RGRADM402 Prepare for race meeting special events

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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 prepare for and oversee clean-up after race meeting special events.

The unit applies to individuals who supervise others and organise race meeting special events in the greyhound, harness and thoroughbred racing codes.

All work must be carried out to comply with workplace procedures, in accordance with applicable state/territory animal welfare and workplace health and safety legislative requirements.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan for a special event	1.1 Clarify special event requirements with race club personnel according to customer requirements, cultural arrangements and organisational protocols 1.2 Prepare work roster with monthly, weekly and daily objectives for the work team

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Discuss client requirements with contractor, and order equipment
2. Prepare the site plan	2.1 Prepare site plan for allocation of client and contractor venues 2.2 Verify compliance of contractors, clients and staff with WHS, environmental, race club and other requirements 2.3 Prepare emergency evacuation plan and erect signage 2.4 Manage access for contractors to avoid potential site congestion and public access according to workplace health and safety requirements
3. Arrange for clean-up activities following the event	3.1 Instruct staff to check inventory for return of all race club equipment 3.2 Arrange reporting procedures for damage to equipment or infrastructure and inform staff how to initiate repairs according to workplace procedures 3.3 Determine safety checks following the event for the removal of all items, equipment and contractor supplies according to workplace requirements before the site can be open for regular access

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.

Skill	Description
Reading	• Interpret information describing race meeting special events, and identify key issues and follow-up action requirements
Writing	• Use clear, specific and industry-related terminology to complete and update workplace documentation
Oral communication	• Issue verbal instructions and discuss requirements with racing staff and contractors on a range of subjects
Navigate the world of work	• Understand the nature and purpose of own role and associated responsibilities, and recognise and follow implicit and explicit workplace policies and procedures
Interact with others	• Recognise the importance of building rapport to establish effective working relationships

Skill	Description
	• Play a lead role in situations requiring effective collaboration, demonstrating effective negotiation skills
Get the work done	• Take responsibility for identifying and managing issues, including site congestion and public access • Implement actions as per plan, making adjustments if necessary and addressing unexpected issues • Take personal responsibility for identifying and managing risk factors

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRADM402 Prepare for race meeting special events	RGRADM402A Prepare for race meeting special events	Updated to meet Standards for Training Packages. Changes to elements and 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