according to the industry rules and standards.1.2 Maintenance plan for gear and tack is implemented, monitored and adjusted appropriately.1.3 Appropriate specialists advice regarding repair to gear and tack is arranged.1.4 Occupational health and safety standards are observed while maintaining tack and gear.
2. Manage the maintenance of plant and equipment associated with the training property	<ul style="list-style-type: none">2.1 Safe and serviceable plant and equipment are maintained as per manufacturer's specifications.2.2 A routine maintenance schedule for plant and equipment is implemented.2.3 Appropriate specialists advice and repair to plant and equipment is arranged.2.4 Occupational health and safety standards are observed while maintaining plant and equipment.
3. Manage the security of property and animals	<ul style="list-style-type: none">3.1 Regulatory requirements including local council and industry rules and regulations are known.3.2 Premises are secure and access restricted to approved persons.3.3 Medications are securely stored and recorded.3.4 Security risk is managed.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Safe and serviceable tack or gear to the industry standard

- leads, blinkers, pacifiers, bandages
- **(Greyhound)** muzzles, collars, straps, nose straps, , strapping
- **(Standardbred)** bridle, hobbles, reins, straps as per Australian Standard gear list
- **(Thoroughbred)** bridle, saddlery, bits, reins, girths, surcingles.

Cyclical maintenance plan for tack and gear

- inspection and repairs to gear on a daily, weekly, monthly or yearly basis
- identification of tack and gear
- reference to relevant manufacturer's instructions and specifications for requirements and methods of maintenance
- appropriate delegation of responsibility for the maintenance of gear and tack
- maintenance may be undertaken in-house or organised with specialists such as saddlers, rug repairers
- allocation of tasks and delegation of responsibility for undertaking and assessing the outcome of the maintenance program
- record keeping in relation to the maintenance of gear or tack
- maintenance plan is reviewed and amended as required.

Safe and serviceable plant and equipment

- tractors, paddocks, fences, stables, yards, kennels, furnishings, swimming facilities, walking machines, laser machines
- **(Greyhound)** trailers, hydro baths, magneto pulse, ultra sound, microwave lamps, heat lamps, muscle stimulators
- **(Standardbred)** carts, sulkies, floats, walking machines, treadmills, chaff cutter, oat cutter, trucks
- **(Thoroughbred)** floats, walking machines, treadmills, chaff cutter, trucks, scales.

Cyclical maintenance plan for plant and equipment

- maintenance on a daily, weekly, monthly or annual basis
- identification of plant and equipment
- reference to relevant manufacturer's instructions and specifications for requirements and methods of maintenance
- maintenance may be undertaken in-house or externally with the assistance of a range of specialists including mechanics, carpenters, builders, plumbers, electricians, fencers
- allocation of tasks and delegation of responsibility for undertaking and assessing the outcome of the maintenance program
- record keeping in relation to the maintenance of plant and equipment.

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- knowing the industry and manufacturers standard for safe and serviceable tack and gear required to train and race greyhounds, standardbreds or thoroughbreds
- interpreting manufacturer's specification for safe and serviceable plant and equipment correctly
- applying safe work practices and procedures in relation to maintenance of gear or tack and plant and equipment is demonstrated.
- managing correct maintenance programs for plant and equipment

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

Underpinning knowledge and skills will include:

- knowledge and recognition of specific and essential gear and tack
- knowledge of standard maintenance procedures and requirements of gear, plant and equipment
- knowledge of regulations pertaining to plant, equipment and property and appropriate standards and codes regarding structures to contain horses or greyhounds
- effective communication in a range of situations including giving and receiving instructions face to face, over the telephone, via the written word, public speaking, computer, facsimile
- the ability to delegate responsibility, manage and organise others
- solving problems related to the management of the maintenance and repair of gear or tack and plant and equipment
- effective time management
- knowledge of council and industry rules and regulations pertaining to security of premises, animals, equipment and materials
- knowledge of the principles of designing and implementing a security system.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Access to a commercial training establishment and the full range of equipment normally associated with same. A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments will be required.

Some tasks may be completed using a simulated environment.

A qualified Assessor will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is theoretical in nature and therefore can be assessed off the job.

All essential gear and tack, and equipment should be included in the assessment.

Assessment may include short answer or multiple choice testing, written examination, or assignments.

Oral testing must be an option where appropriate.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following units:

- RGR COMST/16 A: Maintain Greyhounds, Standardbreds or Thoroughbreds in a Healthy State and Safe Environment
- RGR COMST/21 A: Train and Race Greyhounds, Standardbreds or Thoroughbreds.

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR025 A: Manage Finances 1

This unit applies to the financial management of a racing and training establishment for one or more greyhounds, standardbreds or thoroughbreds kept and trained for the purpose of competitive racing in industry regulated competition. This unit involves the management of finances to foster financial viability by the implementation of a financial management program.

Element of Competency

Performance Criteria

1. Monitor financial viability	1.1	Financial needs are determined.
	1.2	Financial budgets are prepared.
	1.3	Sources of adequate income are developed and maintained to meet budget needs.
	1.4	Opportunities for income generation are identified.
	1.5	The different forms/types of agreements between owners and trainers, and the associated rights and responsibilities are understood.
	1.6	Opportunities for income protection and other insurance are assessed
2. Implement a financial management program	2.1	Invoices for payment to creditors are identified and reconciled.
	2.2	Payments to creditors are dispatched and recorded.
	2.3	Invoices for debtors are prepared, dispatched and followed up.
	2.4	Payment summaries are entered into journals.
	2.5	Discrepancies between transaction documentation and account balances are identified.
3. Seek assistance from financial advisors where appropriate	3.1	Need for professional assistance is determined.
	3.2	Professional service providers are identified and accessed.
	3.3	Financial advisors and administrators are communicated with effectively.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences with in enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Monitor financial viability

- comparisons of profit/loss, debit/credit, and assets/liabilities
- identifying variances or trends
- assessing opportunities to increase income and/or decrease expenditure
- comparing income to expenditure
- assessing opportunities to increase income and/or decrease expenditure.

Financial management

- identifying operating costs of training feeding and maintaining the health of horses or greyhounds
- identifying operating costs associated with salaries, tax, levies, insurance and related fees
- identifying income generated from training fees / invoicing clients
- establishment of record keeping system:
 - account payment periods
 - invoices, accounts, outgoings
 - receipting payments/income
 - balance sheets, reconciliation statements
 - journal entries, ledgers
 - bank statements.

Sources of professional advice

- accountant
- tax agent
- bank manager
- financial intermediary
- financial advisor
- others in the industry.

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- understanding of the financial requirements to train and race greyhounds, standardbreds or thoroughbreds
- identifying the range of professional advisors for financial management
- knowing principles of fair trade and practice in relation to the financial management of the business
- developing a financial management plan
- implementing a financial plan.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

Underpinning knowledge and skills will include:

- knowledge of taxation and superannuation requirements
- knowledge of bookkeeping requirements
- effective communication in a range of situations including giving and receiving instructions face to face, over the telephone, via the written word, computer, facsimile
- solving problems related to the financial management of a training establishment for greyhounds, standardbreds or thoroughbreds such as dealing with contingencies of bad debtors
- effective time management practices are implemented
- knowledge of different types of business agreements, and the legal responsibilities and rights of individual parties participating in that agreement
- knowledge of employer obligations in relation to awards and employee representation.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

As this unit is theoretical in nature the resources required will not include access to racing stables or kennels. It will require access to the financial information relevant to the business of operating a racing stable or kennel.

A qualified Assessor will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is theoretical in nature and therefore can be assessed off the job. Assessment tasks should be focused on the business activities of an establishment which trains either greyhounds, standardbreds or thoroughbreds.

Assessment may include short answer or multiple choice testing, written examination, or assignments.

Oral testing must be an option where appropriate.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units

This unit should be assessed with due regard to the following units:

- RGR COMST/23 A: Manage a Training and Racing Program 1
- RGR COMST/26 A: Manage Self and Others 1

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

RGR026 A: Manage Self and Others 1

This unit applies to the management of people, including self, in a racing establishment for one or more greyhounds, standardbreds or thoroughbreds kept and trained for the purpose of competitive racing in industry regulated competition. It includes organising and evaluating the outcomes of work tasks and implementing a marketing strategy for the individual business.

Element of Competency	Performance Criteria	
1. Organise work tasks and evaluate outcomes for self	1.1	Work tasks are achievable within set time frames and considering competence of the individual.
	1.2	Safe work practices observed
2. Plan, and implement a marketing strategy as appropriate	2.1	Industry publications are identified.
	2.2	Marketing strategy to improve prospects of self within the racing industry is identified.
	2.3	The individual marketing strategy is reviewed, assessed and adjusted.
3. Manage staff documentation and responsibilities	3.1	Responsibilities and obligations relating to employees are known and observed.
	3.2	Documentation requirements relating to casual and non paid staff are known and observed.
	3.3	Relevant awards relating to the employment of staff and employee representation are known and observed.
	3.4	Relevant awards and the regulations pertaining to workplace contracts are known and understood.
4. Manage the occupational health and safety policy for stables or kennels	4.1	Relevant state and national occupational health and safety regulations are known and observed.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences with in enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Work tasks

- feeding and watering horses or greyhounds
- training and exercising horses or greyhounds
- cleaning and maintaining stables or kennels
- maintaining gear and property
- maintaining plant and equipment.

Other personnel

- full time employees
- casual employees
- volunteers and family members
- veterinarians
- farriers (horse specific)
- jockeys or drivers (horse specific)
- track work riders or drivers (horse specific)
- catchers (greyhound specific).

Marketing and promotion

- advertising by media
- advertising in industry publications
- advertising by brochure or pamphlet preparation
- direct and indirect contact with owners and potential owners
- media releases.

Responsibilities and obligations

- occupational health & safety
- workers compensation
- insurance
- awards and conditions
- equal employment opportunity
- harassment laws
- workplace contracts and agreements.

Documentation

- taxation records
- insurance, workers compensation
- salaries records
- workplace contracts or agreements

Occupational health and safety regulations

- state regulations
- industry regulations and policy
- national regulations.
- stable or kennel regulations, policy or procedures

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- knowing principles of safe work practices in allocating and evaluating the outcomes of work tasks
- delegating responsibility, managing and organising others in small work teams.
- developing a marketing and promotion strategy.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

Underpinning knowledge and skills will include:

- effective communication in a range of situations including giving and receiving instructions face to face, over the telephone, computer, facsimile, via the written word, public speaking and with the media
- ability to solve problems related to the management of self and others in relation to a training and racing program for greyhounds, standardbreds or thoroughbreds
- understanding of effective time and stress management
- knowledge of occupational health and safety regulations and policies at an industry, state and national level.
- knowledge of the principles of marketing and promotion

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

As this unit is theoretical in nature the resources required will not include access to racing stables or kennels. It will require access to the financial and staffing information relevant to the business of operating a racing stable or kennel.

A qualified Assessor will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is theoretical in nature and therefore can be assessed off the job however assessment tasks must be specifically related to the business of training greyhounds, standardbreds or thoroughbreds.

Assessment may include short answer or multiple choice testing, written examination, or assignments.

Oral testing must be an option where appropriate.

Interdependent assessment

Interdependent assessment of units refers to an assessment relationship between units:

This unit should be assessed with due regard to the following units:

- RGR COMST/23 A: Manage a Training and Racing Program 1
- RGR COMST/25 A: Manage Finances 1

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
2	2	2	1	1	2	1

This unit applies to the management of a training and racing program for a number of greyhounds, standardbreds or thoroughbreds kept and trained for the purpose of competitive racing in industry regulated competition. It includes identifying and complying with relevant rules, regulations and responsibilities.

Element of Competency	Performance Criteria
1. Know the relevant rules, regulations, obligations and responsibilities related to training and racing a number of greyhounds, standardbreds or thoroughbreds	1.1 Rules and regulations relating to being licensed to train for and on behalf of others are known and demonstrated. 1.2 Rules and regulations relating to the licensing of employees are known and demonstrated. 1.3 Rules and regulations relating to training horses or greyhounds for owners and syndicates are known and demonstrated. 1.4 Knowledge of State and Local government regulations, relating to the operation of a training business is demonstrated 1.5 Obligations resulting from contractual arrangements between owners and trainers are known and understood. 1.6 Negotiation of suitable arrangements between owner and self relating to the training and care of horses or greyhounds is demonstrated. 1.7 Problems between owners and trainers are satisfactorily resolved.
2. Manage the regulatory documentation for training and racing a number of greyhounds, standardbreds or thoroughbreds	2.1 Documentation relevant to a number of greyhounds, standardbreds or thoroughbreds is maintained, stored and accessible.
3. Manage the employment process	3.1 Selection, induction, ongoing employment and dismissal procedures are known and implemented. 3.2 Employment policies are communicated to and with staff and grievance procedures are known and in place.
4. Perform the raceday duties of a trainer of greyhounds, standardbreds or thoroughbreds.	4.1 Obligations relating to owners on race day and at other times are known and fulfilled. 4.2 Care of a number of horses or greyhounds is managed with sufficient numbers of capable staff employed to fulfil all raceday obligations. 4.3 Staff and animals are adequately prepared, provisioned and supervised on raceday.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Relevant rules, regulations obligations and responsibilities

- **(Greyhound)** Australian Greyhound Racing Rules and local rules
- **(Standardbred)** Australian Rules of Harness Racing and local rules
- **(Thoroughbred)** Australian Rules of Racing and local rules of racing.
- Local government regulations pertaining to premises and animal welfare and planning and control regulations.
- Australian Trainers Association Terms and Conditions of Training (Thoroughbred only)
- Licensing of employees.
- licensing pertaining to syndicates.
- Contractual arrangements.

Regulatory documentation

- the establishment of an appropriate documents management system
- registration papers
- licensing documents
- stable returns
- taxation records
- employee records

Appropriate stable and kennel records

- the establishment of an appropriate documents management system
- financial documents
- employee documents
- training and racing records and documents for individual horses or greyhounds

Employment processes

- staff selection
- staff dismissal
- staff induction
- staff training
- grievance procedures for OH&S, sexual harassment, EEO
- conditions of employment, workplace contracts

Duties of a trainer at a race meeting

- organising staff and others to act on behalf of trainers on race day
- organising staff and others to care for individual animals on race day
- supervising employees on race day
- communicating with owners - individual and syndicates
- promoting training establishment with owners and potential owners
- making acceptance and other speeches

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- identifying the rules and regulations required to train and race greyhounds, standardbreds or thoroughbreds for others
- completing, lodging and systematically filing industry documentation in a manner which allows for ready access to information
- identifying the rules, regulations and procedures for licensing staff and others to be employed in a training establishment
- developing, implementing and communicating employment policies, procedures and grievance procedures in keeping with legislative requirements.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

Underpinning knowledge and skills will include the following according to code and state variations:

- effective communication skills in dealing with owners and the public on race day
- ability to organise the timely and safe transport of animals
- ability to present information at a protest, inquiry or appeal
- knowledge of raceday procedures and obligations of trainers regarding attendance at race meetings by self and or employees
- the ability to delegate responsibility, manage and organise others including paid employees, volunteers, family members and professionals, such as farriers and veterinarians called upon to assist in the management and training of a greyhound, standardbred or thoroughbred
- solving problems related to the management of staff associated with a business of training and racing greyhounds, standardbreds or thoroughbreds

- effective time management including realistic time to task allocation , for self and employees
- negotiation skills
- knowledge of appropriate selection and staff management skills.
- knowledge of legislative requirements of employing staff.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment

Access to a commercial training establishment and the full range of equipment normally associated with same.

A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments will be required.

Some tasks may be completed using a simulated environment.

A qualified Assessor will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit

Elements 1, 2, 3 & 4 are theoretical in nature and therefore can be assessed off the job. Performance of raceday duties (element 4) can be assessed by observation at race meetings.

Documentation must relate to horses or greyhounds, which are presently in training and are housed in registered training facilities. Documentation must relate to a variety of racing animals.

Assessment may include but are not restricted to short answer or multiple choice testing, written examination, or assignments.

Oral testing must be an option where appropriate.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units

This unit should be assessed with due regard to the following units:

- RGR COMST/29 A: Manage Finances 2
- RGR COMST/30 A: Manage Self and Others 2

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
3	3	3	2	2	3	2

This unit applies to the management of a training and racing program for a number of greyhounds, standardbreds or thoroughbreds kept and trained for the purpose of competitive racing in industry regulated competition. It includes identifying and complying with relevant rules, regulations and responsibilities.

Element of Competency	Performance Criteria
5. Know the relevant rules, regulations, obligations and responsibilities related to training and racing a number of greyhounds, standardbreds or thoroughbreds	1.8 Rules and regulations relating to being licensed to train for and on behalf of others are known and demonstrated. 1.9 Rules and regulations relating to the licensing of employees are known and demonstrated. 1.10 Rules and regulations relating to training horses or greyhounds for owners and syndicates are known and demonstrated. 1.11 Knowledge of State and Local government regulations, relating to the operation of a training business is demonstrated 1.12 Obligations resulting from contractual arrangements between owners and trainers are known and understood. 1.13 Negotiation of suitable arrangements between owner and self relating to the training and care of horses or greyhounds is demonstrated. 1.14 Problems between owners and trainers are satisfactorily resolved.
6. Manage the regulatory documentation for training and racing a number of greyhounds, standardbreds or thoroughbreds	2.2 Documentation relevant to a number of greyhounds, standardbreds or thoroughbreds is maintained, stored and accessible.
7. Manage the employment process	3.3 Selection, induction, ongoing employment and dismissal procedures are known and implemented. 3.4 Employment policies are communicated to and with staff and grievance procedures are known and in place.
8. Perform the raceday duties of a trainer of greyhounds, standardbreds or thoroughbreds.	4.4 Obligations relating to owners on race day and at other times are known and fulfilled. 4.5 Care of a number of horses or greyhounds is managed with sufficient numbers of capable staff employed to fulfil all raceday obligations. 4.6 Staff and animals are adequately prepared, provisioned and supervised on raceday.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Relevant rules, regulations obligations and responsibilities

- **(Greyhound)** Australian Greyhound Racing Rules and local rules
- **(Standardbred)** Australian Rules of Harness Racing and local rules
- **(Thoroughbred)** Australian Rules of Racing and local rules of racing.
- Local government regulations pertaining to premises and animal welfare and planning and control regulations.
- Australian Trainers Association Terms and Conditions of Training (Thoroughbred only)
- Licensing of employees.
- licensing pertaining to syndicates.
- Contractual arrangements.

Regulatory documentation

- the establishment of an appropriate documents management system
- registration papers
- licensing documents
- stable returns
- taxation records
- employee records

Appropriate stable and kennel records

- the establishment of an appropriate documents management system
- financial documents
- employee documents
- training and racing records and documents for individual horses or greyhounds

Employment processes

- staff selection
- staff dismissal
- staff induction
- staff training
- grievance procedures for OH&S, sexual harassment, EEO
- conditions of employment, workplace contracts

Duties of a trainer at a race meeting

- organising staff and others to act on behalf of trainers on race day
- organising staff and others to care for individual animals on race day
- supervising employees on race day
- communicating with owners - individual and syndicates
- promoting training establishment with owners and potential owners
- making acceptance and other speeches

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- identifying the rules and regulations required to train and race greyhounds, standardbreds or thoroughbreds for others
- completing, lodging and systematically filing industry documentation in a manner which allows for ready access to information
- identifying the rules, regulations and procedures for licensing staff and others to be employed in a training establishment
- developing, implementing and communicating employment policies, procedures and grievance procedures in keeping with legislative requirements.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

Underpinning knowledge and skills will include the following according to code and state variations:

- effective communication skills in dealing with owners and the public on race day
- ability to organise the timely and safe transport of animals
- ability to present information at a protest, inquiry or appeal
- knowledge of raceday procedures and obligations of trainers regarding attendance at race meetings by self and or employees
- the ability to delegate responsibility, manage and organise others including paid employees, volunteers, family members and professionals, such as farriers and veterinarians called upon to assist in the management and training of a greyhound, standardbred or thoroughbred
- solving problems related to the management of staff associated with a business of training and racing greyhounds, standardbreds or thoroughbreds

- effective time management including realistic time to task allocation , for self and employees
- negotiation skills
- knowledge of appropriate selection and staff management skills.
- knowledge of legislative requirements of employing staff.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment

Access to a commercial training establishment and the full range of equipment normally associated with same.

A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments will be required.

Some tasks may be completed using a simulated environment.

A qualified Assessor will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit

Elements 1, 2, 3 & 4 are theoretical in nature and therefore can be assessed off the job. Performance of raceday duties (element 4) can be assessed by observation at race meetings.

Documentation must relate to horses or greyhounds, which are presently in training and are housed in registered training facilities. Documentation must relate to a variety of racing animals.

Assessment may include but are not restricted to short answer or multiple choice testing, written examination, or assignments.

Oral testing must be an option where appropriate.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units

This unit should be assessed with due regard to the following units:

- RGR COMST/29 A: Manage Finances 2
- RGR COMST/30 A: Manage Self and Others 2

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
3	3	3	2	2	3	2

RGR028 A: Manage the Maintenance of Plant, Equipment and Property 2

This unit applies to the management of the maintenance of plant, equipment and property related to racing and training a number of greyhounds, standardbreds or thoroughbreds kept and trained for the purpose of competitive racing in industry regulated competition. It includes the maintenance of gear, tack, plant and equipment through the implementation of a maintenance plan and the delegation of responsibility for maintenance.

Element of Competency	Performance Criteria
1. Manage the maintenance of gear or tack appropriate to training and racing greyhounds, standardbreds or thoroughbreds	1.1 Maintenance plan for gear or tack is developed. 1.2 System is developed for staff to routinely inspect gear and tack. 1.3 Replacement strategy for gear and tack is developed.
2. Manage the maintenance of plant and equipment associated with the training property	2.1 Maintenance plan for plant and equipment is developed. 2.2 Maintenance strategy is implemented which accounts for employee suitability to maintenance tasks.
3. Manage the security of property and animals	3.1 Security of premises, staff and animals is ensured. 3.2 Security procedures are developed. 3.3 Staff are trained in the security procedures.
4. Develop policies to establish and maintain a safe working environment	4.1 Stable or kennel policies and procedures are developed, based upon occupational health and safety and with regard to relevant legislation. 4.2 Information on the occupational health and safety system is readily accessible and clearly explained to staff. 4.3 Policies and procedures are established and maintained to facilitate identification and prevention of hazards. 4.4 Procedures are established for the identification and reporting of potential hazards. 4.5 Policies and procedures are established to deal with emergencies. 4.6 Procedures for dealing with emergencies are clearly explained to staff, at regular intervals.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences within enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

A maintenance plan for tack and gear

- maintenance plan and procedures are developed
- a strategy is developed for regular replacement of gear and tack.

A maintenance plan for plant and equipment

- maintenance plan and procedures for plant and equipment is developed
- communication of maintenance procedures to staff
- allocation of maintenance tasks to individual employees.

Security

- security of information
- security of premises and plant and equipment
- security of staff
- security of animals.

Policy and procedures for a safe working environment

- occupational health & safety, including reporting procedures
- workplace hazards - identification, reporting and repair
- emergency procedures (such as fire, injuries,)
- communication of procedures to employees.

Regulatory requirements pertaining to OH&S

- state regulations
- national regulations
- industry regulations.

Hazards and potential hazards

- stable or kennel routines or procedures
- buildings
- plant and equipment
- gear
- movement of horses or greyhounds.

Emergencies

- fire
- injury to horses or greyhounds
- injury to people
- outbreak of disease procedures.

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- developing occupational health & safety policy and procedures and communicating these to staff in a manner which is clearly understood.
- implementing and familiarising staff with procedures for hazard identification, reporting and repair procedures
- implementing and communicating security procedures to all employees.
- developing and communicating emergency procedures to employees.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

Underpinning knowledge and skills will include:

- knowledge of policy and procedures development for OH&S, hazard identification, security and emergencies
- ability to communicate and establish procedures relating to policy within the workplace
- ability to ensure that staff are trained in appropriate procedures.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

Access to a commercial training establishment and the full range of equipment normally associated with same. A variety of horses or greyhounds in various stages of preparation and as found in most commercial establishments will be required.

Some tasks may be completed using a simulated environment.

A qualified Assessor will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is theoretical in nature and therefore can be assessed off the job.

All essential gear and tack, and equipment should be included in the assessment.

Assessment may include short answer or multiple choice testing, written examination, or assignments.

Oral testing must be an option where appropriate.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following unit:

- RGR COMST/29 A: Manage Finance 2

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
3	3	3	2	2	3	2

RGR029 A: Manage Finances 2

This unit applies to the financial management of a racing and training establishment for a number greyhounds, standardbreds or thoroughbreds kept and trained for the purpose of competitive racing in industry regulated competition. This unit involves the management of finances to foster financial viability by the implementation of a financial management program.

Element of Competency

Performance Criteria

-
- | | |
|-----------------------------------|---|
| 1. Develop a Business Plan | 1.1 Business plan developed, in accordance with size and scale of the business. |
| | 1.2 Business plan is implemented. |

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences with in enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Develop a Business Plan

- seeking assistance from a business professional to develop a plan
- develop a plan individually.

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential. to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- reading, understanding and implementing a business plan.
- developing a business plan

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard.

- Understand the short and long term aspects of business plans
- Ability to modify and adjust business plans according to variations in financial circumstances.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

As this unit is theoretical in nature the resources required will not include access to racing stables or kennels. It will require access to the financial information relevant to the business of operating a racing stable or kennel.

A qualified Assessor will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit.

This unit is theoretical in nature and therefore can be assessed off the job. Assessment tasks should be focused on the business activities of an establishment which trains either greyhounds, standardbreds or thoroughbreds.

Assessment may include short answer or multiple choice testing, written examination, or assignments.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units.

This unit should be assessed with due regard to the following unit:

- RGR COMST/27 A: Manage a Training and Racing Program 2

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
3	3	3	2	2	3	2

RGR030 A:

Manage Self and Others 2

This unit applies to the management of people, including self, in a racing establishment for a number of greyhounds, standardbreds or thoroughbreds kept and trained for the purpose of competitive racing in industry regulated competition. It includes organising and evaluating the outcomes of work tasks and implementing a marketing strategy for the individual business.

Element of Competency

Performance Criteria

1. Organise work tasks and evaluate outcomes for individuals and/or teams and self	1.1	Competence of individual employees is assessed and tasks allocated accordingly.
	1.2	Work task outcomes are clearly stated and contain all relevant details including standard of performance, limits of authority and responsibility required.
	1.3	Work tasks are achievable within set time frames and considering competence of the individual.
	1.4	Safe work practices are referred to in issuing instructions.
	1.5	Feedback on work performance related to the allocated work tasks is relayed to the individual(s).
	1.6	Employees are trained in tasks they are required to undertake.
	1.7	Employee performance is assessed/appraised at regular intervals.
2. Plan, organise and implement a marketing strategy as appropriate	2.1	A marketing strategy to improve prospects of the business within the racing industry is identified and implemented.
	2.2	Business marketing strategy is reviewed, assessed and adjusted appropriately to reflect fluctuations in the industry.
3. Manage stable or kennel occupational health & safety policy	3.1	Policy and procedures relating to hazards identification, prevention and correction are developed and clearly and effectively communicated to employees.
	3.2	Policy and procedures relating to emergency procedures are developed and clearly and effectively communicated to employees.
	3.3	OH&S regulations and requirements are known, understood and implemented.

Range of Variables

The Range of Variable statement provides details of the scope of the Elements and Performance Criteria to allow for differences with in enterprises and workplaces, including practices, knowledge and requirements. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

The Range of Variables may include but is not restricted to:

Work tasks

- complex work rosters
- implementing training and racing programs for teams of horses or greyhounds
- managing supplies and equipment for business

Marketing strategy

- direct marketing
- indirect marketing
- advertising in media
- advertising in industry magazines
- producing brochures and pamphlets
- determining demand
- targeting clients & evaluating the market

Managing documentation

- superannuation
- workers compensation
- wages
- public liability insurance
- award compliance
- workplace contracts.

Regulatory requirements pertaining to OH&S

- state regulations
- national regulations and guidelines
- industry regulations.

Hazards and potential hazards

- stable or kennel routines or procedures
- buildings
- plant and equipment
- gear
- movement of horses or greyhounds.

Emergencies

- fire
- injury to horses or greyhounds
- injury to people
- outbreak of disease procedures.

Evidence Guide

Each Unit of Competency has an Evidence Guide which relates directly to the Performance Criteria and Range of Variables. Its purpose is to guide assessment of the unit in the workplace and/or a training program. The following components provide information to assist this purpose.

Critical aspects of evidence

Critical aspects of evidence relate to particular knowledge, understanding and skills that are essential to performance. Evidence to demonstrate consistent achievement of this unit's outcomes includes:

- identifying and implementing marketing and promotional strategies and practices
- identifying the rules and regulations relating to the employment of others
- training and familiarising staff in all aspects of performance of workplace tasks, and with workplace procedures and systems.
- developing and communicating policies relating to occupational health and safety, hazard identification, and emergency procedures.

Underpinning knowledge and skills

Underpinning knowledge and skills refers to the essential knowledge, understanding and skills a person needs to perform work to the required standard:

- knowledge of appropriate industry, state and national awards, superannuation, workers compensation and insurance requirements
- knowledge of and ability to manage workplace teams
- knowledge of the principles marketing and promotion
- public relations skills
- ability to communicate clearly with a variety of employees.

Resource implications

Resource implications refers to the resources that are necessary for undertaking the assessment.

As this unit is theoretical in nature the resources required will not include access to racing stables or kennels. It will require access to the financial and staffing information relevant to the business of operating a racing stable or kennel.

A qualified Assessor will be required for this unit.

Method and context of assessment

Method and context of assessment refers to what assessment is appropriate, how often it is required to be demonstrated and where assessment (on job, off job) should be undertaken for this unit

This unit is theoretical in nature and therefore can be assessed off the job however assessment tasks must be specifically related to the business of training greyhounds, standardbreds or thoroughbreds.

Assessment may include short answer or multiple choice testing, written examination, or assignments.

Oral testing must be an option where appropriate.

Interdependent assessment of units

Interdependent assessment of units refers to an assessment relationship between units:

This unit should be assessed with due regard to the following units:

- RGR COMST/27 A: Manage a Training & Racing Program 2
- RGR COMST/29 A: Manage Finances 2

Key Competencies

Key Competencies refers to the seven areas of generic competency that underpin effective workplace practices. The Key Competencies cover three levels of performance in the following areas.

Communicating ideas & information	Collecting analysing & organising information	Planning & Organising Activities	Working with teams & others	Using mathematical ideas & techniques	Solving problems	Using technology
3	3	3	2	2	3	2