



**Australian Government**

**Assessment Requirements for RGRSTD403  
Apply principles of administrative law to  
investigation and resolution of racing  
matters**

**Release: 1**

# Assessment Requirements for RGRSTD403 Apply principles of administrative law to investigation and resolution of racing matters

## 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 the individual has applied the principles of administrative law to the investigation and resolution of racing matters, on at least three occasions, including for each:

- explained purpose, procedures and protocols for conducting the interview
- used a range of communication strategies to elicit facts and information and to defuse potentially difficult situations
- applied the principles of natural justice and procedural fairness and complied with equity principles when gathering, reviewing and making decisions about the racing matter based on evidence
- determined and announced penalties for infringements according to rules of racing.

## 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:

- principles of administrative law, including:
  - natural justice
  - procedural fairness
  - due process
  - exercise of power
  - decisions based on evidence
  - right to appeal
  - penalties
  - industry terminology related to compliance
- rules of racing for relevant code, including:
  - racing industry animal welfare and safety requirements

- rules relating to licensed personnel, permit holders and others authorised to undertake work associated with the greyhound, harness and thoroughbred codes
- communication procedures and protocols, including:
  - reporting lines within the workplace and wider racing industry
  - reporting of irregularities and problems
  - communication and recording aids
  - techniques for dealing with difficult people
  - questioning techniques
  - assertiveness skills
  - non-verbal communication
- organisational policies and procedures for conducting inquiries:
  - rules relating to conduct of inquiries, hearings, protests and/or appeals
  - ethical conduct standards of relevant principal racing authority
  - key principles of anti-discrimination, harassment, and confidentiality
  - purpose of racing operations documentation
  - referrals to other bodies.

## Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - racing administration offices, race meetings and related facilities
- resources, equipment and materials:
  - materials and equipment relevant to assessing individual's ability to apply the principles of administrative law to investigation and resolution of racing matters, including realistic case studies or scenarios to supplement work activities
- specifications:
  - work instructions and related documentation.

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>