



Australian Government

RGRSTD404 Prepare for racing industry appeals

Release: 1

RGRSTD404 Prepare for racing industry appeals

Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version released with RGR Racing and Breeding Training Package Version 2.0. |

Application

This unit of competency describes the skills and knowledge required to research and gather information, and prepare evidence and associated documentation.

The unit applies to individuals authorised to prepare for and represent stewards at appeal hearings in greyhound, harness or thoroughbred codes.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant Principal Racing Authority (PRA). Users are advised to check with the relevant PRA for requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Steward (STD)

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. Organise documents and evidence | 1.1 Research information about appeal cases and appeals process 1.2 Observe other appeals to improve understanding of appeals process 1.3 Prepare reports and transcripts from inquiries according to workplace procedures |

| Elements | Performance Criteria |
|--|--|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| | 1.4 Prepare and organise documentary evidence for appeals 1.5 Prepare additional information and witnesses for appeal cases |
| 2. Use effective communication skills to prepare for appeals | 2.1 Present information in a succinct and logical manner 2.2 Employ effective listening and speaking skills when presenting appeal information 2.3 Manage interaction with appeal lawyers using assertiveness skills |

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 | <ul style="list-style-type: none"> Critically analyse complex documentation from a variety of sources and consolidate information relating to the investigation of the appeal |
| Writing | <ul style="list-style-type: none"> Document transcripts and evidence using clear and detailed language in order to convey explicit information logically and sequentially |
| Oral communication | <ul style="list-style-type: none"> Use clear language and concepts, and tone and pace appropriate for the audience and purpose when participating in verbal exchanges Display depth of understanding of complex oral texts |
| Interact with others | <ul style="list-style-type: none"> Engage in effective, often complex, communications in a range of contexts with appeal panel members, lawyers, licensed personnel and racing officials Select and implement racing industry protocols governing communications when presenting at appeals |
| Get the work done | <ul style="list-style-type: none"> Apply systematic and analytical decision-making processes for complex and non-routine situations Use the main features and functions of digital tools to complete work tasks and access information for appeals |

Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--|---|--|--------------------|
| RGRSTD404 Prepare for racing industry appeals | RGRSTD404A Prepare for racing industry appeals | 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>