



Australian Government

**Assessment Requirements for
RGRADM301 Assist with race meeting
operations**

Release: 1

Assessment Requirements for RGRADM301 Assist with race meeting operations

Modification History

Release	Comments
Release 1	This version released with the RGR Racing and Breeding Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has completed the following duties according to safe operating procedures and within the nominated timeframe, for at least two race meetings:

- assisted stewards and prepared stewards' room
- assisted race operations staff, providing relevant documentation and information
- liaised with racing participants to:
 - collect funds and distribute payments
 - prepare and allocate passes and tickets
 - identify and direct guests
 - maintain club membership records
- worked effectively in a team to meet race meeting requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- race meeting rules, operations and processes
- communication procedures with stewards, racing officials and other relevant people
- types of and process for checking working order of telephones and other communications equipment commonly used in race meetings
- scope of responsibility for own role
- workplace procedures for:
 - maintaining records of club membership
 - preparing passes and tickets
 - collecting funds and distributing payments

- types of information or services that may be requested by participants and race meetings operations staff
- types of race documentation and reports that need to be passed on to stewards, operations staff and racing participants.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a race meeting or an environment that accurately reflects performance in a real race meeting setting
- resources, equipment and materials:
 - typical resources and workplace documentation required for race meeting operations
- relationships:
 - access to stewards, racing officials or other relevant people.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>