



**Australian Government**

# **RGRSTD405 Conduct steward supervision of sample collection procedures**

**Release: 1**

# RGRSTD405 Conduct steward supervision of sample collection procedures

## 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 oversee the preparation for testing, authorisation and implementation of testing, and initiation of evidence-gathering activities for the process of sample collection from racing industry personnel and racing animals.

The unit applies to individuals authorised to oversee the collection of samples from racing personnel and racing animals 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.

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

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> |

| 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. Inspect collection area                          | 1.1 Assess sampling area for cleanliness, safety and security according to racing industry requirements<br>1.2 Assess sampling area as suitable for human and animal comfort during collection process<br>1.3 Identify alternative area that complies with requirements for collection if original area is unsuitable<br>1.4 Check cameras and monitors for operation and accuracy of view, if provided                                                                                                                   |
| 2. Ensure sample collection complies with protocols | 2.1 Count sample collection kits and check against laboratory distribution list<br>2.2 Review swab attendant's planned actions for compliance with collection procedures and protocols for nominated laboratory work<br>2.3 Review work health and safety operating procedures with swab attendant<br>2.4 Review procedures for dealing with collection incidents and non-compliance with swab attendant<br>2.5 Confirm procedures for storing samples and security of sample area with swab attendant and security staff |
| 3. Ensure samples are returned to laboratory        | 3.1 Count sample kits and check against laboratory distribution list<br>3.2 Check sampling area for mislaid documentation or sample kit items<br>3.3 Store samples to avoid deterioration prior to return to laboratory<br>3.4 Record incidents that occurred during collection process in stewards' report<br>3.5 Forward samples to laboratory according to racing protocols and procedures                                                                                                                             |

## 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"> <li>Interpret sampling procedures and other documentation, and consolidate information to ensure compliance</li> </ul>                                                                                                                                                                                                                            |
| Writing                    | <ul style="list-style-type: none"> <li>Accurately record and complete required sampling documentation using clear language and correct terminology</li> </ul>                                                                                                                                                                                                                        |
| Oral communication         | <ul style="list-style-type: none"> <li>Use clear language and concepts, and tone and pace appropriate for the audience and purpose when communicating with swab attendant and other personnel relevant to sample collection procedures</li> </ul>                                                                                                                                    |
| Navigate the world of work | <ul style="list-style-type: none"> <li>Take responsibility for following rules of racing, racing industry policies and procedures and workplace health and safety and animal welfare legislative requirements relating to job role</li> <li>Understand the need for integrity, security and due processes for collecting samples from racing personnel and racing animals</li> </ul> |
| Interact with others       | <ul style="list-style-type: none"> <li>Use workplace practices and protocols effectively to communicate and work with a diverse range of people relevant to the job role</li> </ul>                                                                                                                                                                                                  |
| Get the work done          | <ul style="list-style-type: none"> <li>Prioritise, organise and sequence tasks related to supervising sample collection procedures, adapting to requirements of race track facility or contingency situations</li> <li>Make routine decisions and address less predictable problems by applying problem-solving processes in determining solutions</li> </ul>                        |

## Unit Mapping Information

| Code and title current version                                           | Code and title previous version                                           | Comments                                                                                                   | Equivalence status |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------|
| RGRSTD405<br>Conduct steward supervision of sample collection procedures | RGRSTD405A<br>Conduct steward supervision of sample collection procedures | Updated to meet Standards for Training Packages.<br><br>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>