RGRPSG404 Carry out greyhound adoptions

Release: 1

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Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to promote greyhound transition to pet programs, and match and coordinate greyhounds with new owners.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities dealing with predictable and unpredictable problems relating to their work in the greyhound racing sector.

All work must be carried out to comply with workplace procedures, according to state/territory animal welfare and health and safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSG411 Interpret and manage greyhound behaviours.

Unit Sector

Performance Services Greyhounds (PSG)

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. Contribute to pre-adoption processes	1.1 Contribute to the responsible promotion of greyhound transition to pet program via a range of channels
	1.2 Contribute to maintenance of information about greyhound

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	transition to pet program and information for new owners 1.3 Maintain accurate information about individual greyhounds available for adoption 1.4 Provide and respond to stakeholder queries relating to the greyhound transition to pet program according to organisational procedures
2. Match individual greyhounds to adoption applications	2.1 Collate and review adoption applications or requests from applicants 2.2 Communicate with applicants to clarify or confirm application information according to organisational procedures 2.3 Collate and review information on individual greyhounds from a range of available sources 2.4 Match individual greyhounds to specific adoption applications based on greyhound and adopter information 2.5 Advise applicants, explain reasons for matching outcome, and manage responses professionally
3. Carry out adoption handover	3.1 Meet new owners, provide information relevant to owning a greyhound, and respond to queries 3.2 Coordinate the introduction of greyhound to new owners according to organisational procedures 3.3 Facilitate introductions between the greyhound and existing pet dogs and/or other pets according to organisational procedures 3.4 Observe interaction between new owners, and other pets where relevant, and selected greyhound prior to finalising handover 3.5 Respond to unforeseen contingencies or issues during handover according to organisational procedures
4. Conduct post-adoption follow-up	4.1 Provide follow-up support to new owners during settling period according to organisational procedures 4.2 Respond professionally to situations relating to mismatches and problems with greyhounds 4.3 Refer adopters to other staff or resources according to needs of adopter and/or greyhound 4.4 Coordinate mismatches, returns and failed adoptions according to organisational procedures

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Obtain and record feedback on the transition to pet program from stakeholders according to organisational procedures
5. Maintain accurate program records	5.1 Complete and file all records using organisation systems and formats
	5.2 Collate stakeholder feedback and forward to relevant personnel to improve transition to pet program processes

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 and identify key information in organisational procedures relevant to greyhound transition to pet adoption processes
Writing	• Record information clearly and accurately in forms for internal and external purposes
Navigate the world of work	• Take responsibility for maintaining current knowledge of state regulations and local council requirements relevant to greyhound pet ownership
Interact with others	• Convey information using clear language, terminology and concepts suitable for audience • Use a range of strategies to build rapport and manage situations involving potential conflict and/or disappointment
Get the work done	• Plan, sequence and prioritise activities to achieve work outcomes • Seek clarification and assistance in decision making to ensure accurate matching of greyhounds and adopters • Use workplace technology and systems to complete records and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG404 Carry out greyhound adoptions	Not applicable	New unit	No 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