



Australian Government

**Assessment Requirements for RGRROP312
Perform duties of licensing or registration
clerk**

Release: 1

Assessment Requirements for RGRROP312 Perform duties of licensing or registration clerk

Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version released with 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, on at least three occasions, the individual has:

- implemented the requirements, procedures and instructions that apply to licensing and registration duties
- used the appropriate racing terms and terminology for identification of greyhounds or racehorses and racing personnel
- processed documentation and assisted others in their licensing or registration applications.

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:

- industry terminology related to licensing and registration, including:
 - animal identification features and categories
 - classes of licence or registration for animals and personnel
- relevant rules of racing related to licensing or registration of animals and personnel
- organisational policies and procedures related to licensing or registration
- principles of effective communication with racing participants.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - industry supervised access to racing administration offices relevant to the applicable racing code
- resources, equipment and materials:

- equipment relevant to assessing individual's ability to perform licensing and registration duties
- access to a range of documents and forms relevant to registration and licensing of animals and personnel
- specifications:
 - work instructions and related documentation
- timeframes:
 - according to organisational requirements.

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>