



**Australian Government**

# **RGRADM301 Assist with race meeting operations**

**Release: 1**

## 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.

### Application

This unit of competency describes the skills and knowledge required to assist stewards and race meeting operations staff before the start of a race meeting, provide administrative support and liaise with racing participants.

The unit applies to individuals who work in teams under the direction of stewards in the greyhound, harness and thoroughbred racing codes.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

### Pre-requisite Unit

Nil

### Unit Sector

Administration (ADM)

### Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Provide assistance to stewards	1.1 Work with team members to determine the stewards' requirements for race meetings 1.2 Check telephones and other methods of communication for working order, and report issues to relevant personnel
2. Provide assistance to race meeting operations staff	2.1 Prepare relevant documentation and records within the nominated timeframe and check for accuracy and currency 2.2 Provide information and support during a race meeting

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Liaise with racing participants and others	3.1 Accommodate requests from racing participants for information, services and other assistance 3.2 Prepare and allocate passes and tickets according to workplace procedures 3.3 Maintain records of club membership according to workplace procedures 3.4 Identify and direct special guests to the appropriate area 3.5 Collect funds and distribute payments according to workplace policies

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Recognise the structures and key features of a range of familiar texts used, including membership records and meeting documentation</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Complete workplace documentation accurately using correct technical, racing-specific terminology</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Use questioning and active listening skills to participate in verbal exchanges with colleagues and racing participants for a range of purposes associated with job role</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Calculate funds and payments</li> </ul>
Navigate the world of work	<ul style="list-style-type: none"> <li>Understand the nature and purpose of own role and associated responsibilities, and recognise and follow implicit and explicit workplace policies and procedures</li> </ul>
Interact with others	<ul style="list-style-type: none"> <li>Recognise the importance of building rapport to establish effective working relationships</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Take responsibility for organising own workload, identifying ways of sequencing and combining elements for greater efficiency</li> <li>Use workplace technology effectively to keep club membership records</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRADM301 Assist with race meeting operations	RGRADM301A Assist with race meeting operations	Updated to meet Standards for Training Packages.  Minor changes to performance criteria for clarity.	Equivalent unit

## Links

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