



Australian Government

RGR Racing and Breeding Training Package

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR10118 Certificate I in Racing (Stablehand)

Modification History

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

Qualification Description

This qualification reflects the role of individuals working as a trainee stablehand under the direction of a trainer or stable supervisor in a harness or thoroughbred racing stable. It is aimed at students in schools or others requiring pre-employment training in preparation for entry-level employment as a stablehand.

Individuals undertake routine tasks of caring, feeding and grooming horses and keeping the stable environment safe, clean and hygienic. They work under constant supervision and only handle horses that are well-educated, calm, compliant and manageable. Driving or riding skills can be acquired through the selection of electives.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 6 units of competency:
 - 4 core units plus
 - 2 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 1 from the electives listed below
- up to 1 from the electives listed below, or any currently endorsed Training Package or accredited course.

Core Units

ACMEQU205	Apply knowledge of horse behaviour
BSBWHS201	Contribute to the health and safety of self and others
RGRPSH101	Catch and handle quiet horses under supervision
RGRPSH102	Perform basic stable duties

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

BSBCMM101	Apply basic communication skills
BSBWOR202	Organise and complete daily work activities
RGRCMN201	Investigate job opportunities in racing and related industries
RGRPSH201	Handle racehorses in stables and at trackwork
RGRPSH203	Perform basic driving tasks
RGRPSH205*	Perform basic riding skills in the racing industry

Prerequisite requirements

Unit of competency	Prerequisite requirement
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR10118 Certificate I in Racing (Stablehand)	RGR10108 Certificate I in Racing (Stablehand)	Updated to meet Standards for Training Packages Change to core units -	Equivalent qualification

Code and title current version	Code and title previous version	Comments	Equivalence status
		imported units updated and addition of ACMEQU205 Apply knowledge of horse behaviour to address safety	

Links

Companion Volumes, including Implementation Guides, are available at VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR20117 Certificate II in Racing (Greyhound)

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Qualification Description

This qualification reflects the role of individuals who are beginning their careers in the greyhound industry and/or work in one specific area. These individuals undertake a broad range of tasks related to the care and welfare of greyhounds. They work under direction on most occasions but are also able to act autonomously in certain situations that require solutions to a limited range of problems or working as part of a team.

Licensing, legislative, regulatory or certification requirements may apply to this qualification. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 10 units of competency:
 - 7 core units plus
 - 3 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 2 from the electives listed below
- up to 1 from the *RGR Racing and Breeding Training Package* or any currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMGAS202	Participate in workplace communications
ACMWHS201	Participate in workplace health and safety processes
RGRPSG201	Handle greyhounds
RGRPSG203	Promote and enhance greyhound behaviour
RGRPSG204*	Attend greyhounds during and after exercise routines
RGRPSG207	Demonstrate greyhound racing industry integrity and ethical practice
RGRPSG208*	Promote and enhance greyhound health and welfare

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMGAS304	Carry out simple breeding procedures
HLTAID003	Provide first aid
RGRPSG202*	Transport greyhounds
RGRPSG205*	Attend greyhounds at race meetings
RGRPSG206*	Catch and control greyhounds
RGRPSG209*	Ethically rehome a greyhound
RGRPSG302*	Assess health and provide first aid for greyhounds
RGRPSG303*	Meet nutritional needs of greyhounds
RGRPSG304	Participate in greyhound racing inquiries and appeals

Prerequisite Requirements

Unit of competency	Prerequisite requirement

RGRPSG202 Transport greyhounds	RGRPSG201 Handle greyhounds
RGRPSG204 Attend greyhounds during and after exercise routines	RGRPSG201 Handle greyhounds
RGRPSG205 Attend greyhounds at race meetings	RGRPSG201 Handle greyhounds
RGRPSG206 Catch and control greyhounds	RGRPSG201 Handle greyhounds
RGRPSG208 Promote and enhance greyhound health and welfare	RGRPSG201 Handle greyhounds
RGRPSG209 Ethically rehome a greyhound	RGRPSG201 Handle greyhounds
RGRPSG302 Assess health and provide first aid for greyhounds	RGRPSG201 Handle greyhounds
RGRPSG303 Meet nutritional needs of greyhounds	RGRPSG201 Handle greyhounds

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR20117 Certificate II in Racing (Greyhound)	RGR20213 Certificate II in Racing (Greyhound)	Updated to meet Standards for Training Packages. Core units changed.	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR20218 Certificate II in Racing Industry

Modification History

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

Qualification Description

This qualification reflects the role of new entrants to the racing industry. It provides an introduction to the racing industry and allows for specialisation in sectors or roles, including stablehand (harness or thoroughbred), stud hand (breeding), track maintenance and racing administration.

Occupational licensing or registration requirements apply to this qualification in some states and territories. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Competencies attained in the units packaged for this qualification will apply to the harness and thoroughbred codes of the industry. Consequently, when performance criteria are applied they will relate to the harness or thoroughbred code and a Certificate II in Racing Industry must contain a statement as follows:

'This qualification was achieved under the conditions operating in the [*insert relevant racing code - harness OR thoroughbred*] code of the racing industry.'

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 14 units of competency:
 - 5 core units plus
 - 9 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. Electives can be chosen to provide a general qualification or a qualification with a specialisation.

For the award of the *Certificate II in Racing Industry* choose:

- at least 7 units from the electives in Groups A to E
- up to 2 units from the remaining electives in Groups A to E
- up to 2 units from any currently endorsed Training Package or accredited course.

For the award of the *Certificate II in Racing Industry (Stablehand)* choose:

- all 4 electives from Group A
- at least 3 units from the electives in Groups A to E excluding specialisation electives already selected
- up to 2 units from the remaining electives in Groups A to E
- up to 2 units from any currently endorsed Training Package or accredited course.

For the award of the *Certificate II in Racing Industry (Stud Hand)* choose:

- *AHCBIO202 Follow site quarantine procedures* from Group E
- any 3 of the 4 electives from Group B
- at least 3 units from the electives in Groups A to E excluding specialisation electives already selected
- up to 2 units from the remaining electives in Groups A to E
- up to 2 units from any currently endorsed Training Package or accredited course.

For the award of the *Certificate II in Racing Industry (Track Maintenance)* choose:

- all 4 electives from Group C
- at least 3 units from the electives in Groups A to E excluding specialisation electives already selected
- up to 2 units from the remaining electives in Groups A to E
- up to 2 units from any currently endorsed Training Package or accredited course.

For the award of the *Certificate II in Racing Industry (Administration)* choose:

- all 4 electives from Group D
- at least 3 units from the electives in Groups A to E excluding specialisation electives already selected
- up to 2 units from the remaining electives in Groups A to E
- up to 2 units from any currently endorsed Training Package or accredited course.

Where two specialisations are completed, award of the qualification would read (for example), *Certificate II in Racing Industry (Stablehand, Administration)*.

Core Units

ACMEQU205	Apply knowledge of horse behaviour
ACMGAS202	Participate in workplace communications
BSBWHS201	Contribute to health and safety of self and others
RGRCMN201	Investigate job opportunities in racing and related industries
RGRCMN203	Comply with racing industry ethics and integrity

Elective Units

Group A Stablehand

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

RGRPSH201	Handle racehorses in stables and at trackwork
RGRPSH202*	Assist with transportation of horses
RGRPSH207*	Perform racing stable duties
RGRPSH209*	Attend horses at race meetings and trials

Group B Stud Hand

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU202*	Handle horses safely
ACMHBR202	Assist with oestrus detection in mares
ACMHBR203	Provide daily care for horses
ACMHBR309	Follow stud operational procedures

Group C Track Maintenance

AHCCHM201	Apply chemicals under supervision
AHCINF203	Maintain properties and structures

AHCMOM205	Operate vehicles
AHCMOM304	Operate machinery and equipment

Group D Administration

BSBCUS201	Deliver a service to customers
BSBINM201	Process and maintain workplace information
BSBWOR204	Use business technology
BSBWRT301	Write simple documents

Group E Additional electives

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU208	Manage personal health and fitness for working with horses
ACMEQU209*	Provide non-riding exercise to horses
ACMHBR313	Care for pregnant mares
AHCBIO202	Follow site quarantine procedures
BSBITU203	Communicate electronically
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
HLTAID003	Provide first aid
RGRPSH203	Perform basic driving tasks
RGRPSH204*	Prepare to drive jog work
RGRPSH205*	Perform basic riding skills in the racing industry
RGRPSH211	Work effectively in the horse racing industry
RGRTRK303	Provide emergency animal assistance
SISXEMR001	Respond to emergency situations

SITHFAB002	Provide responsible service of alcohol

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU209 Provide non-riding exercise to horses	ACMEQU202 Handle horses safely*
RGRPSH202 Assist with transportation of horses	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH204 Prepare to drive jog work	RGRPSH203 Perform basic driving tasks
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH207 Perform racing stable duties	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH209 Attend horses at race meetings and trials	RGRPSH201 Handle racehorses in stables and at trackwork

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR20218 Certificate II in Racing Industry	RGR20108 Certificate II in Racing (Stablehand)	Updated to meet Standards for Training Packages One qualification with four optional specialisations	No equivalent qualification
RGR20218 Certificate II in	RGR20308 Certificate II in Racing Services	Updated to meet Standards for Training	No equivalent qualification

Code and title current version	Code and title previous version	Comments	Equivalence status
Racing Industry	(Racing Administration)	Packages One qualification with four optional specialisations	
RGR20218 Certificate II in Racing Industry	RGR20408 Certificate II in Racing Services (Track Maintenance)	Updated to meet Standards for Training Packages One qualification with four optional specialisations	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR30117 Certificate III in Racing (Greyhound)

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Qualification Description

This qualification reflects the roles of individuals across different aspects of the greyhound industry. This includes, but is not limited to, trainers, breeders and any full time workers or workers who want a career in the industry. These individuals apply a broad range of competencies related to the health and welfare of greyhounds, racing ethics and integrity as well as competencies that are more technical. They are required to use discretion, judgement and relevant theoretical knowledge.

Licensing, legislative, regulatory or certification requirements may apply to this qualification. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 14 units of competency:
 - 9 core units plus
 - 5 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 3 from the electives listed below
- up to 2 from the *RGR Racing and Breeding Training Package* or any currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMWHS301	Contribute to workplace health and safety processes
RGRPSG201	Handle greyhounds
RGRPSG203	Promote and enhance greyhound behaviour
RGRPSG207	Demonstrate greyhound racing industry integrity and ethical practice
RGRPSG208*	Promote and enhance greyhound health and welfare
RGRPSG209*	Ethically rehome a greyhound
RGRPSG302*	Assess health and provide first aid for greyhounds
RGRPSG303*	Meet nutritional needs of greyhounds
RGRPSG306*	Determine care and treatment needs of greyhounds

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMGAS304	Carry out simple breeding procedures
BSBSMB303	Organise finances for the micro business
BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business
BSBSMB405	Monitor and manage small business operations
BSBSMB407	Manage a small team
RGRPSG202*	Transport greyhounds
RGRPSG301*	Rear greyhounds
RGRPSG304	Participate in greyhound racing inquiries and appeals
RGRPSG305	Coordinate greyhound breeding
RGRPSG307*	Train and race greyhounds

RGRPSG308*	Whelp greyhounds
RGRPSG309*	Educate a greyhound

Prerequisite Requirements

Unit of competency	Prerequisite requirement
RGRPSG202 Transport greyhounds	RGRPSG201 Handle greyhounds
RGRPSG208 Promote and enhance greyhound health and welfare	RGRPSG201 Handle greyhounds
RGRPSG209 Ethically rehome a greyhound	RGRPSG201 Handle greyhounds
RGRPSG301 Rear greyhounds	RGRPSG201 Handle greyhounds
RGRPSG302 Assess health and provide first aid for greyhounds	RGRPSG201 Handle greyhounds
RGRPSG303 Meet nutritional needs of greyhounds	RGRPSG201 Handle greyhounds
RGRPSG306 Determine care and treatment needs of greyhounds	RGRPSG201 Handle greyhounds
RGRPSG307 Train and race greyhounds	RGRPSG201 Handle greyhounds
RGRPSG308 Whelp greyhounds	RGRPSG201 Handle greyhounds
RGRPSG309 Educate a greyhound	RGRPSG201 Handle greyhounds

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR30117 Certificate III in Racing (Greyhound)	Not applicable	New qualification	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR30218 Certificate III in Racing (Stablehand)

Modification History

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

Qualification Description

This qualification reflects the role of individuals working as a stablehand in charge of daily operations in a harness or thoroughbred racing stable where they care for racehorses.

The stablehand works to the delegated instructions of a trainer who has overall responsibility for operations. They work in a stable environment directing and coordinating one or more stablehands or managing operations independently, depending on the size of the stable, and are permitted under the rules of racing to act for the trainer. They are required to work autonomously, use judgement, interpret information, apply solutions to various problems and take responsibility for operations and outputs.

This qualification is required for industry licensing and registration in some states and territories. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Competencies attained in the units packaged for this qualification will apply to the harness and thoroughbred codes of the industry. Consequently, when performance criteria are applied they will relate to the harness or thoroughbred code and a Certificate III in Racing (Stablehand) must contain a statement as follows:

'This qualification was achieved under the conditions operating in the [*insert relevant racing code - harness OR thoroughbred*] code of the racing industry.'

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
 - 12 core units plus
 - 6 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 1 from the electives listed in Group A
- at least 3 from the electives listed in Group B
- up to 2 from the electives listed below (Group A or B), or any currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU208	Manage personal health and fitness for working with horses
BSBWHS201	Contribute to health and safety of self and others
RGRCMN203	Comply with racing industry ethics and integrity
RGRPSH201	Handle racehorses in stables and at trackwork
RGRPSH202	Assist with transportation of horses
RGRPSH207*	Perform racing stable duties
RGRPSH211	Work effectively in the horse racing industry
RGRPSH301	Implement stable operations
RGRPSH303	Organise and oversee transportation of horses
RGRPSH304	Identify factors that affect racehorse fitness and suitability to race
RGRPSH308	Provide first aid and emergency care for horses or other equines
RGRPSH309	Implement feeding programs for racehorses under direction

Elective Units

Group A

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU202*	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour
ACMEQU209*	Provide non-riding exercise to horses
RGRPSH203	Perform basic driving tasks
RGRPSH204*	Prepare to drive jog work
RGRPSH205*	Perform basic riding skills in the racing industry
RGRPSH209*	Attend horses at race meetings and trials

Group B

HLTAID003	Provide first aid
PSPGEN032	Deal with conflict
RGRPSH302	Supervise handling of horses
RGRPSH312	Transport horses by road
RGRPSH401	Provide care and treatment of horses
RGRPSH408	Manage horse health and welfare
RGRPSH409	Determine nutritional requirements for racing horses
RGRPSH420	Participate in implementing racehorse exercise programs
SISXEMR001	Respond to emergency situations

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit of competency	Prerequisite requirement
ACMEQU209 Provide non-riding exercise to horses	ACMEQU202 Handle horses safely*
RGRPSH204 Prepare to drive jog work	RGRPSH203 Perform basic driving tasks
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH207 Perform racing stable duties	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH209 Attend horses at race meetings and trials	RGRPSH201 Handle racehorses in stables and at trackwork

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR30218 Certificate III in Racing (Stablehand)	RGR30208 Certificate III in Advanced Stablehand	Updated to meet Standards for Training Packages Changes to title, core and packaging rules to reflect job role	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR30318 Certificate III in Racing (Driving Stablehand)

Modification History

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

Qualification Description

This qualification reflects the role of individuals working as a driving stablehand involved in the daily operations of a harness racing stable where they care for and exercise standardbred horses.

The driving stablehand works to the delegated instructions of a trainer who has overall responsibility for operations. At times they are required to work autonomously, use judgement, interpret information, apply solutions to various problems and take responsibility for operations and outputs.

This qualification is required for industry licensing and registration in some states and territories. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
 - 13 core units plus
 - 5 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 3 from the electives listed below
- up to 2 from the electives listed below, or any currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU208	Manage personal health and fitness for working with horses
BSBWHS201	Contribute to health and safety of self and others
RGRCMN203	Comply with racing industry ethics and integrity
RGRPSH201	Handle racehorses in stables and at trackwork
RGRPSH203*	Perform basic driving tasks
RGRPSH204*	Prepare to drive jog work
RGRPSH207*	Perform racing stable duties
RGRPSH211	Work effectively in the horse racing industry
RGRPSH301	Implement stable operations
RGRPSH304	Identify factors that affect racehorse fitness and suitability to race
RGRPSH305*	Develop driving skills for trackwork
RGRPSH309	Implement feeding programs for racehorses under direction
RGRPSH402*	Drive horses in pacework and fast work

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU205	Apply knowledge of horse behaviour
ACMGAS202	Participate in workplace communications
HLTAID003	Provide first aid
PSPGEN032	Deal with conflict
RGRCMN201	Investigate job opportunities in racing and related industries
RGRPSH202	Assist with transportation of horses

RGRPSH209	Attend horses at race meetings and trials
RGRPSH303	Organise and oversee transportation of horses
RGRPSH308	Provide first aid and emergency care for horses or other equines
RGRPSH310	Prepare for self-management in racing
RGRPSH312	Transport horses by road
RGRPSH410	Prepare for race driving
RGRPSH411*	Drive horses in trials
SISXEMR001	Respond to emergency situations

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	Prerequisite requirement
RGRPSH203 Perform basic driving tasks	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH204 Prepare to drive jog work	RGRPSH203 Perform basic driving tasks*
RGRPSH207 Perform racing stable duties	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH305 Develop driving skills for trackwork	RGRPSH204 Prepare to drive jog work*
RGRPSH402 Drive horses in pacework and fast work	RGRPSH305 Develop driving skills for trackwork*
RGRPSH411 Drive horses in trials	RGRPSH402 Drive horses in pacework and fast work*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR30318 Certificate III in Racing (Driving Stablehand)	Not applicable	New qualification	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR30418 Certificate III in Racing Services

Modification History

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

Qualification Description

This qualification reflects the broad work responsibilities undertaken within regulatory and integrity services operations within the greyhound, harness or thoroughbred racing codes. The general qualification covers skills required for a range of racing services and operations. Two specialisations can be selected. The Cadet Steward specialisation covers duties required to assist stewards in race and non-race day activities and the Racing Administration specialisation covers general office administration conducted under racing-specific protocols and procedures.

Within this qualification individuals are responsible for organising their own work within known routines, often requiring well-developed decision making and problem-solving skills, and a high degree of confidentiality and discretion in their job functions. Knowledge of the rules of racing, racing protocols, animal welfare and duty of care requirements is considered essential.

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

Competencies attained in the units packaged for this qualification will apply to the harness, thoroughbred and greyhound codes of the industry. Consequently, when performance criteria are applied they will relate to the harness or thoroughbred or greyhound code and a Certificate III in Racing Services must contain a statement as follows:

'This qualification was achieved under the conditions operating in the [*insert relevant racing code - harness OR thoroughbred OR greyhound*] code of the racing industry.'

Entry Requirements

Greyhound, harness and thoroughbred racing codes are strictly regulated throughout Australia. Individuals electing to undertake the specialisation for *Cadet Steward* must meet the requirements of the relevant Controlling Body or Principal Racing Authority. Users are advised to check with the relevant authority for requirements.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
 - 4 core units plus
 - 14 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. Electives can be chosen to provide a general qualification or a qualification with a specialisation.

For the award of the *Certificate III in Racing Services* choose:

- at least 11 units from Groups B and C
- up to 3 units from the remaining electives in Groups B and C
- up to 3 units from any currently endorsed Training Package or accredited course.

For the award of the *Certificate III in Racing Services (Cadet Steward)* choose:

- **at least 7** units from Group A including *RGRSTD301 Perform duties of cadet steward*
- at least 4 other units from the electives in Groups A, B or C
- up to 3 units from the remaining electives in Groups A, B or C
- up to 3 units from any currently endorsed Training Package or accredited course.

For the award of the *Certificate III in Racing Services (Racing Administration)* choose:

- at least 7 units from Group B
- at least 4 other units from the electives in Groups B or C
- up to 3 units from the remaining electives in Groups B or C
- up to 3 units from any currently endorsed Training Package or accredited course.

Core Units

ACMGAS202	Participate in workplace communications
BSBWHS301	Maintain workplace safety
HLTAID003	Provide first aid
RGRCMN203	Comply with racing industry ethics and integrity

Elective Units

Group A Cadet Steward

CPPSEC3032A	Gather information by factual investigation
PSPREG001	Carry out inspections and monitoring under guidance
PSPREG011	Give evidence
RGRCMN305	Participate in racing protests and inquiries
RGRPSG304	Participate in greyhound racing inquiries and appeals
RGRSTD301	Perform duties of cadet steward
RGRSTD302	Interpret wagering trends
RGRSTD303	Assess racing and training gear suitability and safety
RGRSTD408	Analyse race performance

Group B Racing Administration

BSBCUS301	Deliver and monitor a service to customers
BSBFIA301	Maintain financial records
BSBINM301	Organise workplace information
BSBITU301	Create and use databases
BSBITU306	Design and produce business documents
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents
RGRADM301	Assist with race meeting operations
RGRADM302	Supervise use of track and race club facilities
RGRADM402	Prepare for race meeting special events
RGRROP312	Perform duties of licensing or registration clerk
RGRROP313	Process race nominations and acceptances
RGRROP317	Attend racing events and comply with protocols and safety procedures
RGRROP401	Perform duties of race programmer

Group C Additional electives

ACMEQU205	Apply knowledge of horse behaviour
AHCBIO202	Follow site quarantine procedures
BSBDIV301	Work effectively with diversity
PSPGEN032	Deal with conflict
PUACOM012B	Liaise with media at a local level
RGRCMN201	Investigate job opportunities in racing and related industries
RGRPSG201	Handle greyhounds
RGRPSH201	Handle racehorses in stables and at trackwork
RGRROP301	Perform ear branding and marking up of greyhounds
RGRROP302	Brand standardbred horses
RGRROP304	Perform duties of clerk of scales at greyhound race meetings
RGRROP306	Perform duties of clerk of scales for jockeys at thoroughbred race meetings
RGRROP311	Perform duties of greyhound race starter
RGRROP314	Perform duties of photo finish operator at greyhound or horse race meetings
RGRROP315	Perform duties of timekeeper at greyhound or horse race meetings
RGRROP316	Perform duties of track supervisor during trackwork operations
RGRROP406	Perform duties of harness race starter
RGRROP407	Perform duties of thoroughbred race starter
RGRROP410	Perform duties of racehorse handicapper
RGRROP411	Perform duties of greyhound or horse race judge
RGRSWA301	Collect non-blood samples from greyhounds or horses
RGRSWA302	Collect non-blood samples from racing personnel

RGRTRK303	Provide emergency animal assistance
RGRTRK402	Relate animal welfare to track and environmental conditions
SISXEMR001	Respond to emergency situations

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR30418 Certificate III in Racing Services	RGR30308 Certificate III in Racing Services (Racing Administration)	Two qualifications merged and revised to include specialisations for cadet steward and racing administration	No equivalent qualification
RGR30418 Certificate III in Racing Services	RGR30408 Certificate III in Racing Services (Cadet Steward)	Two qualifications merged and revised to include specialisations for cadet steward and racing administration	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR30518 Certificate III in Racing (Trackwork Rider)

Modification History

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

Qualification Description

This qualification reflects the role of individuals who are independently engaged or employed as trackwork riders to exercise thoroughbred horses on the instruction of a trainer in the racing industry.

Trackwork riders require high level riding skills to exercise racehorses at various paces. They must be able to interpret and implement trainer's instructions and communicate information about racehorse fitness and performance accurately to the trainer. Trackwork riders work independently with limited supervision in a defined range of varied contexts that may be complex and non-routine.

This qualification is required for industry licensing and registration in some states and territories. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
 - 11 core units plus
 - 7 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 5 from the electives listed below
- up to 2 from the electives listed below, or any currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU208	Manage personal health and fitness for working with horses
BSBWHS201	Contribute to health and safety of self and others
RGRCMN203	Comply with racing industry ethics and integrity
RGRPSH201	Handle racehorses in stables and at trackwork
RGRPSH205*	Perform basic riding skills in the racing industry
RGRPSH209*	Attend horses at race meetings and trials
RGRPSH211	Work effectively in the horse racing industry
RGRPSH304	Identify factors that affect racehorse fitness and suitability to race
RGRPSH306*	Develop basic trackwork riding skills
RGRPSH307*	Exercise horses in pacework
RGRPSH404*	Ride horses at trackwork

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU205	Apply knowledge of horse behaviour
ACMGAS202	Participate in workplace communications
HLTAID003	Provide first aid
PSPGEN032	Deal with conflict
RGRPSH207	Perform racing stable duties
RGRPSH301	Implement stable operations
RGRPSH302	Supervise handling of horses
RGRPSH303	Organise and oversee transportation of horses
RGRPSH308	Provide first aid and emergency care for horses or other

	equines
RGRPSH309	Implement feeding programs for racehorses under direction
RGRPSH310	Prepare for self-management in racing
RGRPSH405*	Ride horses in jump outs
RGRPSH406*	Develop riding skills for jumping racing
RGRPSH407	Educate thoroughbred horses for racing
RGRPSH414*	Ride horses in trials
RGRPSH420	Participate in implementing racehorse exercise programs

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	Prerequisite requirement
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH209 Attend horses at race meetings and trials	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry*
RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills*
RGRPSH404 Ride horses at trackwork	RGRPSH307 Exercise horses in pacework*
RGRPSH405 Ride horses in jump outs	RGRPSH404 Ride horses at trackwork*
RGRPSH406 Develop riding skills for jumping racing	RGRPSH404 Ride horses at trackwork*
RGRPSH414 Ride horses in trials	RGRPSH405 Ride horses in jump outs*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR30518 Certificate III in Racing (Trackwork Rider)	RGR30108 Certificate III in Racing (Trackrider)	Updated to meet Standards for Training Packages Changes to core units. Changes to title to reflect job role	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR40118 Certificate IV in Racing (Racehorse Trainer)

Modification History

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

Qualification Description

This qualification reflects the role of individuals licensed to operate a business that trains horses under racing industry regulated licensing criteria for the purpose of competing in industry-regulated events in the harness or thoroughbred racing codes.

It covers the care, maintenance and performance of racehorses and the tasks and duties associated with running a racing establishment, including managing staff, finances and equipment. Trainers are responsible for planning and organising their own work, leading others and carrying out often complex and non-routine tasks.

This qualification is required for industry licensing and registration in some states and territories. Refer to the relevant state or territory Principal Racing Authority for current requirements.

Competencies attained in the units packaged for this qualification will apply to the harness and thoroughbred codes of the industry. Consequently, when performance criteria are applied they will relate to the harness or thoroughbred code and a Certificate IV in Racing (Racehorse Trainer) must contain a statement as follows:

'This qualification was achieved under the conditions operating in the [*insert relevant racing code - harness OR thoroughbred*] code of the racing industry.'

Entry Requirements

To undertake this qualification the individual must have:

- a racing industry Certificate III qualification demonstrating industry-relevant experience in the care, welfare and management of horses such as *RGR30518 Certificate III in Racing (Trackwork Rider)*, or *RGR30218 Certificate III in Racing (Stablehand)*, or *RGR30318 Certificate III in Racing (Driving Stablehand)*.

or

- demonstrated equivalent skills and knowledge in the care, welfare and management of horses commensurate with the qualifications above.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
 - 7 core units plus
 - 9 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 7 from the electives listed below
- up to 2 from the electives listed below, or any currently endorsed Training Package or accredited course.

Core Units

BSBSMB407	Manage a small team
BSBWHS301	Maintain workplace safety
RGRCMN203	Comply with racing industry ethics and integrity
RGRCMN305	Participate in racing protests and inquiries
RGRPSH302	Supervise handling of horses
RGRPSH408	Manage horse health and welfare
RGRPSH421	Operate horse racing training business

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU205	Apply knowledge of horse behaviour
ACMEQU406 *	Manage selection of horse for new or inexperienced handler, rider or driver
ACMHBR305	Assess suitability of horses for specific uses
BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business

BSBSMB403	Market the small business
BSBSMB406	Manage small business finances
BSBSUS501	Develop workplace policies and procedures for sustainability
HLTAID003	Provide first aid
PSPGEN032	Deal with conflict
RGRCMN402	Participate in media interviews for racing
RGRPSH203	Perform basic driving tasks
RGRPSH204*	Prepare to drive jog work
RGRPSH301	Implement stable operations
RGRPSH305*	Develop driving skills for trackwork
RGRPSH401	Provide care and treatment for horses
RGRPSH402*	Drive horses in pacework and fast work
RGRPSH403*	Educate harness horses for racing
RGRPSH407	Educate thoroughbred horses for racing
RGRPSH409	Determine nutritional requirements for racing horses
RGRPSH420	Participate in implementing racehorse exercise programs
RGRPSH422	Promote and maintain business arrangements with racehorse owners
RGRPSH423	Train horses for jumping racing
RGRPSH501	Plan and adapt training and conditioning programs for racehorses
RGRPSH502	Plan and implement education of horses for racing
RGRPSH503	Trial and race horses
RGRPSH504	Develop systems and records for horse racing business training operations
RGRPSH505	Select horses for racing
RGRTRK402	Relate animal welfare to track and environmental conditions
SIRXMKT006	Develop a social media strategy

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	Prerequisite requirement
ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver	ACMEQU205 Apply knowledge of horse behaviour
RGRPSH204 Prepare to drive jog work	RGRPSH203 Perform basic driving tasks
RGRPSH305 Develop driving skills for trackwork	RGRPSH204 Prepare to drive jog work*
RGRPSH402 Drive horses in pacework and fast work	RGRPSH305 Develop driving skills for trackwork*
RGRPSH403 Educate harness horses for racing	RGRPSH402 Drive horses in pacework and fast work*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR40118 Certificate IV in Racing (Racehorse Trainer)	RGR40108 Certificate IV in Racing (Racehorse Trainer)	Updated to meet Standards for Training Packages Revised core and elective units	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR40218 Certificate IV in Racing (Jockey)

Modification History

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

Qualification Description

This qualification reflects the role of individuals licensed to operate as a jockey and compete in industry-regulated events in the thoroughbred racing code.

Jockeys are independent professional athletes who ride racehorses at race meetings, barrier trials and trackwork. Most are independent contractors offering their riding services to compete in racing industry regulated race meetings, with some retained by racing stables. A jockey possesses the highest level of race riding skills, requiring a high degree of decision-making skill and reaction time during races, and the ability to exercise judgement when choosing mounts and assessing horse form.

The qualification reflects the requirement for jockeys to identify and advise on factors that affect racehorse performance; give advice on horse ability, fitness and progress; observe rules of racing and industry policies and guidelines; communicate with racing industry officials and media, and take instruction and advice from trainers and owners. It covers the knowledge required to perform on a daily basis at specific bodyweight and peak fitness and business skills required for self-employment to enable jockeys to market their services, and manage personal finances and business operations.

This qualification is required for industry licensing and registration in some states and territories. Refer to the relevant state or territory Principal Racing Authority for current requirements.

^ From 1 July 2022 the elective unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: <https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units>

Entry Requirements

To commence this qualification an individual must:

- have completed *RGR30518 Certificate III in Racing (Trackwork Rider)*
- or
- demonstrated skills and experience in riding and handling thoroughbred horses commensurate with the *Certificate III in Racing (Trackwork Rider)*.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 17 units of competency:
 - 11 core units plus
 - 6 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 4 from the electives listed below
- up to 2 from the electives listed below, or any currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

BSBSMB303	Organise finances for the micro business
BSBSMB305	Comply with regulatory, taxation and insurance requirements for micro business
RGRCMN305	Participate in racing protests and inquiries
RGRCMN402	Participate in media interviews for racing
RGRPSH310	Prepare for self-management in racing
RGRPSH405*	Ride horses in jump outs
RGRPSH413	Prepare for race riding
RGRPSH414*	Ride horses in trials
RGRPSH415*	Ride horses in races
RGRPSH418	Set goals to improve racing performance
RGRPSH419	Manage principles of sports science for jockeys

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

BSBFIA301	Maintain financial records
BSBFIA303	Process accounts payable and receivable
BSBINM301	Organise workplace information
BSBWOR501	Manage personal work priorities and professional development
HLTAID003	Provide first aid
^ HLTAID011	Provide First Aid (must be delivered from 1 July 2022)
PSPGEN052	Undertake and promote career management
RGRPSH306	Develop basic trackwork riding skills
RGRPSH307*	Exercise horses in pacework
RGRPSH404*	Ride horses at trackwork
RGRPSH406*	Develop riding skills for jumping racing
RGRPSH407	Educate thoroughbred horses for racing
RGRPSH416	Perform trial and race jumping riding skills
RGRTRK402	Relate animal welfare to track and environmental conditions
SISSCOP308A	Model the responsibilities of an elite athlete
SISSCOP309A	Design an athlete's diet

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	Prerequisite requirement
RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills
RGRPSH404 Ride horses at trackwork	RGRPSH307 Exercise horses in pacework*

RGRPSH405 Ride horses in jump outs	RGRPSH404 Ride horses at trackwork*
RGRPSH406 Develop riding skills for jumping racing	RGRPSH404 Ride horses at trackwork*
RGRPSH414 Ride horses in trials	RGRPSH405 Ride horses in jump outs*
RGRPSH415 Ride horses in races	RGRPSH413 Prepare for race riding

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR40218 Certificate IV in Racing (Jockey)	RGR40208 Certificate IV in Racing (Jockey)	Updated to meet Standards for Training Packages Entry requirements added Changes to core and elective units to reflect role requirements	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR40318 Certificate IV in Racing (Harness Race Driver)

Modification History

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

Qualification Description

This qualification reflects the role of individuals who are harness race drivers. They are independent professional sportspersons licensed by harness racing industry authorities to compete in industry-regulated competition.

Their work requires a high degree of skill in handling large horses racing at speed and a thorough knowledge of the rules and legal procedures for the relevant racing code. As they are responsible for organising their own work and generating income they require skills in analysing information from a variety of sources, and the ability to compete with peers, market their services effectively and adhere to rules to maintain reputation and avoid fines or suspension.

This qualification is required for industry licensing and registration in some states and territories. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 21 units of competency:
 - 16 core units plus
 - 5 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- At least 3 electives from the list below

- Up to 2 from the electives below, or any currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU208	Manage personal health and fitness for working with horses
BSBWHS201	Contribute to health and safety of self and others
RGRCMN203	Comply with racing industry ethics and integrity
RGRCMN305	Participate in racing protests and inquiries
RGRPSH201	Handle racehorses in stables and at trackwork
RGRPSH203*	Perform basic driving tasks
RGRPSH204*	Prepare to drive jog work
RGRPSH209*	Attend horses at race meetings and trials
RGRPSH211	Work effectively in the horse racing industry
RGRPSH304	Identify factors that affect racehorse fitness and suitability to race
RGRPSH305*	Develop driving skills for trackwork
RGRPSH310	Prepare for self-management in racing
RGRPSH402*	Drive horses in pacework and fast work
RGRPSH410*	Prepare for race driving
RGRPSH411*	Drive horses in trials
RGRPSH412*	Drive horses in races

Elective Units

BSBSMB303	Organise finances for the micro business
BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business

BSBFIA301	Maintain financial records
BSBFIA303	Process accounts payable and receivable
BSBINM301	Organise workplace information
HLTAID003	Provide first aid
PSPGEN032	Deal with conflict
PSPGEN052	Undertake and promote career management
RGRCMN402	Participate in media interviews for racing
RGRPSH418	Set goals to improve racing performance
SISXEMR001	Respond to emergency situations

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	Prerequisite requirement
RGRPSH203 Perform basic driving tasks	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH204 Prepare to drive jog work	RGRPSH203 Perform basic driving tasks*
RGRPSH209 Attend horses at race meetings and trials	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH305 Develop driving skills for trackwork	RGRPSH204 Prepare to drive jog work*
RGRPSH402 Drive horses in pacework and fast work	RGRPSH305 Develop driving skills for trackwork*
RGRPSH410 Prepare for race driving	RGRPSH402 Drive horses in pacework and fast work*
RGRPSH411 Prepare to drive horses in trials	RGRPSH402 Drive horses in pacework and fast work*
RGRPSH412 Prepare to drive horses in races	RGRPSH410 Prepare for race driving*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR40318 Certificate IV in Racing (Harness Race Driver)	RGR40308 Certificate IV in Racing (Harness Race Driver)	Updated to meet Standards for Training Packages Reduction of core units from 22 to 16	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR40418 Certificate IV in Racing (Greyhound Trainer)

Modification History

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

Qualification Description

This qualification reflects the role of individuals licensed to operate a business that trains greyhounds under racing industry regulated licensing criteria for the purpose of competing in industry-regulated events in the greyhound racing code.

It covers the care, maintenance and performance of greyhounds and the tasks and duties associated with running a racing establishment, including managing staff, finances and equipment. Trainers are responsible for planning and organising their own work, leading others and carrying out often complex and non-routine tasks.

Licensing, legislative, regulatory or certification requirements may apply to this qualification. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Entry Requirements

To undertake this qualification the individual must have:

- skills and knowledge commensurate with *RGR20117 Certificate II in Racing (Greyhound)* demonstrating industry-relevant experience in the care, welfare and management of greyhounds.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 15 units of competency:
 - 11 core units plus
 - 4 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 2 electives from Group A

- up to 2 electives from Group B, or any currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

BSBSMB303	Organise finances for the micro business
BSBSMB305	Comply with regulatory, taxation and insurance requirements for micro business
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
RGRCMN402	Participate in media interviews for racing
RGRPSG207	Demonstrate greyhound racing industry integrity and ethical practice
RGRPSG302	Assess health and provide first aid for greyhounds
RGRPSG303	Meet nutritional needs of greyhounds
RGRPSG304	Participate in greyhound racing inquiries and appeals
RGRPSG307*	Train and race greyhounds
RGRPSG401	Relate anatomical and physiological features to the care and treatment of greyhounds
RGRTRK402	Relate animal welfare to track and environmental conditions

Elective Units

Group A

BSBSMB403	Market the small business
BSBSMB405	Monitor and manage small business operations
BSBSMB407	Manage a small team

BSBSUS501	Develop workplace policy and procedures for sustainability
HLTAID003	Provide first aid
PSPGEN032	Deal with conflict
SIRXMKT006	Develop a social media strategy
SISXEMR002	Coordinate emergency responses
TAEASS301	Contribute to assessment
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEDEL301	Provide work skill instruction

Group B

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

RGRPSG201	Handle greyhounds
RGRPSG301	Rear greyhounds
RGRPSG305	Coordinate greyhound breeding
RGRPSG306*	Determine care and treatment needs of greyhounds
RGRPSG308*	Whelp greyhounds
RGRPSG309*	Educate a greyhound

Prerequisite requirements

Unit of competency	Prerequisite requirement
RGRPSG306 Determine care and	RGRPSG201 Handle greyhounds

Unit of competency	Prerequisite requirement
treatment needs of racing greyhounds	
RGRPSG307 Train and race greyhounds	RGRPSG201 Handle greyhounds
RGRPSG308 Whelp greyhounds	RGRPSG201 Handle greyhounds
RGRPSG309 Educate a greyhound	RGRPSG201 Handle greyhounds

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR40418 Certificate IV in Racing (Greyhound Trainer)	RGR40408 Certificate IV in Racing (Greyhound Trainer)	Updated to meet Standards for Training Packages Changes to core units	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR40518 Certificate IV in Racing Integrity

Modification History

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

Qualification Description

This qualification reflects the work undertaken by individuals in compliance and integrity service operations in the greyhound, harness and thoroughbred racing codes. It covers the specialist roles of stewards and integrity officials with responsibilities for investigations, compliance and intelligence who require an extensive knowledge of the rules of racing, administrative law, racing protocols, animal welfare, safety and duty of care requirements.

Individuals need strong organisational skills, and the ability to analyse and evaluate information and apply the rules of racing and administrative law to resolve routine, non-routine and at time complex situations.

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

Competencies attained in the units packaged for this qualification will apply to the greyhound, harness and thoroughbred codes of the industry. Consequently, when performance criteria are applied they will relate to the greyhound, harness or thoroughbred code and a Certificate IV in Racing Integrity must contain a statement as follows:

'This qualification was achieved under the conditions operating in the [*insert relevant racing code* – greyhound OR *harness* OR *thoroughbred*] code of the racing industry.'

Entry Requirements

Greyhound, harness and thoroughbred racing codes are strictly regulated throughout Australia. Individuals undertaking this qualification must meet the requirements of the relevant Controlling Body or Principal Racing Authority. Users are advised to check with the relevant authority for current requirements.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 20 units of competency:
 - 5 core units plus

- 15 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. Electives can be chosen to provide a general qualification or a qualification with a specialisation.

For the award of the *Certificate IV in Racing Integrity* choose:

- at least 13 units from Groups A, B or C
- up to 2 units from the remaining electives in Groups A, B or C
- up to 2 units from any currently endorsed Training Package or accredited course.

For the award of the *Certificate IV in Racing Integrity (Steward)* choose:

- at least 5 units from Group A.
- at least 8 other units from Groups A, B or C
- up to 2 units may be selected from the remaining electives in Groups A, B or C
- up to 2 units or any currently endorsed Training Package or accredited course

For the award of the *Certificate IV in Racing Integrity (Integrity Official)* choose:

- at least 6 units from Group B
- at least 7 other units must be selected from Groups B or C
- up to 2 units may be selected from the remaining electives in Groups A, B or C
- up to 2 units may be selected from the electives below or any currently endorsed Training Package or accredited course.

Core Units

BSBWHS301	Maintain workplace safety
CSCORG014	Use information to make critical decisions
PSPREG003	Apply regulatory powers
RGRCMN203	Comply with racing industry ethics and integrity
RGRSTD403	Apply principles of administrative law to investigation and resolution of racing matters

Elective Units

Group A Steward

RGRCMN305	Participate in racing protests and inquiries
RGRPSG304	Participate in greyhound racing inquiries and appeals
RGRROP301	Perform ear branding and marking up of greyhounds
RGRROP304	Perform duties of clerk of scales at greyhound race meetings
RGRROP306	Perform duties of clerk of scales for jockeys at thoroughbred race meetings
RGRROP408	Perform duties of betting supervisor or steward at greyhound or horse race meetings
RGRSTD303	Assess racing and training gear suitability and safety
RGRSTD402	Perform non-race day duties of steward
RGRSTD405	Conduct steward supervision of sample collection procedures
RGRSTD407	Assess driving or riding skills of licence or registration applicants
RGRSTD409	Perform duties of a race day steward

Group B Integrity Official

PSPINV001	Plan and initiate an investigation
PSPINV002	Conduct an investigation
PSPINV003	Finalise an investigation
PSPREG001	Carry out inspections and monitoring under guidance
PSPREG005	Assess compliance
PSPREG008	Act on non-compliance
PSPREG009	Conduct search and seizure
PSPREG010	Prepare a brief of evidence
PSPREG011	Give evidence
PSPREG012	Gather information through interviews

PSPREG013	Undertake inspections and monitoring
PSPREG016	Conduct data analysis
PSPREG017	Undertake compliance audits

Group C Additional electives

ACMEQU205	Apply knowledge of horse behaviour
AHCBIO202	Follow site quarantine procedures
BSBWOR301	Organise personal work priorities and development
HLTAID003	Provide first aid
PSPGEN013	Implement change
PSPGEN032	Deal with conflict
PSPPCY001	Contribute to policy development
RGRCMN402	Participate in media interviews for racing
RGRPSG201	Handle greyhounds
RGRPSH201	Handle racehorses in stables and at track work
RGRROP302	Brand standardbred horses
RGRROP312	Perform duties of licensing or registration clerk
RGRROP410	Perform duties of racehorse handicapper
RGRROP411	Perform duties of greyhound or horse race judge
RGRSTD302	Interpret wagering trends
RGRSTD408	Analyse race performance
RGRSWA301	Collect non-blood samples from greyhounds or horses
RGRSWA302	Collect non-blood samples from racing personnel

RGRTRK303	Provide emergency animal assistance
RGRTRK402	Relate animal welfare to track and environmental conditions
TAEDEL301	Provide work skill instruction

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR40518 Certificate IV in Racing Integrity	RGR40608 Certificate IV in Racing Services (Steward)	Updated to meet Standards for Training Packages Changes to title, core and elective units and packaging rules include specialisations to better reflect job roles within racing integrity	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR50118 Diploma of Racing (Racehorse Trainer)

Modification History

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

Qualification Description

This qualification reflects the role of individuals licensed to operate a business that trains horses commercially for multiple owners to compete in industry-regulated events in the harness or thoroughbred racing codes. The trainer at this level generally manages a large training establishment with several staff members, often operating interstate and/or internationally, with extensive demands from owners, media and public.

The qualification covers high-level technical, planning and management skills required to manage a complex business as well as detailed knowledge of the rules relating to racing partnerships and syndication, and horse pedigree, conformation and animal physiology.

This qualification is required for industry licensing and registration in some states and territories. Refer to the relevant state or territory Principal Racing Authority for current requirements.

Competencies attained in the units packaged for this qualification will apply to the harness and thoroughbred codes of the industry. Consequently, when performance criteria are applied they will relate to the harness or thoroughbred code and a Diploma of Racing (Racehorse Trainer) must contain a statement as follows:

'This qualification was achieved under the conditions operating in the [*insert relevant racing code - harness OR thoroughbred*] code of the racing industry.'

Entry Requirements

To undertake this qualification the individual must have:

- extensive skills and knowledge commensurate with *RGR40118 Certificate IV in Racing (Racehorse Trainer)* demonstrating industry-relevant experience in the care, welfare and management of horses.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 12 units of competency:
 - 7 core units plus

- 5 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 3 from the electives listed below
- up to 2 from the electives listed below, or any currently endorsed Training Package or accredited course.

Core Units

BSBSUS501	Develop workplace policy and procedures for sustainability
RGRCMN402	Participate in media interviews for racing
RGRPSH422	Promote and maintain business arrangements with racehorse owners
RGRPSH501	Plan and adapt training and conditioning programs for racehorses
RGRPSH502	Plan and implement education of horses for racing
RGRPSH504	Develop systems and records for horse racing business training operations
RGRPSH505	Select horses for racing

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU205	Apply knowledge of horse behaviour
ACMEQU406*	Manage selection of horse for new or inexperienced handler, rider or driver
BSBSMB403	Market the small business
BSBSMB406	Manage small business finances
BSBSMB407	Manage a small team
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

HLTAID008	Manage first aid services and resources
PSPGEN032	Deal with conflict
RGRPSH401	Provide care and treatment of horses
RGRPSH409	Determine nutritional requirements for racing horses
RGRPSH420	Participate in implementing racehorse exercise programs
RGRPSH423	Train horses for jumping racing
RGRTRK402	Relate animal welfare to track and environmental conditions
SIRXMKT006	Develop a social media strategy
SISXEMR002	Coordinate emergency responses
TAEASS301	Contribute to assessment
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEDEL301	Provide work skill instruction

Prerequisite requirements

Unit of competency	Prerequisite requirement
ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver	ACMEQU205 Apply knowledge of horse behaviour

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR50118 Diploma of Racing	RGR50108 Diploma of Racing (Racehorse Trainer)	Updated to meet Standards for Training Packages	Equivalent qualification

Code and title current version	Code and title previous version	Comments	Equivalence status
(Racehorse Trainer)			

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGR50218 Diploma of Racing Integrity Management

Modification History

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

Qualification Description

This qualification reflects the work undertaken by individuals in regulatory and integrity service operations in the greyhound, harness and thoroughbred racing codes. It covers the role of stewards, specialist investigators and other integrity officials who require an extensive knowledge of the rules of racing, administrative law, racing protocols, animal welfare, safety and duty of care requirements.

Individuals need strong organisational skills, and the ability to analyse and evaluate information and apply the rules of racing and administrative law to resolve routine, non-routine and at time complex situations.

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

Competencies attained in the units packaged for this qualification will apply to the greyhound, harness and thoroughbred codes of the industry. Consequently, when performance criteria are applied they will relate to the greyhound, harness or thoroughbred code and a Diploma of Racing Integrity Management must contain a statement as follows:

'This qualification was achieved under the conditions operating in the [*insert relevant racing code* – greyhound OR *harness* OR *thoroughbred*] code of the racing industry.'

Entry Requirements

Greyhound, harness and thoroughbred racing codes are strictly regulated throughout Australia. Individuals undertaking this qualification must meet the requirements of the relevant Controlling Body or Principal Racing Authority. Users are advised to check with the relevant authority for current requirements.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 11 units of competency:
 - 3 core units plus

- 8 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 3 from Group A
- at least 3 from Group B
- up to 2 may be selected from Group A or B or from any currently endorsed Training Package or accredited course.

Core Units

BSBLDR503	Communicate with influence
CSCORG014	Use information to make critical decisions
RGRSTD501	Manage steward services

Elective Units

Group A

BSBADM502	Manage meetings
BSBFIM501	Manage budgets and financial plans
BSBMGT502	Manage people performance
BSBMGT517	Manage operational plan
BSBWHS410	Contribute to work-related health and safety measures and initiatives
BSBWOR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness
PSPGEN032	Deal with conflict
PSPGEN056	Facilitate change

Group B

HLTAID008	Manage first aid services and resources

PSPREG003	Apply regulatory powers
PSPREG025	Manage investigations
PSPREG026	Review and evaluate investigations
PSPREG027	Manage regulatory compliance
PSPREG029	Manage and lead inspection and monitoring programs
PSPTIS100	Apply codes and standards to professional judgement
RGRCMN402	Participate in media interviews for racing
SFIPROC611 C	Participate in a media interview or presentation
SISXEMR002	Coordinate emergency responses

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGR50218 Diploma of Racing Integrity Management	RGR50308 Diploma of Racing Services (Steward)	Updated to meet Standard for Training Packages. Changes to title, core and elective units to reflect role requirements	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

ACMEQU202 Handle horses safely

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify, safely catch, control and handle calm, consistent and obedient horses educated for the relevant activity. It covers knowledge of potential risks working with and around horses and following industry guidelines and procedures to ensure the welfare and safety of the individual, other workers and the horse.

The unit applies to individuals who have no experience, limited experience or no recent experience working in the relevant horse industry sector. They undertake defined routine activities under supervision and have limited responsibility for their own work. Working environments may include stables, paddocks, yards, tracks, exercise arenas and public areas.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Prerequisite unit of competency for this unit is:

- ACMEQU205 Apply knowledge of horse behaviour.

Unit Sector

Equine (EQU)

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. Identify features of horses	1.1 Distinguish horses by their features, and describe using industry terminology 1.2 Identify common horse behaviour and social traits
2. Safely approach, catch, control and lead horses	2.1 Check and clarify supervisor instructions for tasks requiring involving approaching, catching and leading horse 2.2 Select and correctly fit personal protective equipment (PPE) 2.3 Identify, select and prepare appropriate gear for handling horses safely 2.4 Identify and report to supervisor potential safety risks prior to approaching horse 2.5 Identify horse according to instructions and observe horse body language and behaviour before approaching 2.6 Prepare halter and lead in hand prior to approaching the horse 2.7 Approach calmly and catch horse using safe handling techniques under supervision 2.8 Apply safe control when leading and tying up horse and use safe handling practices around tied-up horses 2.9 Use safe handling procedures around other handlers and horses
3. Load and unload horses under supervision	3.1 Check and clarify supervisor instructions for tasks requiring the loading and unloading of horses 3.2 Identify potential safety risks to handler and horse when loading and unloading horses, and discuss with supervisor 3.3 Select and correctly fit PPE for safe loading and/or unloading of horses 3.4 Select gear and equipment for loading horse and check gear for safety 3.5 Fit gear to horse correctly prior to loading under supervision 3.6 Load horses safely according to instructions under supervision

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	3.7 Position horse according to transport configuration 3.8 Unload horse safely according to instructions under supervision
4. Control horses in exercise environments	4.1 Check and clarify supervisor instructions for tasks requiring the handling of horses in public areas 4.2 Identify potential safety risks to handler and horse when handling horses in public areas, and discuss with supervisor 4.3 Select and correctly fit PPE for safe handling of horses 4.4 Select gear and equipment, including safety check of gear 4.5 Observe and identify horse body language and behaviour prior to handling in exercise environments 4.6 Use safe control when leading and standing with a horse in a public area under supervision 4.7 Use safe control when leading and standing with a horse confined in a stable or yard

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
Oral communication	- Use active listening and questioning techniques to clarify and confirm supervisor instructions - Use industry terminology to describe horses, gear and equipment used for handling horses
Navigate the world of work	- Follow workplace procedures, including work health and safety and animal welfare requirements, relating to own role and work area - Demonstrate a duty of care to self and others when working with horses
Get the work done	Assemble resources and follow clear, sequenced instructions for handling horses under supervision

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU202 Handle horses safely	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=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMEQU202 Handle horses safely

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 safely handled at least three different calm, consistent and obedient horses educated for the activity being performed including:

- carrying out a basic risk assessment prior to each activity, including observing and identifying horse body language
- communicating clearly with supervisor, including raising safety risks or concerns
- approaching, catching, controlling, leading, standing and tying up horses safely in at least one public space and one confined space, under supervision, including:
 - following work health and safety (WHS) procedures in the context of own work
 - applying safe horse handling techniques according to animal welfare requirements
 - fitting and correctly using horse handling gear and personal protective equipment (PPE)
- loading and unloading horses to a horse transport vehicle under supervision in a calm and humane manner.

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:

- common features of a horse, including points, colour, markings, gender, and common breeds
- basic characteristics of common horse behaviour and social traits
- features of horse body language
- communication protocols with supervisor, and procedures within the work environment
- potential hazards and risks when dealing with horses in open and confined spaces
- common types of injuries sustained by horses, handlers and others during handling activities
- safe horse handling zones

- purpose and use of PPE and gear for handling horses
- features of defective equipment and the implications to safety
- quick release knots and methods of securing horses
- types of horse transport and common loading configurations
- difficult situations that may occur when loading and unloading horses and procedures for dealing with difficulties.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions, including open and confined spaces in suitable environments
- resources, equipment and materials:
 - various calm, consistent and obedient horses educated for the activity and assessed as suitable for the experience and skill of the individual
 - appropriate tack for individual, horse and activity
 - horse transport vehicle
 - PPE that is appropriate for activity and correctly fitted for individual
 - other people and horses in the vicinity of the assessment activity
- specifications:
 - work instructions
- relationships with others:
 - supervisor.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMEQU205 Apply knowledge of horse behaviour

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to develop basic knowledge of horse behaviour, read horse body language and minimise risk to self and others when interacting with horses.

The unit applies to individuals who are new or inexperienced in handling, working with and/or riding horses. Individuals at this level work under supervision.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. As requirements vary between industry sectors and state/territory jurisdictions, users must check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

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. Identify basic horse behaviour	1.1 Outline the natural instincts, sensory perceptions and social behaviour of horses 1.2 Recognise how horse senses can influence their behaviour and reactions 1.3 Identify environmental conditions that can unsettle horses 1.4 Distinguish ways horses can respond to different people and different situations
2. Observe and interpret basic body language of horses in different situations	2.1 Distinguish a range of horse body language 2.2 Recognise body language, including posture, facial features and vocalisation, indicating a horse is relaxed in its surroundings 2.3 Recognise body language, including vocalisation, posture and facial features, indicating a horse is unsettled or in a state of agitation in its surroundings
3. Examine how horses learn and respond to different handling cues	3.1 Recognise how pressure-release training works, including how horses learn to 'go', 'slow', 'turn' and 'stop' 3.2 Distinguish different ways to reward a horse 3.3 Identify a range of common cues used when handling horses 3.4 Observe how new cues are learned by the horse
4. Identify areas of personal risk around horses	4.1 Identify situations and behaviour that lead to common accidents and injuries when interacting with horses 4.2 Recognise human body language and behaviour to avoid around horses 4.3 Identify positive actions and behaviour that handlers or riders can take to minimise risks interacting with horses
5. Minimise risk to self and others around horses	5.1 Listen carefully to supervisor instructions and ask questions or raise concerns with the supervisor about the suitability of the horse selected for handling or riding 5.2 Select personal protective equipment (PPE) appropriate for tasks, fit correctly and wear during activities with horses 5.3 Assess hazards and potential risks to self, others and the horse, and take steps to minimise risks 5.4 Interpret and respond appropriately to horse body language prior to approaching, and maintain awareness of

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	horses at all times 5.5 Use body language and behaviour to achieve safe and positive responses from horses

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
Oral communication	Use industry terminology to describe horse behaviour, body language and cues
Navigate the world of work	- Know own responsibilities and obligations when working with horses - Demonstrate a duty of care to self and others when working with horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU205 Apply knowledge of horse behaviour	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=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMEQU205 Apply knowledge of horse behaviour

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- observed and interpreted horse behaviour and body language of at least three different horses on separate occasions
- identified hazards and determined how to minimise risk to self and others when interacting with horses in at least three different workplace areas, environments or scenarios.

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:

- features of horse instinct and behaviour, including:
 - social organisation, need for space and companions
 - attachment, separation anxiety
 - flight and fear responses, arousal
- features of horse senses, including vision, touch, smell, hearing and vocalisation
- how to read horse body language, including posture and body position, facial features, ears, legs and tail
- how to read horse body language to identify:
 - flight response
 - threatened or defensive behaviour
 - stress, agitation or unsettled behaviour
- situations where horse behaviour may cause harm to handlers or other horses, including:
 - approaching from a horse's blind spot
 - around other horses

- leading through gateways or restricted spaces
- safe handling zones when interacting with horses
- basic features of how horses learn:
 - cues
 - repetition and reward
 - exposure to new situations and activities
- basic handling and/or riding cues that assist in the control of horses
- types of rewards used for horses, including pressure release, food, scratch and rub, and rest
- potential hazards and risks associated with interacting with horses
- strategies to minimise and control common risks associated with interacting with horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a safe workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - opportunities to observe and interpret live horses displaying different behavioural states and body language in different environments.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMEQU208 Manage personal health and fitness for working with horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to manage personal health and fitness in roles working with horses. It includes knowledge of common health and nutritional principles, and stress management and workplace fatigue strategies to maintain personal health and fitness.

The unit applies to individuals who need to manage their personal health and fitness to work in a variety of job roles and functions in horse industry sectors.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

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. Distinguish factors that affect personal health	1.1 Identify health and safety risks related to working with horses 1.2 Identify personal nutritional requirements for job function and general health

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Identify and recognise impact on self and others of poor health and fitness 1.4 Relate impact of drug and alcohol use to physical health and ability to perform job functions 1.5 Relate impact of hydration status to physical health and ability to perform job functions
2. Establish and maintain personal health	2.1 Develop and apply strategies to identify and minimise fatigue 2.2 Assess personal physical fitness for job function and use assessment to develop strategies to improve fitness 2.3 Develop and apply strategies to avoid health risks at work 2.4 Identify the impact of rehabilitation regimes following injury or illness
3. Manage stress in the work role	3.1 Identify factors affecting employee ability to complete work role 3.2 Practise on-the-job strategies for managing work-related stress 3.3 Practise off-the-job strategies for managing work-related stress

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	Locate, interpret and consolidate key information to manage personal health and fitness
Learning	Make plans to fill gaps in personal knowledge and development

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU208 Manage personal health and fitness for working with horses	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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMEQU208 Manage personal health and fitness for working with horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 managed personal health and fitness tailored to at least one job role involving working with horses, including:

- assessing own capacity for specific physical activity requirements of job role
- implementing an exercise program for core strength and flexibility relevant to job roles working with horses
- employing long-term strategies for weight and fitness management
- employing strategies to manage fatigue in the workplace
- employing strategies to manage stress in work and personal life.

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:

- work health and safety risks interacting with horses, including physical risks and zoonotic diseases
- physical fitness levels required for specific roles or jobs working with horses
- causes of drug and alcohol misuse
- exercise routines relevant to job roles working with horses
- methods for measuring, improving and maintaining fitness levels
- methods for measuring, improving and maintaining general health
- nutritional requirements related to age, body type, current health status and job roles
- healthy methods of weight control
- benefits of following professionally managed rehabilitation regimes following injury or poor health
- coping strategies for managing uncertainty and stress in work and personal life
- sources of advice and assistance in managing stress, anxiety and depression

- techniques for managing stress.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - materials and sources of information on managing personal health and fitness, or technology to access this information.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMEQU209 Provide non-riding exercise to horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge that are required to prepare horses for exercise, use mechanical exercise equipment, swim horses and perform post-exercise procedures. It covers knowledge of potential risks when working with and around horses, and the application of industry guidelines and procedures to ensure the welfare and safety of the individual and the horse.

The unit applies to individuals who have limited experience handling horses. They undertake defined routine activities under supervision with limited responsibility for their own work, in environments including stables, paddocks, yards, tracks, exercise arenas and public areas.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine (EQU)

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. Prepare horses for exercise	1.1 Confirm with supervisor which horses to exercise, types of exercise routines and timeframes 1.2 Confirm with supervisor work health and safety (WHS) requirements and safety risks and potential hazards related to the operation of exercise equipment 1.3 Select appropriate personal protective equipment (PPE) and ensure correct fit for relevant activity 1.4 Identify, select and check relevant working gear for horse 1.5 Handle horses safely according to specific activity and location 1.6 Fit horses with required gear and prepare for exercise 1.7 Identify and verbally report hazards in the work environment to supervisor
2. Load and unload experienced horses from mechanical exercise equipment	2.1 Locate the start and stop switches and emergency stop buttons for equipment 2.2 Practise emergency stop procedures 2.3 Operate equipment without a horse to ensure equipment is working correctly 2.4 Adjust the speed of equipment according to supervisor

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	instructions 2.5 Identify emergency exit points for handler 2.6 Employ safe loading and unloading procedures 2.7 Operate equipment and monitor and report horses displaying signs of distress or injury during exercise 2.8 Complete daily cleaning and maintenance procedures for mechanical exercise equipment
3. Swim suitably educated horses under supervision	3.1 Identify and discuss with supervisor potential safety risks and emergency procedures prior to preparing horse for swimming 3.2 Operate emergency flotation devices and rescue equipment for handler and horse 3.3 Fit horse with required gear for swimming, and fit PPE 3.4 Lead horse into and out of water safely according to supervisor instructions 3.5 Conduct swimming exercise according to instructions, and monitor and report horses displaying signs of distress or injury
4. Perform post-exercise procedures	4.1 Remove gear from horse and check horse for signs of injury 4.2 Follow stable procedures for post-work or exercise care of horses, including cooling down, hosing, ice application and grooming 4.3 Report irregularities with horses and gear to supervisor using industry-standard terminology
5. Maintain working gear	5.1 Clean, check and maintain working gear according to stable routine 5.2 Report signs of worn or damaged gear to supervisor

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
Oral communication	• Use active listening and questioning to clarify and confirm supervisor instructions • Use industry-standard terminology to describe and report horse non-riding exercise activities
Navigate the world of work	• Follow workplace procedures, including work health and safety and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with horses
Get the work done	• Assemble gear and tack for task and follow clear, sequenced instructions to provide non-riding exercise to horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU209 Provide non-riding exercises to horse	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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMEQU209 Provide non-riding exercise to horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 handled and provided non-riding exercise, under supervision, to two different well-educated, calm, consistent and obedient horses. Evidence must show that each horse has been exercised on at least two different occasions during which the individual has:

- carried out basic risk assessments when working with horses in exercise working environments, involving identifying hazards and controlling risks within own role and control
- monitored basic horse behaviour before, during and after exercise and reporting signs of illness or injury to supervisor
- followed safe work practices for the operation of exercise equipment
- communicated effectively with supervisor, including raising issues of concern related to operation of exercise equipment and conduct of exercise programs
- selected, fitted and cared for tack and equipment for non-riding exercise tasks
- correctly fitted personal protective equipment (PPE)
- performed pre-exercise routines according to workplace procedures
- carried out post-exercise care of horses, including cooling down via hand walking, hosing, ice application and grooming techniques
- cleaned exercise equipment according to workplace instructions and manufacturer instructions.

The following points can be covered as part of, or in addition to, the above-mentioned occasions:

- loading and unloading at least one horse safely onto mechanical exercise equipment at least twice
- leading at least one horse into and out of water for swimming exercise at least twice.

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:

- workplace procedures for providing non-riding exercise to horses, including pre-exercise, during exercise and post-exercise procedures
- workplace communication procedures related to conducting non-riding horse exercise programs
- common horse behaviour and social traits related to exercise routines and fitness
- general signs of horse injury and fatigue related to exercise programs, and what needs to be reported to a supervisor
- signs and symptoms of illness and injury related to exercise routines
- safe horse handling techniques and zones in and around exercise equipment
- types and purpose of working gear required for mechanical exercise equipment and for swimming horses
- requirements for checking and maintaining working gear and exercise equipment
- purpose of PPE, and how to correctly fit PPE, for non-riding exercise programs
- types of exercise routines, and timeframes for horses at various stages of fitness, on mechanical exercise equipment and during swimming
- likely injuries that may be sustained by horses and handlers during exercise routines.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - mechanical exercise equipment and swimming area for exercise program
 - supervisor
 - various well-educated, calm, consistent and obedient horses assessed as suitable for the experience and skill of the individual
 - appropriate tack for individual, horse and non-riding exercise activities
 - PPE for the individual that is applicable to activities and correctly fitted.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMEQU401 Relate equine anatomical and physiological features to equine health care requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency covers the skills and knowledge required to evaluate a range of ailments and diseases that could occur in horses and describe their impact on other body systems and the health of horses.

The unit applies to individuals who have responsibility for providing health care to ensure the wellbeing and efficient physiological function of horses within the equine industry.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

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. Identify, locate and describe systemic anatomical features of the horse	1.1 Describe the characteristics and location of horse structures using anatomical features 1.2 Locate and explain anatomical orientation to the position of structures in horses
2. Identify and describe systemic and pathophysiologic systems of horses	2.1 Identify and describe the structure and function of cellular biology and its relationship to growth, injury, healing and repair 2.2 Identify and describe the structures and functions of the integumentary system 2.3 Identify and describe the structures and functions of the musculoskeletal system 2.4 Identify and describe the structures and functions of the respiratory system 2.5 Identify and describe the structures and functions of the cardiovascular system 2.6 Identify and describe the structures and functions of the digestive system 2.7 Identify and describe the structures and functions of the reproductive system 2.8 Identify and describe the structures and functions of the nervous and endocrine systems 2.9 Identify and describe the structures and functions of the immune systems 2.10 Identify and describe the structures and functions of the hepatic system 2.11 Identify and describe the structures and functions of the urinary system
3. Evaluate the impact of disease, illness or injury on treatment priorities	3.1 Relate temperature regulation to the overall health and wellbeing of horses 3.2 Relate horse behaviour to symptoms of disease, illness or injury 3.3 Relate horse treatment of disease, illness or injury to health care priorities 3.4 Make treatment priority decisions based on animal welfare needs and the potential ongoing impact of ailments or disease

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	Critically analyse complex documentation from a variety of sources and consolidate information relating to horse body systems to determine health care requirements
Get the work done	Analyse complex anatomical and physiological relationships in horse body systems to determine possible causes of disease, injury or health problems and prioritise treatments

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU401 Relate equine anatomical and physiological features to equine health care requirements	ACMEQU401A Relate equine anatomical and physiological features to equine health care requirements	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMEQU401 Relate equine anatomical and physiological features to equine health care requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 applied knowledge of equine anatomical and physiological features in assessing the equine health care requirements for at least two different horses, including:

- evaluating a range of ailments and diseases and their impact on body systems
- observing and identifying horse behaviour characteristics that indicate distress or illness
- making informed decisions on prioritising treatments to maintain the health and wellbeing of horses.

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:

- anatomical and physiological structures, features and functions
- interactions and relationships between body systems
- anatomical directional terminology
- causes and consequences of horse ailments, infections and injuries
- contagious disease symptoms, prophylaxis and biosecurity protocols
- key features of equine allied health practitioner codes of conduct
- equine health therapies and treatments
- indicators of horse distress, illness and disease
- industry, veterinary and anatomical terminology related to equine allied health care
- normal and abnormal characteristics of equine behaviour
- key principles and practices of animal welfare relating to health care requirements of horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace, or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - access to information on horse anatomical features, systemic and pathophysiologic systems of horses and horse diseases, illnesses and injuries
 - profiles or case studies of two horses with different health care requirements.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required in horse behaviour and learning to manage the suitable selection of horses for new and/or inexperienced handlers, riders or drivers.

The unit applies to individuals who are horse instructors, coaches or supervisors with work health and safety responsibilities and obligations to workers, learners and participants in their care.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU205 Apply knowledge of horse behaviour.

Unit Sector

Equine (EQU)

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. Develop knowledge of horse behaviour and learning theory	1.1 Evaluate current, evidence-based learning theory and techniques used in horse training and behaviour management 1.2 Apply knowledge of horse training and behaviour to evaluate own horses as suitable for use by new and/or inexperienced handlers, riders or drivers 1.3 Review own practices against current learning theory to determine if any improvements could be made to managing horse behaviour for workplace activities
2. Assess horse suitability for purpose	2.1 Identify factors to consider for conducting a fit-for-purpose assessment of a horse to address work health and safety (WHS) requirements 2.2 Develop or modify a tool to identify and record horse characteristics and behaviour and assess horse suitability for specified activities 2.3 Observe and assess horses to determine their characteristics and behaviour in a range of activities, conditions and stimuli relevant to activities to be undertaken by new and/or inexperienced handlers, riders or drivers 2.4 Evaluate outcomes of the assessment and record an activity suitability rating for individual horses in relation to the handler, rider or driver skills according to workplace procedures 2.5 Conduct additional horse assessments over time and in response to different scenarios, recording incidents and observing responses of the horse to ensure currency of horse suitability records
3. Assess skills of new worker or participant	3.1 Conduct an induction briefing covering workplace rules and new and/or inexperienced handler, rider or driver responsibilities and obligations, prior to their commencing activities 3.2 Identify factors to consider, and develop or modify a tool to assess new and/or inexperienced handler, rider or driver skills and capabilities for specific activities involving a horse 3.3 Assess new and/or inexperienced handler, rider or driver readiness and current knowledge of horse handling, riding or driving 3.4 Conduct a practical assessment of new and/or inexperienced handler, rider or driver with a quiet, consistent and obedient horse

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	in a safe and controlled environment 3.5 Determine new and/or inexperienced handler, rider or driver capability rating objectively against criteria in an appropriate tool, and record according to workplace procedures
4. Match horse to new worker or participant for specific activity	4.1 Establish a range of safe activities that can be used to assess the suitable matching of horse to new and/or inexperienced handler, rider or driver 4.2 Conduct activities to determine suitable matching of horse to new and/or inexperienced handler, rider or driver 4.3 Discuss with new and/or inexperienced handler, rider or driver their capabilities 4.4 Address any concerns from new and/or inexperienced handler, rider or driver, including any unrealistic expectations or beliefs they may have about their own abilities or that of the horse
5. Monitor new worker or participant and horse behaviour	5.1 Observe new and/or inexperienced handler, rider or driver for any signs of mismatch with horse, inappropriate behaviour or control issues with selected horse, and take action to address these 5.2 Monitor horse, including patterns of inappropriate behaviour, and determine action required 5.3 Implement ongoing monitoring activities to identify problems and appropriate courses of action

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 critical information in horse records and records of work experience or training provided by new and/or inexperienced handler, rider or driver
Writing	Use clear language and accurate industry terminology for recording information about horses and skills of new and/or inexperienced handler, rider or driver

Skill	Description
Oral communication	Convey information clearly using tone and pace appropriate to audience
Navigate the world of work	Follow workplace procedures, including work health and safety (WHS) and animal welfare requirements, and meet expectations relating to own role and area of responsibility
Interact with others	Conduct induction briefings, conveying information to others according to industry practices and WHS requirements and duty of care obligations
Get the work done	Prepare resources and materials to match horse and handlers, riders or drivers, and schedule and sequence activities in logical order

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver	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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 managed the selection and matching of horses for at least three riders, handlers or drivers, consisting of new or inexperienced, and experienced, capable riders, handlers or drivers, including:

- testing horses through riding, handling and/or driving activities and observations to determine levels of behaviour, reactions and education to categorise them according to workplace assessment ratings and procedures
- assessing new or inexperienced handlers, riders or drivers with quiet, consistent and obedient horses to determine their skill levels and abilities
- allocating handlers, riders or drivers to suitable horses and appropriate activities once assessed
- monitoring suitability of horse and handler, rider and/or driver to workplace activity involving horses, with reference to safety of individual and horse wellbeing
- responding to problems by changing the horse, educating the handlers, riders and/or drivers, and/or changing activities to ensure the safety of participants and horses.

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:

- factors to consider in determining handler, rider or driver skills and experience
- factors to consider in assessment of horse suitability (fit-for-purpose):
 - experience and training
 - temperament and behaviour
 - horse reactivity to normal, abnormal and new situations
- types of mismatch between horse and participant
- potential consequences of inappropriately matched horses and handlers, riders or drivers:

- horses displaying avoidance or dangerous behaviours
- rider, handler or driver loses control of the horse and/or loses confidence
- injuries to rider, handler, driver or horse
- ongoing horse problems and appropriate courses of action, including removal and/or retraining.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
 - safe, controlled environment for practical skills assessment of new and/or inexperienced handler, rider or driver
- resources, equipment and materials:
 - various horses to be assessed for suitability
 - appropriate gear and tack for horses for handling, riding or driving assessment
 - personal protective equipment (PPE), correctly fitted and applicable to activity
- relationships:
 - opportunities to assess skills and capabilities of handlers, riders or drivers with varying levels of experience.

Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: User Guide: Safety in Equine Training.

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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMHBR202 Assist with oestrus detection in mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to assist with teasing and detecting oestrus in mares, supporting veterinary inspection, and preparing and cleaning the work area.

The unit applies to individuals who carry out work under routine supervision within organisation guidelines, exercising limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context within horse breeding environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Horse Breeding (HBR)

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. Assist with teasing process	1.1 Identify and minimise risks relating to safe handling of mares with and without foals at foot, including referring to workplace records or tags for information about horses 1.2 Monitor mares for oestrus and record or report information 1.3 Catch and present mares to the teaser, under supervision, to determine if they are in oestrus 1.4 Move mares in oestrus, with and without foals at foot, safely to holding area 1.5 Restrain mares to minimise stress and discomfort for teasing while ensuring safety of handlers and others 1.6 Provide assistance with the hygienic preparation of equipment 1.7 Select, correctly fit and maintain suitable personal protective equipment (PPE) and clothing
2. Support veterinary inspection of oestrus cycle and pregnancy detection	2.1 Identify and place mares in crush for veterinary examination, ensuring foals, if present, are appropriately controlled 2.2 Hold mare and prepare for rectal examination and scanning 2.3 Record details of mare examination and status of cycle according to workplace practices
3. Clean work area and equipment	3.1 Dispose of waste according to recommended hygiene standards and environmental policy 3.2 Clean work area and equipment to industry standards and return to operating order 3.3 Return horses safely to designated area 3.4 Clean restraints and harnesses and return to safe and operational order

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

Skill	Description
Navigate the world of work	Comply with workplace procedures, including safe work and horse handling practices and environmental requirements, in own role and work area
Interact with others	Work cooperatively with others using clear communication techniques to support achievement of work outcomes
Get the work done	Follow clearly defined instructions and sequencing, and monitor own progress for assisting with mares, seeking assistance when necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR202 Assist with oestrus detection in mares	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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMHBR202 Assist with oestrus detection in mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assisted with oestrus detection in at least three different calm, consistent and obedient mares, including at least one with foal at foot, including:

- carrying out a basic hazard and risk assessment
- handling mares and foals at foot humanely and safely while being teased
- identifying and recording mares in oestrus
- observing horses during teasing processes
- placing mares in crush and ensuring foals are controlled
- holding mares in crush and assisting veterinarian for rectal examination and scanning
- preparing hygienic work site, prior to veterinarian's arrival
- preparing relevant materials and equipment
- cleaning up work areas and equipment following insemination fertility
- recording details of mare examination and status of cycle.

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 and practices for assisting with oestrus detection
- animal welfare principles and practices relevant to handling mares and foals
- common horse breeding terminology
- various classes of breeding stock and likely behaviour characteristics
- oestrus cycle and heat detection in mares
- types and purpose of recordkeeping systems
- safe work practices for assisting with oestrus detection in mares:
 - safe horse handling techniques

- cleaning, hygiene and biosecurity requirements
- safe waste disposal
- types and purpose of personal protective equipment (PPE).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
- a workplace or an environment that accurately represents workplace conditions, including teasing yard, veterinary facilities, breeding crush and foal pen
- specifications:
 - work instructions for assisting with oestrus detection in mares
- resources, equipment and materials:
 - a range of live mares in oestrus assessed as suitable for the experience and skill of the individual
 - appropriate tack for individual, horse and activity
 - equipment and cleaning materials
 - PPE correctly fitted and applicable for task for individual
 - workplace documents for recording details of mares.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMHBR203 Provide daily care for horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to provide daily care for horses.

The unit applies to individuals who carry out work under routine supervision within organisation guidelines and with limited autonomy for their own work. They undertake defined activities and work in a structured context within horse breeding and other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU205 Apply knowledge of horse behaviour.

Unit Sector

Horse Breeding (HBR)

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. Prepare to work with horses	1.1 Interpret and confirm work program with management 1.2 Discuss work with others to ensure smooth operation of horse routines 1.3 Identify work hazards, minimise risks and report safety concerns 1.4 Select, check and maintain work tools and equipment and personal protective equipment (PPE)
2. Clean stables and surrounding areas	2.1 Observe horse behaviour and characteristics, assessing potential risks before handling 2.2 Check horse for condition, health and soundness and remove from stable or yard, or tie up safely in stable or yard 2.3 Inspect and remove manure, soiled bedding and stale feed, and report abnormalities 2.4 Rake or fork bedding and add fresh quantities 2.5 Clean feed bins, hay nets and water troughs, and fill troughs with fresh water 2.6 Report buildings or fixtures that are in need of maintenance or are unsafe
3. Select, catch and tie up horses	3.1 Identify individual horses, catch using safe handling techniques and fit any required working gear 3.2 Inspect legs and hooves for abnormalities, cuts or damage, and report according to workplace practices 3.3 Lead horse to work area and secure to rail or another suitable tie-up point
4. Perform daily work program	4.1 Prepare horses for specified daily work program 4.2 Carry out work program for individual horses 4.3 Select and prepare horses for professional services 4.4 Wash down, dry, and return horses to their stable 4.5 Measure quantities of feed and provide feed to horses 4.6 Keep and maintain work routines and performance records
5. Groom and rug horses	5.1 Groom horses and check for illness or injury, and report any irregularities 5.2 Clean hooves, check for cracks, heat and other abnormalities, and check shoes if applied

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	5.3 Report abnormalities according to workplace practices 5.4 Fit rugs if required by workplace or other conditions to avoid chafing and rubbing
6. Clean and maintain stable gear	6.1 Check all gear regularly for wear and damage 6.2 Clean and polish gear and apply oils or preservatives 6.3 Maintain or repair working gear according to stable procedures 6.4 Clean and store working gear and saddlery after use

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 key information in work program and stable routine
Writing	Enter data and information accurately into workplace records
Numeracy	- Measure quantities required for feed - Estimate, calculate and record routine workplace measures
Oral communication	Use active listening and questioning to clarify instructions and seek advice from supervisor
Navigate the world of work	Follow instructions and workplace guidelines for safe work and horse handling practices, in own role and work area
Interact with others	Use basic teamwork strategies to work collaboratively with others in providing daily care to horses
Get the work done	Plan and sequence tasks and assemble resources needed to provide daily care for horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR203 Provide daily care for horses	AHCHBR203A Provide daily care for horses	Updated to meet Standards for Training Packages Code changed to reflect appropriate industry sector usage Edits to clarify intent of unit and evidence requirements Addition of prerequisite unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMHBR203 Provide daily care for horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 carried out daily care for at least two calm, consistent and obedient horses. Prior to carrying out tasks with horses there must be evidence that the individual has:

- checked and confirmed safety requirements, stable routines and instructions
- identified and reported safety concerns
- acquired required tools, equipment and personal protective equipment (PPE)

There must be evidence that the individual has carried out the following tasks for each horse:

- handling horses safely and ethically
- cleaning and caring for saddlery and equipment
- completing basic hoof care procedures
- grooming and rugging horses
- measuring quantities required for feed
- exercising horses according to instructions
- monitoring horse health and welfare
- reporting signs of illness or injury.

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:

- key features of horse behaviour and psychology
- indicators of horse health
- common feed stuffs
- care and maintenance of hooves and the lower limbs

- organisational procedures for care of horses:
 - cleaning of stables, yards and gear
 - safe work practices, including safe handling of horses
 - types and purpose of personal protective equipment (PPE).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment or materials:
 - a range of calm, consistent and obedient horses assessed as suitable for the experience and skill of the individual
 - appropriate tack for horses and activity
 - personal protective equipment (PPE) correctly fitted and applicable for task for handler
 - materials and equipment for providing daily care of horses
 - workplace recording or reporting forms
- specifications:
 - work instruction and stable routine or program.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMHBR305 Assess suitability of horses for specific uses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to assess the suitability of horses for specific uses, and defines the standard required to identify horse conformation, assess soundness and temperament of horses, and maintain accurate data documentation.

The unit applies to individuals who work under broad direction, taking responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding and other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Horse Breeding (HBR)

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. Assess horse conformation	1.1 Observe horse body language and behaviour to identify potential safety risks prior to approaching individual horses 1.2 Determine conformation requirements for specific use of a horse 1.3 Evaluate the conformation of a horse using relevant horse sector criteria and practices 1.4 Report on the desirable conformation of a horse
2. Report on unsoundness and blemishes in the horse	2.1 Examine the horse for unsoundness and blemishes using safe horse handling techniques 2.2 Observe unsoundness and report blemishes detected, including those on the fore and hind limbs and hooves, and assess level of effect for specific use
3. Report on the way of going of horses	3.1 Evaluate and report on essential elements of the way of going of the horse 3.2 Assess and report on the natural gaits of the horse 3.3 Detect and report defects in the way of going of the horse, including lameness
4. Report on the undesirable vices and habits of horses	4.1 Observe and determine any behavioural issues the horse has that could pose a workplace risk 4.2 Report behavioural issues that may be hazardous to people and other horses, according to workplace practices
5. Evaluate overall suitability of the horse for specific uses	5.1 Identify the horse characteristics needed for a specific use 5.2 Analyse findings from examining and observing individual horses to determine suitability for the specified use 5.3 Identify breed of horse and determine the effect this may have on suitability for use 5.4 Report on the findings of horse suitability for specific uses using correct concepts and horse industry terminology

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
Writing	Record data and observations in workplace forms accurately and legibly
Numeracy	Estimate, calculate and record measurements relating to assessing a horse
Oral communication	- Use active listening and questioning techniques to clarify and confirm requirements - Use clear language suitable for intended audience to ensure clarity of meaning when reporting and giving reasons for findings to others
Navigate the world of work	Take responsibility for following workplace procedures, including safe horse handling practices and animal welfare requirements, in own role and work area
Get the work done	Apply specialist knowledge to analyse assessment findings and make decisions about horse suitability; taking responsibility for decisions and the outcome of the assessment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR305 Assess suitability of horses for specific uses	AHCHBR307A Assess suitability of horses for stock work	Updated to meet Standards for Training Packages Code and Title changed to reflect outcome and appropriate industry sector usage Changes to elements and performance criteria to clarify intent of unit Additional prerequisite	No equivalent unit

		requirements	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMHBR305 Assess suitability of horses for specific uses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assessed and reported on the suitability of at least three horses for specific uses, including:

- identifying each horse by colour, markings, sex, age and brands or microchips
- assessing horse conformation
- determining soundness and detecting blemishes in fore and hind limbs and hooves
- evaluating and reporting on the way of going of the horse, including:
 - evaluating horse gait
 - observing and detecting horse temperament, behavioural issues and vices
 - researching and identifying breeding or parentage of individual horse
 - maintaining appropriate records of horse viewed and assessed
 - making final assessment and reporting on findings of horse suitability both short- and long-term for specific use.

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:

- desirable and undesirable conformations for specific uses
- common blemishes on fore and hind limbs and hooves
- common behavioural issues and vices in horses
- desirable and undesirable natural gaits
- process for determining characteristics needed for specific uses
- impact of breeding or parentage on individual horse suitability for a specific use
- factors that affect suitability of an individual horse for a specific use, including gender, class and age
- how the final assessment could affect value of horse

- horse industry terminology relevant to assessing horse suitability.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - various live horses assessed as suitable for the experience and skill of the individual to be assessed for suitability for specific uses
 - forms for recording and reporting horse suitability for a specific use
- specifications:
 - criteria for specific uses the horses are to be used for.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMHBR309 Follow stud operational procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to carry out stud stable management duties, including gathering information, nominating horses for sale or exhibitions, and maintaining stud records.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding or other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Horse Breeding (HBR)

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. Gather stable management information	1.1 Interpret and confirm work program with supervisor 1.2 Obtain and follow production program documents 1.3 Maintain records accurately
2. Nominate horses for sale or exhibition	2.1 Obtain, complete and submit entry forms for specified activity 2.2 Nominate horses for sale or exhibition according to workplace procedures 2.3 Ensure entry fees are paid before the required nomination time
3. Complete relevant requirements	3.1 Obtain from, or supply pedigrees and histories to controlling agents 3.2 Complete and forward horse transfer and registration forms to the controlling body
4. Maintain stud records	4.1 Identify arriving horses according to stud procedures, including safe work practices around horses 4.2 Keep accurate breeding and operational records 4.3 Enter receipts and expenditure in workplace financial records

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 entry requirements and application processes for exhibiting and selling horses
Writing	Enter data and information accurately to complete records and forms for internal and external purposes
Navigate the world of work	Take responsibility for following workplace procedures for own role and area of work
Get the work done	Plan, sequence and prioritise activities to achieve work outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR309 Follow stud operational procedures	AHCHBR401A Carry out stud stable management duties	Updated to meet Standards for Training Packages Code and title changed to reflect appropriate industry sector usage Edits to improve safety when interacting with horses	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMHBR309 Follow stud operational procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 followed stud operational procedures for the sale or exhibition of at least three horses, including:

- organising the nomination of horses for sale and exhibition
- gathering information, records and registrations for others, including breed societies and stud book keepers
- completing forms and records related to:
 - sales and exhibitions
 - breeding records
- entering financial information and data into workplace systems
- maintaining accurate financial and business management records.

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:

- nature of stud business in which the individual works
- processes and protocols of the stud business in which the individual works
- requirements and procedures laid down by the relevant breed societies or the keeper of the relevant stud book
- legislative requirements and workplace procedures and instructions relevant to role for:
 - animal health and welfare
 - workplace health and safety.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- specifications:
 - stud or organisational records for selected horses
 - application or entry forms for exhibitions or sales
 - financial and other workplace records.

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=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMHBR313 Care for pregnant mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to monitor the health of and care for pregnant mares, including managing abortions.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Horse Breeding (HBR)

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. Monitor and care for pregnant mares	1.1 Identify hazards and control risks in pregnant mare environment 1.2 Observe and note indicators of mare health, and report daily monitoring 1.3 Modify the nutritional requirements of mares during each trimester of pregnancy 1.4 Provide supplementary feeding and describe the conditions under which it might be required 1.5 Provide a safe and secure environment for pregnant mares 1.6 Vaccinate and worm mares using safe horse handling techniques
2. Assist with cases of abortion	2.1 Assist with preventative measures to lower the risk of abortion, including Caslick procedures, quarantine and housing 2.2 Follow stud procedures for cases of abortion and post-abortion care

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
Writing	Enter accurate data and observations for individual pregnant mares in workplace records
Numeracy	Use basic arithmetic to calculate gestation times and expected birthing dates
Navigate the world of work	Comply with workplace procedures, including work health and safety, safe horse handling practices, and animal welfare requirements, in own role and work area
Get the work done	Plan and sequence multiple tasks, monitoring activity and prioritising tasks to achieve outcomes

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

current version	previous version		
ACMHBR313 Care for pregnant mares	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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMHBR313 Care for pregnant mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 cared for at least three pregnant mares during all trimesters, including:

- monitoring and providing daily updates of mare health and wellbeing
- detecting signs of general health, injury and disease in the mare
- using safe horse handling techniques with mares
- feeding and providing nutritional supplements appropriate for stage of pregnancy
- providing a secure environment for pregnant mares
- vaccinating and worming mares
- implementing procedures to prevent and/or manage abortions
- observing mares for the signs of parturition
- assisting with abortions
- maintaining records.

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 and practices for caring for pregnant mares, including:
 - signs of good health in pregnant mares, and common contraindications
 - feed, shelter and environment requirements for pregnant mares in each trimester
 - signs of foaling, the foaling process and contraindications
 - signs and causes of abortions and preventative and management treatments
 - reason for using Caslick procedure and steps to undertake the procedure
 - processes post-abortion, including isolation procedures and veterinary assistance
- workplace recording and reporting requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - various pregnant mares assessed as suitable for the experience and skill of the individual
 - suitable simulations for assisting with cases of abortion
 - appropriate tack and equipment, and feed and supplements, to care for pregnant mares
 - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

AHCBER301 Work effectively in an emergency disease or plant pest response

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency covers the skills and knowledge required to work effectively within own area of responsibility while responding to an emergency disease or plant pest incursion.

The unit applies to personnel who have been appointed or engaged to undertake a role within an emergency disease or plant pest incursion response.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Emergency Response (BER)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

Element	Performance criteria
1. Identify information required	1.1 Access information about emergency disease or plant pest and appropriate response to apply during an emergency response 1.2 Use information to address specific work needs and identify further information requirements 1.3 Identify and access information and resources required from stakeholders
2. Carry out work	2.1 Communicate with stakeholders according to organisational procedures 2.2 Carry out work activities to conform to relevant legislation, regulations, procedures and codes of practice appropriate to work area and level of responsibility 2.3 Identify hazards and risks relevant to specific work being undertaken and respond as required
3. Manage own work	3.1 Interpret work instructions and seek clarification if inconsistencies are noted 3.2 Assess workload and prioritise competing demands to achieve personal, team and organisational goals and objectives 3.3 Communicate the need for physical and human resources clearly to appropriate person 3.4 Perform own role, responsibilities and duties in a positive manner to promote cooperation within the workplace 3.5 Respect the importance of own and others' roles in achieving organisational goals 3.6 Recognise personal symptoms of stress and its potential to impact on performance and take action to minimise negative effects 3.7 Report undue personal stress to appropriate person
4. Comply with biosecurity requirements	4.1 Identify biosecurity procedures relevant to own work area 4.2 Maintain personal protective equipment and fomites according to biosecurity procedures 4.3 Report biosecurity breaches immediately to appropriate person 4.4 Complete biosecurity records according to work area requirements
5. Adapt to change as required	5.1 Identify and assess any need for change in own work practices to reflect critical emergency issues or emerging trends 5.2 Discuss and seek agreement with senior staff if changes are required 5.3 Change own work practices where required and according to agreed arrangements 5.4 Apply a flexible approach that takes account of changing priorities and circumstances when implementing instructions for

Element	Performance criteria
	changes to work practices 5.5 Monitor change to determine the effectiveness of revised work practices and advise senior staff members of findings

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHC BIO301A Work effectively in an emergency disease or plant pest response.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCBER301 Work effectively in an emergency disease or plant pest response

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- access and use information to determine appropriate response, work needs, and information and resources to be accessed from stakeholders
- carry out work activities to conform with national plan
- communicate with stakeholders
- identify hazards and risks
- manage own work load and priorities
- interpret work instructions and seek clarification as needed
- recognise and respond to personal stress
- promote cooperation and respect within work team
- communicate the need for physical and human resources
- comply with biosecurity requirements for personal protective equipment and fomites, reporting biosecurity breaches and completing records
- adapt to and monitor change
- complete biosecurity records.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- AUSVETPLAN or PLANTPLAN, relevant standards, guidelines and protocols, and Nationally Agreed Standard Operating Procedures (NASOP) relating to an emergency disease or plant pest incursion response
- organisational procedures for communication in an emergency response
- common physical and human resources needed in an emergency response
- common work health and safety, and biosecurity hazards in an emergency response

- personal protective equipment, and fomites relevant to emergency response
- signs of personal stress and potential impact on response
- techniques for prioritising work activities and time management
- techniques for managing own responses to change, and to personal stress
- communication principles for working effectively in teams, and reporting information
- records required to be kept during an emergency response.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

AHC BIO202 Follow site quarantine procedures

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to follow the organisation's procedures that reduce the likelihood of pathogenic organisms entering a quarantine site.

It applies to any personnel entering and leaving the quarantine area.

This unit applies to individuals who work under general supervision and exercise limited autonomy. They undertake defined activities and work in a structured context.

Licensing, legislative, regulatory or certification requirements may apply to this unit in some states and territories in relation to use of farm chemicals in quarantine situations, national vendor declarations, and movement of livestock and plant material. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Pre-requisite Unit

Nil.

Unit Sector

Biosecurity (BIO)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

Element	Performance criteria
1. Prepare to work in quarantine site	1.1 Check with supervisor on quarantine procedures and biosecurity protocols relevant to the site 1.2 Check all vehicles are decontaminated before entering the quarantine site, and if required leaving the site 1.3 Report contact with potential contaminants either within the site, or externally 1.4 Shower and change into work clothes if required 1.5 Select and apply appropriate personal protective equipment including footwear before commencing work 1.6 Store street clothing securely away from livestock, feed or other products 1.7 Wash hands before and after livestock, feed, plant stock or other products are handled 1.8 Check disinfectant levels in footbaths and use rigorously before entering quarantine site and before exiting site 1.9 Follow site exit procedures for decontaminating self, work clothing and personal protective equipment
2. Work in quarantine site	2.1 Handle and store chemicals and medications in accordance with site procedures 2.2 Store different feed mixes, soils, growing media and other products separately and mark appropriately 2.3 Identify cases of disease or pest infestation and report to supervisor 2.4 Identify breaches of quarantine procedures and report to supervisor 2.5 Identify work health and safety hazards and report to supervisor 2.6 Dispose of all waste products appropriately 2.7 Dispose of all deceased livestock, unwanted biological material or damaged or infected plant stock as instructed by supervisor 2.8 Record information relating to work in quarantine site
3. Assist in maintaining site quarantine procedures	3.1 Inform all visitors of the quarantine procedures and provide them with appropriate clothing and footwear if required 3.2 Check that visitors are signed in, have stated their recent activities and exposures and have washed or showered if required 3.3 Check that visitors sign out and follow site exit procedures 3.4 Note and report any observed breaches of quarantine procedures by visitors to supervisor 3.5 Keep gates and doors locked where required 3.6 Maintain security fencing according to supervisor's instructions 3.7 Check deliveries to site to ensure that established procedures for

Element	Performance criteria
	vehicle decontamination, unloading and receipt and holding or storage of stock and supplies are followed
4. Respond to site quarantine breach or problem	4.1 Identify and report a site quarantine breach or problem and report the location to supervisor 4.2 Secure any site quarantine breaches or problems 4.3 Clean and disinfect any quarantine breach sites as required according to the specific nature of the breach 4.4 Isolate livestock, plant stock or other items suspected of being exposed to contaminants and monitor for evidence of contamination 4.5 Treat or dispose of all contaminated stock and materials 4.6 Record information about the breach or problem

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHC BIO202A Follow site quarantine procedures.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHC BIO202 Follow site quarantine procedures

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- meet site security and entry/exit requirements for vehicles, apparel and personal hygiene and safety
- follow procedures and biosecurity protocols for handling and storing chemicals, medications, feed mixes, soils, growing media and other products
- report disease/pest infestation, breaches of quarantine procedures and work health and safety hazards to supervisor
- dispose of waste products, deceased livestock, unwanted biological material, damaged or infected plant stock, contaminated stock and contaminated material as instructed
- record information related to work in quarantine area, including any breach or problem
- maintain security of quarantine site, any site identified as a quarantine breach and any site considered a problem area
- direct visitors in their obligations to follow quarantine procedures
- control site deliveries to ensure quarantine procedures are followed
- follow quarantine procedure and biosecurity protocols in responding to a site quarantine breach or problem
- clean and disinfect any quarantine breach sites
- isolate and monitor livestock, plant stock or other items suspected of being exposed to contaminants.

Knowledge Evidence

The participant must demonstrate knowledge of:

- site quarantine procedures and biosecurity protocols for:

- disposal of waste products, diseased livestock, unwanted biological material, damaged or infected plant stock, contaminated stock or contaminated material
- directing visitors at the quarantine site
- reporting diseases and pest infestations problem, work health and safety hazards
- handling and storing chemicals, medications, feed mixes, soil, growing media
- controlling entry of deliveries to a quarantine site
- isolating livestock and monitoring livestock
- cleaning and disinfecting quarantine area
- maintaining security for the quarantine site
- recording information about own work and any quarantine breaches
- personal protective equipment appropriate to site quarantine procedures and biosecurity protocols
- work health and safety hazards
- methods for cleaning and disinfecting quarantine site or area of quarantine breach
- biosecurity protocols and how they apply to the work site, industry and in the context of a work role.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

AHCCHM201 Apply chemicals under supervision

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to apply chemicals using workplace specific application equipment under supervision.

All work must be carried out to comply with workplace procedures, work health and safety and pesticide legislation and codes.

This unit applies to individuals who undertake defined routine activities alongside a supervisor in most situations. They exercise limited autonomy within established and well known parameters and identify and seek help with simple problems.

The skills and knowledge described in this unit underpin a broad range of activities applicable to various job roles at various levels.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Candidates should confirm the regulatory requirements that apply in their relevant State or Territory before undertaking this unit.

Pre-requisite Unit

Nil.

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to work	1.1 Confirm the activity to be undertaken with supervisor, including identifying potential hazards and risks 1.2 Take steps to control risks as directed 1.3 Confirm tools and equipment to be used with supervisor 1.4 Wear appropriate personal protective equipment as per label instructions and ensure correct fit
2. Check application equipment	2.1 Carry out pre-operational checks of application equipment and identify and replace any damaged or worn components or report to supervisor 2.2 Prepare application equipment for use
3. Prepare application equipment	3.1 Follow all label instructions for the chemical or substance being used 3.2 Use appropriate mixing equipment 3.3 Check that output of application equipment is correct 3.4 Measure, mix and load chemical mix or substances 3.5 Confirm instructions from chemical label and supervisor in the event of a spill 3.6 Check that output of application equipment is correct and in accordance with application/spray plan.
4. Apply chemicals	4.1 Assess and record meteorological conditions and forecasts prior to and during application where relevant 4.2 Cease application if conditions become unsuitable 4.3 Apply chemical ensuring minimal risk to others and the environment 4.4 Minimise risks to others, product integrity and the environment prior to and during application
5. Transport and handle chemicals	5.1 Confirm precautions for the transport and handling of chemicals with supervisor 5.2 Transport and handle chemicals in accordance with relevant commonwealth, state and territory chemical legislation
6. Finalise work	6.1 Clean and store personal protective equipment and application equipment in accordance with manufacturers and work health and safety requirements 6.2 Dispose of excess chemicals and clean containers in accordance with label instructions and regulatory requirements 6.3 Complete incident reports as required

Element	Performance criteria
	6.4 Complete application records 6.5 Store unused chemical and products in appropriate location 6.6 Adhere to all re-entry requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is not equivalent to AHCCHM201A Apply chemicals under supervision.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCCHM201 Apply chemicals under supervision

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and adopt safe work practices
- follow directions on chemical labels and relevant Safety Data Sheets SDS
- carry out pre-operational checks of application equipment
- measure, mix and load chemical mixes
- safely apply chemical under supervision
- report spillages, accidents or deficiencies in procedures and practices to supervisor
- use appropriate personal protective equipment
- follow emergency procedures during an accident or spillage
- follow enterprise work health and safety procedures
- safely dispose of chemicals
- record relevant information, including amount of chemical applied as per commonwealth, state and territory chemical legislation

Knowledge Evidence

The candidate must demonstrate knowledge of:

- relevant commonwealth, state and territory legislation
- various transport and handling techniques and requirements
- layout and information contained in chemical labels and SDS
- features and functions of a range of application equipment relevant to the role
- risk factors to be taken into account such as human and animal health, spillage and environmental

- different broad chemical types such as insecticides, herbicides and fungicides and their mode of action symbols on the label
- paths of entry of poisons into the body and the methods of limiting exposure
- how to assess if weather conditions increase risks and when it becomes unsuitable for application to continue
- relevant applied principles of Integrated Pest and Resistance Management
- relevant parts of the workplace spray plan

Assessment Conditions

Competency is to be assessed in the workplace OR simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

AHCINF203 Maintain properties and structures

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to maintain and repair properties and structures in situations that don't require the specialist skills of another trade.

All work is carried out to comply with workplace procedures, work health and safety legislation and codes, manufacturer's specifications and sustainability practices

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil.

Unit Sector

Infrastructure (INF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and confirm maintenance	1.1 Confirm work instructions with supervisor

Element	Performance criteria
requirements	1.2 Identify hazards and report to supervisor 1.3 Select and fit appropriate personal protective equipment 1.4 Inspect structures and facilities to locate and evaluate defects, deterioration and impending defects 1.5 Check property infrastructure and resources for correct operation, minor maintenance needs and damage 1.6 Confirm maintenance plan
2. Select and prepare tools, equipment and materials	2.1 Select and check tools, equipment and materials for serviceability 2.2 Identify and segregate for repair or replacement faulty or unsafe tools 2.3 Identify, assess and report existing and potential hazards to health and safety 2.4 Select and fit personal protective equipment
3. Carry out routine maintenance	3.1 Carry out routine maintenance to infrastructure, structures and facilities 3.2 Carry out minor repairs to building cladding and paint
4. Complete maintenance activities	4.1 Clean, maintain and store worksite, tools and materials 4.2 Collect, treat and dispose of or recycle unwanted materials and waste from maintenance activities 4.3 Complete workplace records

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCINF203A Maintain properties and structures.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCINF203 Maintain properties and structures

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be observed and repairing properties and structures, in a situation that does not require the specialist skills of another trade.

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and following safe work practices
- interpret and apply task instructions
- communicate with work team and supervisor
- select, prepare and safely use of a broad range of tools
- carry out routine maintenance to infrastructure, structures and facilities
- store or dispose of unused or waste materials

Knowledge Evidence

The candidate must demonstrate knowledge of:

- characteristics, capabilities and limitations of materials, equipment and tools
- operation of water taps and reticulation systems
- types of building cladding and finishes, purpose and use
- identification of defects and appropriate repair methods
- appropriate selection of repair materials
- work health and safety legislative requirements and Codes of Practice
- relevant Codes of Practice and procedures with regard to protection of the environment

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

AHCMOM205 Operate vehicles

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to operate and maintain vehicles.

All work must be carried out to comply with workplace procedures, work health and safety requirements, manufacturer's specifications and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

Appropriate licenses for the operation of a vehicle are obtained where required.

Pre-requisite Unit

Nil.

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare vehicle for use	1.1 Identify work health and safety hazards in the work area and report to the supervisor

Element	Performance criteria
	1.2 Carry out routine checks and maintenance of vehicle prior to use 1.3 Identify faults or malfunctions and report for repair 1.4 Secure loads appropriately 1.5 Select and use suitable personal protective equipment
2. Drive vehicle	2.1 Drive vehicle in a safe and controlled manner 2.2 Identify and anticipate driving hazards and control through the application of safe and defensive driving techniques 2.3 Recognise environmental implications associated with vehicle operation and apply positive enterprise environmental procedures where relevant
3. Complete and record vehicle performance	3.1 Conduct shut-down procedures 3.2 Perform routine operational servicing and minor maintenance 3.3 Identify and report malfunctions, faults, irregular performance or damage 3.4 Clean and decontaminate (where necessary), secure and store vehicles 3.5 Maintain vehicle use records

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCMOM205A Operate vehicles.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCMOM205 Operate vehicles

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify work health and safety hazards and report to supervisor
- prepare the vehicle for use
- drive the vehicle in a safe and controlled manner
- minimise environmental impacts of vehicle use
- shut the vehicle down
- carry out routine checks and maintenance
- secure loads
- maintain vehicle use records
- follow enterprise work health and safety policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- components, controls and features of vehicles and their functions
- operating principles and operating methods
- load limits and the principles of weight distribution with regard to load shifting and vehicle movement
- effects of adverse surface and terrain conditions on the operation of vehicles
- Environmental Codes of Practice with regard to the operation of vehicles
- relevant State and Territory legislation and regulations with regard to licensing, road and traffic requirements

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting. All evidence collected must meet minimum requirements including industry standard timeframes for performance of tasks.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

AHCMOM304 Operate machinery and equipment

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to operate and maintain machinery and equipment.

All work must be carried out to comply with workplace procedures, work health and safety requirements manufacturer's specifications and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare machinery and	1.1 Identify and report potential workplace health and safety hazards

Element	Performance criteria
equipment for use	1.2 Conduct routine pre operational checks as described in operator manual 1.3 Replace and report damaged or worn components 1.4 Select and use appropriate personnel protective equipment 1.5 Attach ancillary equipment and check for correct operation
2. Operate machinery and equipment	2.1 Operate machinery and equipment in a safe, efficient and controlled manner 2.2 Operate machinery in accordance with task requirements, conditions and manufacturers operating guidelines 2.3 Monitor machinery performance and efficiency and make adjustments as required 2.4 Assess and minimise potential risks to self, others and the environment
3. Check and complete machinery and equipment operation	3.1 Follow shut down procedures 3.2 Perform routine operational servicing and minor maintenance 3.3 Identify and report malfunctions, faults, irregular performance or damage 3.4 Clean, secure and store machinery 3.5 Maintain machinery use records

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCMOM304A Operate machinery and equipment.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCMOM304 Operate machinery and equipment

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be observed operating and maintaining agricultural or horticultural machinery and equipment.

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and implement safe operating procedures
- complete pre-operational checks
- attach ancillary equipment and checking for correct operation
- recognise and reporting defects
- operate machinery and equipment to industry standards
- apply safe and environmentally responsible workplace practices
- implement shut down procedures
- clean, secure and store machinery
- record maintenance and operation details

Knowledge Evidence

The candidate must demonstrate knowledge of:

- manufacturers specifications for servicing of machinery and equipment
- operating principles and operating methods for machinery and equipment
- principles of weight distribution with regard to load shifting and machinery movement
- procedures for cleaning, securing and storing machinery, equipment and materials
- potential risks and hazards associated with the operation of machinery and equipment
- environmental impacts and minimisation measures associated with the operation of machinery and equipment

- work health and safety and environmental legislation, regulations and Codes of Practice
- relevant State or Territory legislation, regulations and Codes of Practice with regard to licensing, roads and traffic requirements

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting. All evidence collected must meet minimum requirements including industry standard timeframes for performance of tasks.

Evidence records must include details of the machinery and equipment that the candidate was assessed on.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

AHCTRF401 Develop a sports turf maintenance program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop and document a sports turf maintenance program.

It applies to individuals who analyse information and exercise judgement to complete a range of advanced skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems. All work is carried out to comply with workplace procedures.

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

Pre-requisite Unit

Nil.

Unit Sector

Turf (TRF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Test soil and plant material	1.1 Develop a soil and plant testing program which defines field and off-site testing activities, scheduling and information outcomes 1.2 Implement and monitor testing tasks and undertake remedial

Element	Performance criteria
	action 1.3 Present data and readings in a form that can be easily interpreted by the turf manager 1.4 Consider seasonal issues affecting test results from information on the turf species and cultivars, historical records and own experience 1.5 Determine nutritional status of the turf plant species and cultivars by analysing collected data and comparing with accepted standards
2. Identify the requirements of a sports turf maintenance program	2.1 Define the standards for turf presentation according to client requirements and industry best practice 2.2 Identify the different maintenance requirements for a range of conditions over the growing cycle 2.3 Select sports turf maintenance procedures to achieve the standards for turf presentation 2.4 Identify and confirm availability of resources, tools, equipment and machinery required for the sports turf maintenance program 2.5 Determine the most cost-effective approach to maintaining the sports turf playing surface
3. Prepare and document the sports turf maintenance program	3.1 Prepare detailed plan, specifications and quotation based on the requirements of the program 3.2 Develop and document on-site procedures and schedules for the sports turf maintenance program
4. Monitor the sports turf maintenance program	4.1 Monitor the program to ensure enterprise standards for presentation of sports turf playing surfaces are achieved 4.2 Review the sports turf maintenance program to ensure it remains responsive to changing conditions 4.3 Implement appropriate courses of action to overcome shortcomings in the program 4.4 Document and report remedial action undertaken to management

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCTRF401A Develop a sports turf maintenance program.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCTRF401 Develop a sports turf maintenance program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- prepare an seasonal/annual program according to the requirements of the enterprise and the grounds maintenance budget
- outline the scheduled activities in the sports turf maintenance program to green keeping staff and their respective roles and responsibilities
- use existing information and records to determine a comprehensive maintenance program
- monitor and review the program to ensure responsiveness to changing conditions
- implement appropriate courses of action to overcome program shortcomings

Knowledge Evidence

The candidate must demonstrate knowledge of:

- principles and practices of maintaining a range of sports turf playing surfaces
 - growth habits and cultural requirements of specific turf plant species and cultivars under a range of soil and environmental conditions
 - maintenance requirements and practices for specific turf plant species and cultivars after initial establishment
 - nutrients required by specific turf plant species and cultivars and the effects of nutrient deficiency and toxicity on individual plant species and cultivars, including visual symptoms
 - plant diseases, pests and disorders and weeds of specific turf plant species and cultivars
 - site evaluation techniques including analysis of the condition of soils, plants, and the site for turf maintenance activities

- soil ameliorants commonly required to treat the soil problems experienced by the enterprise
- the characteristics of soil and other growth media types, uses and additives to enhance the available nutrition for specific turf plant species and cultivars
- the main simple and compound fertiliser products available to the enterprise

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

BSBADM502 Manage meetings

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

It applies to individuals employed in a range of work environments who are required to organise and manage meetings within their workplace, including conducting or managing administrative tasks in providing agendas and meeting material. They may work as senior administrative staff or may be individuals with responsibility for conducting and chairing meetings in the workplace.

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

Unit Sector

Administration – General Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Prepare for meetings	1.1 Develop agenda in line with stated meeting purpose 1.2 Ensure style and structure of meeting are appropriate to its purpose 1.3 Identify meeting participants and notify them in accordance with organisational procedures

ELEMENT	PERFORMANCE CRITERIA
	1.4 Confirm meeting arrangements in accordance with requirements of meeting 1.5 Despatch meeting papers to participants within designated timelines
2 Conduct meetings	2.1 Chair meetings in accordance with organisational requirements, agreed conventions for type of meeting and legal and ethical requirements 2.2 Conduct meetings to ensure they are focused, time efficient and achieve the required outcomes 2.3 Ensure meeting facilitation enables participation, discussion, problem-solving and resolution of issues 2.4 Brief minute-taker on method for recording meeting notes in accordance with organisational requirements and conventions for type of meeting
3 Follow up meetings	3.1 Check transcribed meeting notes to ensure they reflect a true and accurate record of the meeting and are formatted in accordance with organisational procedures and meeting conventions 3.2 Distribute and store minutes and other follow-up documentation within designated timelines, and according to organisational requirements 3.3 Report outcomes of meetings as required, within designated timelines

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.4, 3.1, 3.2	- Identifies and interprets information from complex texts including legislation, organisational policies and procedures - Compares final output with original notes to check for accuracy
Writing	1.1-1.5, 3.2, 3.3	- Addresses the context, purpose and audience when generating a range of texts - Prepares complex texts from notes using appropriate

		structure, and accurate spelling, grammar and punctuation - Records notes of meeting proceedings according to organisational requirements - Edits and corrects own work to ensure accuracy
Oral Communication	2.1-2.4	- Participates in verbal exchanges using appropriate style, tone and vocabulary for audience, context and purpose - Listens for specific information during meetings - Asks questions and listens to responses to clarify understanding
Numeracy	1.4, 1.5, 3.2, 3.3	Recognises and interprets numerical information related to timeframes and budgets
Navigate the world of work	1.3, 2.1, 2.4, 3.1, 3.2	Recognises and responds to both explicit and implicit organisational procedures and protocols and legislative/regulatory requirements
Interact with others	1.3, 1.5, 2.3, 3.2	- Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role - Cooperates with others as part of familiar activities, playing an active role in facilitating group interaction
Get the work done	1.1, 1.3, 1.4, 1.5, 2.1, 2.2, 2.4, 3.1, 3.2, 3.3	- Applies formal processes when planning complex tasks, producing plans with logically sequenced steps, reflecting an awareness of time constraints - Recognises and takes responsibility for addressing predictable problems in familiar work contexts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBADM502 Manage meetings	BSBADM502B Manage meetings	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBADM502 Manage meetings

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- apply conventions and procedures for formal and informal meetings including:
 - developing and distributing agendas and papers
 - identifying and inviting meeting participants
 - organising and confirming meeting arrangements
 - running the meeting and following up
- organise, take part in and chair a meeting
- record and store meeting documentation
- follow organisational policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline meeting terminology, structures, arrangements
- outline responsibilities of the chairperson and explain group dynamics in relation to managing meetings
- describe options for meetings including face-to-face, teleconferencing, web-conferencing and using webcams
- identify the relevant organisational procedures and policies regarding meetings, chairing and minutes including identifying organisational formats for minutes and agendas.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general administration field of work and include access to:

- reference material in regard to meeting venues and technology, catering and transport suppliers
- organisational policies and procedures for managing meetings
- office supplies and equipment
- computers and relevant software
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBCMM101 Apply basic communication skills

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop basic communication skills in the workplace in particular gathering, conveying and receiving information together with completing assigned written information.

It applies to individuals working under direct supervision who are developing basic skills and knowledge of workplace communication in preparation for working in a broad range of settings

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

Unit Sector

Communication – Interpersonal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Identify workplace communication procedures	1.1 Identify organisational communication requirements and workplace procedures with assistance from appropriate people 1.2 Identify appropriate lines of communication with supervisors and colleagues 1.3 Seek advice on the communication method/equipment most appropriate for the task

ELEMENT	PERFORMANCE CRITERIA
2 Communicate in the workplace	2.1 Use effective questioning, and active listening and speaking skills to gather and convey information 2.2 Use appropriate non-verbal behaviour at all times 2.3 Encourage, acknowledge and act upon constructive feedback
3 Draft written information	3.1 Identify relevant procedures and formats for written information 3.2 Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes 3.3 Ensure written information meets required standards of style, format and detail 3.4 Seek assistance and/or feedback to aid communication skills development

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 3.1	Reviews textual information to identify communication requirements and organisational procedures
Writing	3.2, 3.3	- Drafts simple texts using appropriate grammar, spelling and punctuation in accordance with organisational standards - Proofreads own texts for accuracy and compliance with organisational requirements
Oral Communication	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.2, 3.4	- Asks questions and listens to gain information or confirm understanding - Listens and follows instructions
Navigate the world of work	1.1, 1.2, 3.1, 3.3, 3.4	- Follows organisational policies and procedures and practices relevant to own role - Develops skills required to carry out own role by seeking and acting on feedback

Interact with others	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.4	- Follows instructions regarding what and how to communicate - Seeks to cooperate with others to achieve results in immediate work context
Get the work done	1.3, 2.3, 3.1, 3.2, 3.3	- Follows clearly defined instructions, seeking assistance when necessary - Uses digital technologies following instructions to enter and retrieve data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCMM101 Apply basic communication skills	BSBCMM101A Apply basic communication skills	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBCMM101 Apply basic communication skills

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- gather information about procedures, methods and equipment requirements for workplace communication, with the assistance of others
- use appropriate verbal and non-verbal skills to seek and convey information in face-to-face situations
- draft routine written documents within designated timeframes and check that the documents meet organisational requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline organisational policies, plans and procedures related to the organisation's standards or protocols for workplace communication
- describe different communication styles.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals using interpersonal communication skills in the workplace and include access to:

- office equipment
- business resources
- workplace policies and procedures relating to communication
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBCUS201 Deliver a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to deliver all aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback.

It applies to individuals who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of customer service in a defined context under direct supervision or with limited individual responsibility.

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

Unit Sector

Stakeholder Relations – Customer Service

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Establish contact with customers	1.1 Acknowledge and greet customer in a professional, courteous and concise manner according to organisational and legislative requirements 1.2 Maintain personal dress and presentation in line with organisational requirements 1.3 Communicate using appropriate interpersonal skills to facilitate accurate and relevant exchange of information

ELEMENT	PERFORMANCE CRITERIA
	1.4 Maintain sensitivity to customer specific needs and any cultural, family and individual differences 1.5 Establish rapport/relationship with customer and express a genuine interest in customer needs/requirements
2 Identify customer needs	2.1 Use appropriate questioning and active listening to determine customer needs 2.2 Assess customer needs for urgency to identify priorities for service delivery 2.3 Provide customer with information about available options for meeting customer needs and assist customer to identify preferred option/s 2.4 Identify personal limitations in addressing customer needs and seek assistance from designated persons where required
3 Deliver service to customers	3.1 Provide prompt customer service to meet identified needs according to organisational requirements 3.2 Provide information regarding problems and delays, and follow-up within appropriate timeframes as necessary 3.3 Communicate with customers in a clear, concise and courteous manner 3.4 Identify opportunities to enhance the quality of service and products, and take action to improve the service whenever possible
4 Process customer feedback	4.1 Promptly recognise customer feedback and handle sensitively according to organisational and legislative requirements 4.2 Accurately record any feedback and communication between customers and the organisation according to organisational standards, policies and procedures and legislative requirements 4.3 Identify any unmet customer needs and discuss suitability of other products/services 4.4 Support customers to make contact with other services according to organisational policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 3.1, 4.1, 4.2, 4.4	- Understands requirements in organisational policy and procedure documents - Interprets product and service information in a range of formats to provide customer advice
Writing	4.2	Records customer information according to organisational requirements
Oral Communication	1.1, 1.3, 1.4, 1.5, 2.1-2.4, 3.2, 3.3, 4.3	- Provides information or advice using structure and language to suit the audience - Asks questions and listens to gain information or confirm understanding
Navigate the world of work	1.1, 1.2, 3.1, 4.1, 4.2, 4.4	Follows organisational procedures and practices relevant to own role
Interact with others	1.1, 1.3-1.5, 2.1-2.4, 3.1, 3.2, 3.3, 4.1, 4.3, 4.4	- Uses accepted communication practices to establish connections, build rapport and develop professional working relationships - Adjusts personal communication style in response to the opinions, values and particular needs of others
Get the work done	3.2, 3.4, 4.1- 4.3	- Addresses routine problems in familiar work contexts - Recognises opportunities to enhance work practices and outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCUS201 Deliver a service to customers	BSBCUS201B Deliver a service to customers	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBCUS201 Deliver a service to customers

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- greet customer and establish rapport/relationship in accordance with organisational requirements
- identify customer needs using appropriate interpersonal skills
- provide prompt service to address customer needs in accordance with organisational requirements
- identify and follow up opportunities to increase the quality of service and products
- respond to and record all customer feedback according to organisational standards, policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and briefly describe key provisions of relevant legislation from all forms of government that apply to provision of customer services
- identify and explain workplace organisational policies and procedures relating to customer service and the customer service process.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the customer service field of work and include access to:

- office equipment and technology
- workplace documents, organisational policies and procedures for customer service

- examples of customer complaints and feedback
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBCUS301 Deliver and monitor a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify customer needs, deliver and monitor customer service and identify improvements in the provision of customer service.

It applies to individuals who apply a broad range of competencies in various work contexts. In this role, individuals often exercise discretion and judgement using appropriate theoretical knowledge of customer service to provide technical advice and support to customers over short or long term interactions.

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

Unit Sector

Stakeholder Relations – Customer Service

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Identify customer needs	1.1 Use appropriate interpersonal skills to accurately identify and clarify customer needs and expectations 1.2 Assess customer needs for urgency to determine priorities for service delivery according to organisational and legislative requirements 1.3 Use effective communication to inform customers about available choices for meeting their needs and assist in the selection

ELEMENT	PERFORMANCE CRITERIA
	of preferred options 1.4 Identify limitations in addressing customer needs and seek appropriate assistance from designated individuals
2 Deliver a service to customers	2.1 Provide prompt service to customers to meet identified needs in accordance with organisational and legislative requirements 2.2 Establish and maintain appropriate rapport with customers to ensure completion of quality service delivery 2.3 Sensitively and courteously handle customer complaints in accordance with organisational and legislative requirements 2.4 Provide assistance or respond to customers with specific needs according to organisational and legislative requirements 2.5 Identify and use available opportunities to promote and enhance services and products to customers
3 Monitor and report on service delivery	3.1 Regularly review customer satisfaction with service delivery using verifiable evidence according to organisational and legislative requirements 3.2 Identify opportunities to enhance the quality of service and products, and pursue within organisational and legislative requirements 3.3 Monitor procedural aspects of service delivery for effectiveness and suitability to customer requirements 3.4 Regularly seek customer feedback and use to improve the provision of products and services 3.5 Ensure reports are clear, detailed and contain recommendations focused on critical aspects of service delivery

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2 2.1, 2.3, 2.4, 3.1, 3.5	- Comprehends textual information to determine customer service requirements - Proofreads texts for clarity of meaning and accuracy of grammar and punctuation

Writing	2.3, 3.5	- Completes responses to customer complaints in required format - Prepares reports using sequencing, format and words to communicate recommendations clearly and effectively
Oral Communication	1.1, 1.3, 1.4, 2.2, 2.3, 2.4	- Provides information or advice using structure and language to suit the audience - Asks questions and listens to gain information or confirm understanding
Navigate the world of work	1.2, 2.1-2.4, 3.1, 3.2	Recognises, understands and applies organisational policies and procedures relevant to role
Interact with others	1.1, 1.3, 1.4, 2.2, 2.3, 2.4, 3.4	- Selects and uses appropriate communication conventions to establish connections, build rapport, seek information and develop professional working relationships - Adjusts personal communication style in response to the opinions, values and particular needs of others
Get the work done	1.2, 2.3, 2.5, 3.1-3.5	- Plans and implements systems to gather and organise information - Monitor actions and progress against goals and implements adjustments as appropriate - Uses problem-solving skills to analyse and respond to customer complaints or enquiries - Identifies and follows up on opportunities to improve work practices and outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCUS301 Deliver and monitor a service to customers	BSBCUS301B Deliver and monitor a service to customers	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBCUS301 Deliver and monitor a service to customers

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use communication skills to establish rapport and build relationships with customers in accordance with organisational requirements
- identify customer needs using appropriate questioning and active listening skills
- provide customer service in accordance with organisational requirements
- respond to and record customer feedback and action taken according to organisational standards, policies and procedures
- produce a report which identifies and recommends ways to improve service delivery.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise key provisions of relevant legislation from all levels of government that may affect aspects of business operations
- explain organisational policy and procedures for customer service, including handling customer complaints
- provide examples of verifiable evidence that could be used to review customer satisfaction
- outline the interpersonal skills needed for serving customers, including customers with specific needs.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the customer service field of work and include access to:

- office equipment and technology
- workplace documents, organisational policies and procedures for customer service
- examples of customer complaints and feedback
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBDIV301 Work effectively with diversity

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work.

It applies to individuals who work in a variety of contexts where they will be expected to interact with a diverse client and/or co-worker population. They may also provide some leadership and guidance to others and have some limited responsibility for the output of others.

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

Unit Sector

Workforce Development – Diversity

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Recognise individual differences and respond appropriately	1.1 Recognise and respect individual differences in colleagues, clients and customers 1.2 Respond to differences sensitively 1.3 Ensure behaviour is consistent with legislative requirements and enterprise guidelines 1.4 Accommodate diversity using appropriate verbal and non-verbal

ELEMENT	PERFORMANCE CRITERIA
	communication
2 Work effectively with individual differences	2.1 Recognise and document knowledge, skills and experience of others in relation to team objectives 2.2 Encourage colleagues to utilise and share their specific qualities, skills or backgrounds with other team members and clients in order to enhance work outcomes 2.3 Ensure relations with customers and clients demonstrate that diversity is valued by the business

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.1	Comprehends textual information to determine regulatory requirements and adhere to internal policies
Writing	1.4, 2.1	- Records key information related to the outcomes of the job, using appropriate vocabulary and style - Varies writing style to meet requirements of audience and purpose
Oral Communication	1.2, 1.3, 1.4, 2.2, 2.3	- Uses appropriate tone, speech and pace in verbal interactions - Selects vocabulary appropriate to the audience
Navigate the world of work	1.3	Complies with legislative requirements and explicit policies and procedures
Interact with others	1.1, 1.2, 1.4, 2.1-2.3	- Identifies and takes steps to follow accepted communication practices and protocols - Contributes to work group activities using accepted conventions - Recognises common cultural and other differences of people in the work context and makes adjustments to respect and accommodate these differences
Get the work done	2.1	Plans and implements routine tasks according to directions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBDIV301 Work effectively with diversity	BSBDIV301A Work effectively with diversity	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBDIV301 Work effectively with diversity

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- adjust language and behaviour as required by interactions with diversity
- identify and respect individual differences in colleagues, clients and customers
- apply relevant regulations, standards and codes of practice.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify major groups in the workplace and community, as defined by cultural, religious and other traditions and practices
- identify reasonable adjustments that facilitate participation by people with a disability
- explain the value of diversity to the economy and society in terms of:
 - workforce development
 - Australia's place in the global economy
 - innovation
 - social justice.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – diversity field of work and include access to:

- office equipment and resources
- examples of regulations, standards and codes of practice working with diversity

- examples of workplace diversity issues
- case studies and, where possible, real situations
- examples of workplace diversity policies and procedures
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBFIA301 Maintain financial records

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to maintain daily financial records such as reconciling debtors' and creditors' systems, preparing and maintaining a general ledger and trial balance and includes activities associated with monitoring cash control for accounting purposes.

It applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts and may exercise discretion and judgement using appropriate theoretical knowledge of financial records.

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

Unit Sector

Finance – Financial Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Maintain daily financial records	1.1 Correctly maintain daily financial records in accordance with organisational and legislative requirements for accounting purposes 1.2 Identify and rectify or refer discrepancies or errors in documentation or transactions to designated persons in accordance with organisational and legislative requirements

ELEMENT	PERFORMANCE CRITERIA
	1.3 Accurately credit and debit transactions and promptly enter into journals in accordance with organisational and legislative requirements
2 Maintain general ledger	2.1 Maintain general ledger in accordance with organisational and legislative requirements 2.2 Post transactions into general ledger in accordance with organisational and legislative reporting requirements 2.3 Reconcile systems for accounts payable and receivable with general ledger 2.4 Accurately prepare trial balance from general ledger in accordance with organisational and legislative requirements
3 Monitor cash control	3.1 Ensure cash flow is accurately accounted for in accordance with organisational and legislative requirements 3.2 Make and receive payments in accordance with organisational and legislative requirements 3.3 Collect or follow up outstanding accounts within designated timelines 3.4 Check payment documentation for accuracy of information and despatch to creditors within designated timeline

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.4, 3.1-3.4	Recognises and interprets numerical and textual information to determine and complete required activities
Writing	1.3, 2.1-2.4, 3.1-3.4	- Integrates data from different sources and records numerical information in a format appropriate to context and purpose of material - Prepares clear and detailed information and instructions using format, structure and tone suitable to audience
Oral	1.2, 3.2, 3.3	Explains financial issues and requirements clearly, using facts and examples, and uses listening and

Communication		questioning techniques to obtain sequenced instructions
Numeracy	1.1-1.3, 2.1-2.4, 3.1-3.4	Uses a limited range of mathematical calculations to reconcile amounts using whole numbers and decimals and arrange/compare numerical information
Navigate the world of work	1.1-1.3, 2.1-2.4, 3.1-3.3	Recognises, understands and monitors adherence to legislative and organisational requirements in undertaking own work
Interact with others	3.3, 3.4	Understands the importance of using appropriate practices and protocols when handling confidential information
Get the work done	1.1-1.3, 2.1-2.4, 3.1-3.4	- Takes responsibility for own workload and monitors adherence to specified goals and timelines - Uses digital technologies to access, record, store, organise and compile data as required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBFIA301 Maintain financial records	BSBFIA301A Maintain financial records	Updated to meet Standards for Training Packages Minor edits to clarify meaning of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBFIA301 Maintain financial records

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- maintain daily transactions and identify and respond to discrepancies and errors
- transfer and record financial data accurately
- reconcile expenditures and revenue in a timely manner.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the key provisions of relevant legislation, codes of practice and national standards that may affect financial record keeping
- discuss organisational policies and procedures relating to maintaining financial records
- define credits/creditors and debits/debtors
- describe principles of double entry bookkeeping and accrual accounting
- identify methods of presenting financial data.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial administration field of work and include access to:

- office equipment and resources
- computer equipment and relevant software
- examples of source documents relating to financial record keeping
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBFIA303 Process accounts payable and receivable

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes skills and knowledge required to maintain accounts payable and accounts receivable records, including processing payments to creditors and handling overdue accounts receivable.

It applies to individuals employed in a range of work environments supporting the accounting functions and aspects of an enterprise. They may provide administrative support within an enterprise, or may be members of staff who have been delegated accounting responsibilities.

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

Unit Sector

Finance – Financial Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Maintain financial journal systems	1.1 Check source documents for accuracy and appropriate authorisation 1.2 Refer errors and discrepancies in source documents for resolution in accordance with organisational policy and procedures 1.3 Enter transactions into cash and credit journal system in accordance with organisational policy and procedures and relevant

ELEMENT	PERFORMANCE CRITERIA
	legislation and compliance requirements 1.4 Total credit journals in accordance with organisational policy and procedures
2 Prepare bank reconciliations	2.1 Check cash journals against bank statements to identify differences 2.2 Update cash journals with relevant data from bank statement/s 2.3 Identify discrepancies and refer to appropriate staff member, organisation or agency 2.4 Total cash journals in accordance with organisational policy and procedures 2.5 Prepare regular reconciliation reports within designated timelines
3 Maintain accounts payable and accounts receivable systems	3.1 Enter transactions into individual accounts payable and accounts receivable in accordance with organisational policy and procedures and accounting requirements 3.2 Prepare schedules of accounts payable and accounts receivable for reconciliation purposes and in accordance with organisational requirements 3.3 Reconcile accounts payable and accounts receivable schedules with journal data or general ledger and in accordance with organisational requirements
4 Process payments for accounts payable	4.1 Reconcile accounts payable statements with accounting records and in accordance with organisational policy and procedures 4.2 Check payment documentation for accuracy of information and discrepancies and rectify errors in accordance with organisational requirements
5 Prepare statements for accounts receivable	5.1 Produce and check accounts receivable statements for accuracy in accordance with organisational policy and procedures 5.2 Rectify discrepancies and statements despatched within designated timelines
6 Follow up outstanding accounts	6.1 Maintain accounts receivable ledger system in accordance with organisational requirements and to reflect current credit situation 6.2 Conduct aged-analysis of accounts receivable to identify outstanding accounts and to determine collection procedures in accordance with organisational requirements 6.3 Report or follow up outstanding accounts in accordance with

ELEMENT	PERFORMANCE CRITERIA
	organisational policy and procedures 6.4 Monitor and review credit terms in accordance with credit policy and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 2.1-2.5, 3.1-3.3, 4.1, 4.2, 5.1, 5.2, 6.1-6.4	- Interprets textual information from a range of sources to confirm all necessary job requirements - Checks documents to identify errors or discrepancies
Writing	1.2-1.4, 2.1-2.5, 3.1-3.3, 4.1, 4.2, 5.2, 6.1-6.4	Prepares a range of clear documentation using relevant format, grammatical structure and vocabulary suitable to audience
Oral Communication	1.2, 2.3, 6.3	- Uses questioning and listening techniques to clarify information - Explains information clearly using appropriate terminology and tone
Numeracy	1.1-1.4, 2.1-2.5, 3.1-3.3, 4.1, 4.2, 5.1, 5.2, 6.1-6.4	- Uses a limited range of mathematical calculations to reconcile amounts using whole numbers and decimals - Arranges/compares numerical information
Navigate the world of work	1.1-1.4, 2.4, 2.5, 3.1-3.3, 4.1, 4.2, 5.1, 5.2, 6.1-6.4	Appreciates implications of legal and regulatory responsibilities related to own work
Interact with others	1.2, 2.3, 6.3	- Seeks the appropriate form, channel and mode of communication for a specific purpose relevant to own role - Plays an active role in workgroup discussions, paying some attention to the perspective of others
Get the work done	1.2-1.4, 2.1-2.5, 3.1-3.3, 4.1-4.3, 5.1, 5.2, 6.1-6.4	- Plans a range of routine and non-routine tasks recognising stated goals and aiming to achieve them within specified timeframes - Recognises predictable problems and applies formal problem-solving processes or seeks advice from

		others, as relevant • Automatically implements standard procedures for routine decisions • Uses digital technologies to access, record, store, organise and compile data and present reports as required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBFIA303 Process accounts payable and receivable	BSBFIA303 Process accounts payable and receivable	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBFIA303 Process accounts payable and receivable

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- accurately enter data into journal and subsidiary ledger system
- maintain journals and subsidiary ledger systems
- reconcile subsidiary ledger system with journal or general ledger data
- complete all tasks in accordance with legal and organisational responsibilities, within scope of own responsibility.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list key provisions of relevant legislation and regulations, standards and codes of practice that may affect aspects of financial operations
- briefly describe the organisational accounting systems and procedures
- explain how to check for errors or discrepancies
- list and describe tasks that are outside own scope of responsibility.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial administration field of work and include access to:

- office equipment and resources
- computer equipment and relevant software
- examples of cash journals, credit journals, accounts payable and accounts receivable subsidiary ledgers

- workplace reference materials such procedural manuals and company policy
- case studies and, where possible, real situations..

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBFIM501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.

It applies to managers in a wide range of organisations and sectors who have responsibility for ensuring that work team financial resources are used effectively and are managed in line with financial objectives of the team and organisation.

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

Unit Sector

Finance - Financial Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Plan financial management approaches	1.1 Access budget/financial plans for the work team 1.2 Clarify budget/financial plans with relevant personnel within the organisation to ensure that documented outcomes are achievable, accurate and comprehensible 1.3 Negotiate any changes required to be made to budget/financial

ELEMENT	PERFORMANCE CRITERIA
	plans with relevant personnel within the organisation 1.4 Prepare contingency plans in the event that initial plans need to be varied
2 Implement financial management approaches	2.1 Disseminate relevant details of the agreed budget/financial plans to team members 2.2 Provide support to ensure that team members can competently perform required roles associated with the management of finances 2.3 Determine and access resources and systems to manage financial management processes within the work team
3 Monitor and control finances	3.1 Implement processes to monitor actual expenditure and to control costs across the work team 3.2 Monitor expenditure and costs on an agreed cyclical basis to identify cost variations and expenditure overruns 3.3 Implement, monitor and modify contingency plans as required to maintain financial objectives 3.4 Report on budget and expenditure in accordance with organisational protocols
4 Review and evaluate financial management processes	4.1 Collect and collate for analysis, data and information on the effectiveness of financial management processes within the work team 4.2 Analyse data and information on the effectiveness of financial management processes within the work team and identify, document and recommend any improvements to existing processes 4.3 Implement and monitor agreed improvements in line with financial objectives of the work team and the organisation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 2.3, 3.1-3.4, 4.2, 4.3	Interprets and analyses information to determine activities required

Writing	1.1, 1.4, 4.1-4.3	Records information in correct forms and prepares materials which convey detailed and factual content in accordance with internal procedures
Oral Communication	1.2, 1.3, 2.1-2.3	- Presents information about financial issues and requirements to a range of audiences using structure and language to suit the audience - Uses active listening and questioning to clarify information and to confirm understanding
Numeracy	1.1-1.3, 2.1-2.3, 3.1-3.4, 4.1-4.3	Uses a wide range of mathematical calculations to analyse numeric information in budgets or financial plans
Navigate the world of work	2.2, 3.3, 3.4, 4.3	Recognises, understands and adheres to organisational requirements in undertaking own work
Interact with others	1.2, 1.3, 2.1, 2.2, 3.1, 2.3, 4.2, 4.3	Uses a range of strategies to connect, collaborate and cooperate with other work colleagues in activities requiring collective effort and diverse skills and knowledge
Get the work done	1.1, 1.4, 2.3, 3.1-3.4, 4.1-4.3	- Uses logical processes in planning, implementing and evaluating complex tasks and developing alternative strategies in achieving goals and timelines - Uses a range of digital technologies to access, filter, compile, integrate and logically present complex information from multiple sources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBFIM501 Manage budgets and financial plans	BSBFIM501A Manage budgets and financial plans	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBFIM501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use financial skills to work with and interpret budgets, ageing summaries, cash flow, petty cash, Goods and Services Tax (GST), and profit and loss statements
- communicate with relevant people to clarify budget/financial plans, negotiate changes and disseminate information
- prepare, implement and modify financial contingency plans
- monitor expenditure and control costs
- support and monitor team members
- report on budget and expenditure
- review and make recommendations for improvements to financial processes
- meet record keeping requirements for the Australian Taxation Office (ATO) and for auditing purposes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe basic accounting principles
- identify and explain the relevant legislation and current requirements of the Australian Taxation Office, including the Goods and Services Tax (GST)
- explain the key requirements for financial record keeping and auditing
- describe the principles and techniques involved in managing:
 - budgeting
 - cash flows
 - electronic spreadsheets

- GST
- ledgers and financial statements
- profit and loss statements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial management field of work and include access to:

- resources and documentation used in the workplace
- workplace policies and procedures
- workplace budgets and financial plans
- business technology
- case studies and, where available, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBINM201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to collect, process and store, and maintain workplace information and systems. It also includes the maintenance of filing and records systems.

It applies to individuals who perform a range of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Collect information	1.1 Collect information in a timely manner and ensure it is relevant to organisational needs 1.2 Use business equipment/technology available in the work area to effectively obtain information 1.3 Apply organisational requirements relating to security and confidentiality in handling information

ELEMENT	PERFORMANCE CRITERIA
2 Process workplace information	2.1 Use business equipment/technology to process information in accordance with organisational requirements 2.2 Process information in accordance with defined timeframes, guidelines and procedures 2.3 Update, modify and file information in accordance with organisational requirements 2.4 Collate and despatch information in accordance with specified timeframes and organisational requirements
3 Maintain information systems	3.1 Maintain information and filing systems in accordance with organisational requirements 3.2 Identify, remove and/or relocate inactive or dead files in accordance with organisational requirements 3.3 Establish and assemble new files in accordance with organisational requirements 3.4 Update reference and index systems in accordance with organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.4, 3.1-3.4	Recognises and interprets textual information to complete tasks according to organisational requirements
Writing	1.3, 2.1-2.4, 3.4	Records simple and routine content using an established format to organise information
Oral Communication	1.1, 1.2	Uses listening and questioning skills to clarify and adhere to requirements
Numeracy	2.2, 2.4, 3.4	Comprehends basic mathematical measurements relating to times and number sequences
Navigate the world of work	1.3, 2.1, 2.3, 2.4, 3.1-3.4	Recognises organisational procedures and understands relevance of legislative requirements
Get the work	1.1-1.3, 2.1, 2.2, 2.4,	Follows clearly defined instructions and monitors own

done	3.1-3.3	progress to achieve timelines • Solves problems directly related to tasks, and makes low-impact decisions • Uses digital technologies following instructions regarding data entry and retrieval

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINM201 Process and maintain workplace information	BSBINM201A Process and maintain workplace information	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBINM201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- collect and process workplace information according to organisational policies and procedures and related regulatory requirements
- record and document information accurately within expected timeframes
- store, classify and maintain documents and records correctly.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify key provisions of relevant legislation, regulations, standards and codes of practice that may affect information management
- outline organisational policies and procedures relating to collecting and processing workplace information
- identify and describe organisational recordkeeping/filing systems and security procedures
- describe a range of filing systems including paper-based and software-based.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- office equipment and resources
- examples of workplace information systems.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBINM301 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to gather, organise and apply workplace information in the context of an organisation's work processes and knowledge management systems.

It applies to individuals who perform a defined range of skilled operations in various work contexts. They may exercise discretion and judgement using appropriate knowledge of information management to provide technical advice and support to a team.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Collect and assess information	1.1 Access product and service information in accordance with organisational requirements 1.2 Ensure methods of collecting information are reliable and make efficient use of available time and resources 1.3 Assess information for clarity, accuracy, currency and relevance to intended tasks 1.4 Use interpersonal skills to access relevant information from

ELEMENT	PERFORMANCE CRITERIA
	teams and individuals
2 Organise information	2.1 Organise information in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements 2.2 Use appropriate technology/systems to maintain information in accordance with organisational requirements 2.3 Collate information and materials and communicate to relevant designated persons 2.4 Identify difficulties organising and accessing information and solve collaboratively with individuals and team members 2.5 Update and store information in accordance with organisational requirements and systems
3 Review information needs	3.1 Actively seek feedback on clarity, accuracy and sufficiency of information to ensure relevance of information and system 3.2 Review the contribution of information to decision making and implement appropriate modifications to collection processes 3.3 Identify future information needs and incorporate modifications to collection processes 3.4 Document future information needs and incorporate in modifications to reporting processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.3, 2.5, 3.2	Recognises and assesses textual information to complete tasks according to requirements
Writing	2.1, 2.2, 2.3, 2.5, 3.1, 3.4	Completes workplace records, forms and documentation accurately using correct format, accurate spelling and grammar and terminology specific to requirements
Oral Communication	1.4, 2.3, 2.4, 3.1	Elicits the view and opinions of others and obtains information by listening and questioning

		Participates in a verbal exchange of ideas/solutions using clear language to contribute information and convey issues
Navigate the world of work	1.1, 2.1, 2.5	Understands rights and responsibilities and complies with explicit policies and procedures and legal and regulatory requirements
Interact with others	1.4, 2.3, 2.4, 3.1	- Identifies and follows accepted communication practices and protocols - Complies with work instructions and contributes to work group discussions using accepted conventions
Get the work done	1.1, 1.2, 2.1, 2.2, 2.4, 3.2, 3.3	- Plans and implements routine tasks and workload making decisions about sequencing and timing - Makes low impact decisions within familiar situations, based on a range of predefined or routine solutions, and evaluates the effectiveness of the outcome - Uses digital technology to access and record information and to communicate with others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINM301 Organise workplace information	BSBINM301A Organise workplace information	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBINM301 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- efficiently and effectively gather, assess, organise and use workplace information as part of own job role
- provide accurate information for defined purposes
- maintain and handle data and documents systematically
- use business technology to manage information
- communicate with colleagues and clients using effective interpersonal skills to obtain and check workplace information
- apply relevant legislation and regulations to workplace information
- monitor, review and modify information processes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how legislation and regulations may affect the gathering organising and distribution of workplace information
- describe methods for checking validity of information and its sources
- describe organisational recordkeeping and filing systems, security procedures and safe recording practices
- identify workplace policies and procedures relating to workplace information.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- business technology
- workplace policies and procedures
- relevant legislation and codes of practice
- office equipment and resources
- examples of information documents found in the workplace
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBITU203 Communicate electronically

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to send, receive and manage electronic mail (email), as well as collaborate online using chat rooms, intranets and instant messaging.

It applies to individuals who use business technology to perform a range of routine tasks to communicate with co-workers, customers or others. The individual will use a limited range of practical skills and fundamental knowledge in a defined context under direct supervision or with limited individual responsibility.

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

Unit Sector

Information and Communications Technology – IT Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Implement procedures to send and receive electronic mail	1.1 Login to software for sending and receiving email in accordance with organisational requirements 1.2 Check outgoing email for accuracy and ensure any required attachments are prepared, in accordance with organisational and service provider requirements 1.3 Identify urgent, confidential, personal, suspicious or potentially dangerous email and take appropriate action

ELEMENT	PERFORMANCE CRITERIA
	1.4 Deal with returned email in accordance with organisational policies and procedures
2. Manage electronic mail	2.1 Set security levels and/or filters for incoming email in accordance with organisational requirements 2.2 Create and maintain individual mailboxes in accordance with organisational requirements 2.3 Store email and/or attachments in accordance with organisational requirements 2.4 Empty inboxes and archive or permanently delete in accordance with organisational requirements 2.5 Prepare and maintain electronic mailing lists in accordance with organisational requirements
3. Collaborate online	3.1 Identify software to be used in collaboration 3.2 Ensure online collaboration is undertaken in accordance with organisational policy, procedures and net etiquette (netiquette) 3.3 Respond to posts or communications in accordance with agreed parameters, organisational requirements and netiquette

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 2.1-2.5, 3.2, 3.3	Recognises textual information within different materials and interprets information to determine requirements as well as confirming accuracy of content
Writing	1.1, 2.2, 2.5, 3.2, 3.3	Records key information relevant to requirements and prepares simple correspondence using basic punctuation, text and correct spelling
Oral Communication	1.4	Obtains information through listening and questioning and uses clear and appropriate language suitable to audience
Navigate the world of work	1.1, 1.2, 1.4, 2.1-2.5, 3.2, 3.3	Recognises and follows explicit and implicit protocols and meets expectations associated with own role

Get the work done	1.3	Recognises and responds to routine problems in context of own work

Range of Conditions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU203 Communicate electronically	BSBITU203A Communicate electronically	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBITU203 Communicate electronically

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- follow organisational and service provider requirements when communicating electronically
- follow organisational policy and procedures when managing all aspects of electronic communication
- comply with netiquette
- collaborate in accordance with agreed parameters for electronic communication
- identify most appropriate software applications.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify different methods of electronic communication
- outline key provisions of relevant legislation that affect aspects of business operations
- outline relevant organisation policies and procedures.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- organisational policies and procedures
- relevant legislation
- relevant workplace documentation and resources
- industry software packages.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBITU301 Create and use databases

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to create simple two-table relational databases with reports and queries, for storage and retrieval of information.

It applies to individuals that may provide administrative support within an enterprise, or may be independently responsible for storage and retrieval of data relating to their own work roles.

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

Unit Sector

Information and communications Technology – IT use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Create a simple database	1.1 Design a simple database, with at least two tables, using a database application, basic design principles, software functions and simple formulae 1.2 Develop a table with fields and attributes according to database usage, as well as data considerations and user requirements 1.3 Create a primary key for each table 1.4 Modify table layout and field attributes as required

ELEMENT	PERFORMANCE CRITERIA
	1.5 Create a relationship between the two tables 1.6 Check and amend data entered, in accordance with organisational and task requirements
2. Create reports and queries	2.1 Determine information output, database tables to be used and report layout to meet task requirements 2.2 Determine data groupings, search and sort criteria to meet task requirements 2.3 Run reports and queries to check results and formulae provide the required data 2.4 Modify reports to include or exclude additional requirements
3. Use database	3.1 Ensure data input meets designated timelines and organisational requirements for speed and accuracy 3.2 Use manuals, user documentation and online help to overcome problems with database design and production 3.3 Preview, adjust and print database reports or forms in accordance with organisational and task requirements 3.4 Name and store databases, in accordance with organisational requirements, and exit application without data loss or damage 3.5 Prepare and distribute reports to appropriate person in a suitable format

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.6, 2.1-2.4, 3.1-3.5	Recognises and interprets textual and numerical information to determine and confirm tasks are completed as per requirements
Writing	1.1-1.6, 2.1-2.4, 3.1-3.4	Inputs numerical and key reporting information when creating and querying databases, and uses standard naming conventions and format to organise data
Numeracy	1.1, 1.2, 1.6, 2.1-2.4	Uses mathematical equations to create simple database queries and formulae

Navigate the world of work	1.2, 1.4, 1.6, 2.1-2.3, 3.1, 3.3, 3.4	Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Get the work done	1.1-1.6, 2.1-2.4, 3.1-3.5	- Plans, organises and competes tasks to meet organisational requirements - Utilises a broad range of features within applications in performing routine and complex tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU301 Create and use databases	BSBITU301A Create and use databases	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBITU301 Create and use databases

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- adhere to organisational requirements when inputting, amending and storing data including:
 - correct naming conventions
- adhere closely to task requirements including:
 - following designated timelines
 - achieving speed and accuracy
- create simple databases including:
 - reports and queries
- follow designated timelines
- correctly name and store data
- distribute reports to appropriate personnel.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline key provisions of relevant legislation, standards and codes that may affect aspects of business operations
- describe organisational requirements relating to data entry, storage and presentation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- business technology
- workplace documentation and resources
- industry database software applications.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBITU306 Design and produce business documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.

It applies to individuals who possess fundamental skills in computer operations and keyboarding. They may exercise discretion and judgement using appropriate theoretical knowledge of document design and production to provide technical advice and support to a team.

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

Unit Sector

Information and Communications Technology – IT Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Select and prepare resources	1.1 Select and use appropriate technology and software applications to produce required business documents 1.2 Select layout and style of publication according to information and organisational requirements 1.3 Ensure document design is consistent with company and/or client requirements, using basic design principles

ELEMENT	PERFORMANCE CRITERIA
	1.4 Discuss and clarify format and style with person requesting document/publication
2. Design document	2.1 Identify, open and generate files and records according to task and organisational requirements 2.2 Design document to ensure efficient entry of information and to maximise presentation and appearance of information 2.3 Use a range of functions to ensure consistency of design and layout 2.4 Operate input devices within designated requirements
3. Produce document	3.1 Complete document production within designated timelines according to organisational requirements 3.2 Check document produced to ensure it meets task requirements for style and layout 3.3 Store document appropriately and save document to avoid loss of data 3.4 Use manuals, training booklets and/or help-desks to overcome basic difficulties with document design and production
4. Finalise document	4.1 Proofread document for readability, accuracy and consistency of language, style and layout prior to final output 4.2 Make any modifications to document to meet requirements 4.3 Name and store document in accordance with organisational requirements and exit application without data loss/damage 4.4 Print and present document according to requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.1, 2.2, 3.2, 3.4, 4.1	- Recognises and interprets textual information from a range of sources to determine and adhere to requirements - Applies strategies to self-correct and verify clarity and conformity of information

Writing	2.2, 2.3, 3.1, 4.2, 4.3	- Develops documents using required format, accurate spelling and grammar and terminology specific to requirements - Organises content to support purposes and audience of material, using clear and logical language
Oral Communication	1.4	Confirms requirements with relevant personnel using specific terminology and listening and questioning techniques
Navigate the world of work	1.2, 1.3, 2.1, 2.4, 3.1, 3.2, 4.2-4.4	Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	1.4	Selects and uses appropriate conventions and protocols when communicating in a range of familiar work contexts
Get the work done	1.1-1.3, 2.1-2.4, 3.1-3.4, 4.1-4.4	Uses basic features and functions within applications to access, store, organise data and perform routine work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU306 Design and produce business documents	BSBITU306A Design and produce business documents	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBITU306 Design and produce business documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- select appropriate technology and software for design and production of business documents
- adhere to organisational requirements when:
 - selecting layout and style
 - opening and generating files
 - producing documents within designated timelines
 - naming and storing documents
 - printing and presenting documents
- adhere to task requirements when producing documents including:
 - applying basic design principles
 - applying consistent formatting
 - using appropriate styles
 - using correct layouts
 - proofreading as required
- use appropriate data storage options
- apply knowledge of functions and features of contemporary computer applications
- print and present completed documents.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify appropriate technology for production requirements

- describe functions and features of contemporary computer applications
- outline organisational policies, plans and procedures
- list organisational requirements for document design e.g. style guide.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- office equipment and resources
- relevant software applications
- examples of style guides
- organisational procedures.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBLDR503 Communicate with influence

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and others.

It applies to managers and leaders who identify, analyse, synthesise and act on information from a range of sources, and who deal with unpredictable problems. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.

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

Unit Sector

Management and Leadership - Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Communicate clearly	1.1 Confirm the authority or mandate to present business views or position 1.2 Respect protocols and confidentiality of information 1.3 Clarify the audience information needs and prepare a position 1.4 Use language that is appropriate for the audience 1.5 Use active listening to seek stakeholder and other organisation

ELEMENT	PERFORMANCE CRITERIA
	input and achieve a balanced exchange of views 1.6 Seek immediate feedback to ensure that the views expressed by all stakeholders have been understood
2. Present and negotiate persuasively	2.1 Identify key individuals and target groups for their value to advance the business interests 2.2 Prepare realistic positions and supporting arguments in advance in anticipation of the likely expectations and tactics of others 2.3 Respect values, concerns and views of others and keep lines of communication open 2.4 Acknowledge differences of opinion to encourage the rigorous examination of all options 2.5 Use a variety of communication styles to present business positions to best effect 2.6 Seek mutually beneficial solutions by establishing areas of common ground and potential compromise 2.7 Keep negotiations focused on key issues and moving forward towards a final resolution 2.8 Adhere to agreements in order to maintain the credibility and trust of others
3. Participate in and lead, meetings effectively	3.1 Identify the need for meetings and program meetings in response to the need 3.2 Use an agenda and efficient, inclusive meeting procedures to maximise participation and maintain order 3.3 Prepare summaries of key issues and possible options disseminated in advance 3.4 Achieve agreed outcomes in the available time by co-operating with and seeking consensus and compromise 3.5 Outcomes of meetings are promptly summarised for action and distributed to stakeholders, as required
4. Make presentations at meetings, forums and conferences	4.1 Select appropriate forums to present business positions to best effect 4.2 Obtain reliable information and advice to prepare appropriate presentations. 4.3 Adapt language, explanations, media and information/entertainment balance to meet the needs of the audience 4.4 Respond to questions openly and honestly

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Writing	2.2, 3.3, 3.5, 4.2	- Prepares documentation that accurately summarises key findings or outcomes for own use and for distribution to others - Prepares presentations appropriate to audience needs, context and purpose
Oral Communication	1.4, 1.5, 1.6, 2.5	- Selects appropriate and engaging vocabulary adjusting language and presentation features to maintain effectiveness of interaction - Uses active listening and questioning to seek information and confirm understanding
Navigate the world of work	1.2	Understands the implications of legal and ethical responsibilities to maintain confidentiality
Interact with others	1.1-1.6, 2.3, 2.4, 2.8, 4.3, 4.4	- Demonstrates sophisticated control over oral, visual and/or written formats, drawing on a range of communication practices to achieve goals - Selects and uses appropriate conventions and protocols when communicating with team members - Adapts personal communication style to build trust and positive working relationships and to show respect for the opinions and values of others - Plays a lead role in situations requiring effective negotiation and collaboration, demonstrating high level conflict resolution skills and ability to engage and motivate others
Get the work done	2.1, 2.2, 2.6, 3.1-3.5, 4.1, 4.2	- Plans, organises and implements complex tasks required to achieve required outcomes - Uses analytical processes to evaluate options, and aid in problem-solving and decision-making

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLDR503 Communicate with influence	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBLDR503 Communicate with influence

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- negotiate and present persuasively
- communicate clearly with business associates, client groups and others to position the business to best effect including listening actively, understanding the information needs of others and adapting communication to suit the audience
- prepare for, participate in, and lead meetings to obtain outcomes
- prepare and make presentations to groups of people including:
 - identifying suitable forums for presentations
 - presenting reliable information
 - designing the presentation to meet the needs of the audience
 - answering questions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the business and organisational protocols for the release of information and communicating internally or externally
- explain the requirements to maintain confidentiality in the workplace
- identify industry, media and government organisations, events and communication channels relevant to the organisation
- demonstrate principles of cross-cultural communication
- explain principles of negotiation, mediation, conflict resolution and incident de-escalation
- describe structured and inclusive meeting procedures.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBMGT502 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

It applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback where there is a need for improvement.

The unit makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Allocate work	1.1 Consult relevant groups and individuals on work to be allocated and resources available

ELEMENT	PERFORMANCE CRITERIA
	1.2 Develop work plans in accordance with operational plans 1.3 Allocate work in a way that is efficient, cost effective and outcome focussed 1.4 Confirm performance standards, Code of Conduct and work outputs with relevant teams and individuals 1.5 Develop and agree performance indicators with relevant staff prior to commencement of work 1.6 Conduct risk analysis in accordance with the organisational risk management plan and legal requirements
2. Assess performance	2.1 Design performance management and review processes to ensure consistency with organisational objectives and policies 2.2 Train participants in the performance management and review process 2.3 Conduct performance management in accordance with organisational protocols and time lines 2.4 Monitor and evaluate performance on a continuous basis
3. Provide feedback	3.1 Provide informal feedback to staff on a regular basis 3.2 Advise relevant people where there is poor performance and take necessary actions 3.3 Provide on-the-job coaching when necessary to improve performance and to confirm excellence in performance 3.4 Document performance in accordance with the organisational performance management system 3.5 Conduct formal structured feedback sessions as necessary and in accordance with organisational policy
4. Manage follow up	4.1 Write and agree on performance improvement and development plans in accordance with organisational policies 4.2 Seek assistance from human resources specialists, where appropriate 4.3 Reinforce excellence in performance through recognition and continuous feedback 4.4 Monitor and coach individuals with poor performance 4.5 Provide support services where necessary 4.6 Counsel individuals who continue to perform below expectations and implement the disciplinary process if necessary 4.7 Terminate staff in accordance with legal and organisational

ELEMENT	PERFORMANCE CRITERIA
	requirements where serious misconduct occurs or ongoing poor-performance continues

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	2.2, 3.3, 4.4	Consolidates and improves own knowledge and skills by coaching, mentoring or training others
Reading	1.2, 1.6, 2.4	Gathers, interprets and analyses texts in organisational documents to facilitate performance management
Writing	1.2, 1.4, 1.5, 1.6, 2.1, 2.3, 2.4, 3.4, 3.5, 4.1, 4.7	Plans and prepares documents for allocating work and managing performance suitable for the target audience and in accordance with organisational requirements
Oral Communication	1.1, 1.4, 1.5, 2.2, 2.3, 3.1, 3.2, 3.3, 3.5, 4.2-4.7	Uses language and structure appropriate to context and audience to explain expected standards of performance, provide feedback and coach staff
Numeracy	1.3, 1.4, 1.5, 1.6, 2.1, 2.4, 3.4, 4.1	Extracts and evaluates mathematical information embedded in a range of tasks and text relating to performance standards and risk analysis
Navigate the world of work	1.2, 1.6, 2.1, 2.3, 3.4, 3.5, 4.1, 4.7	- Appreciates the implications of legal and regulatory responsibilities related to own work and the organisation as a whole - Monitors adherence to organisational policies and procedures
Interact with others	1.1, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3, 4.2-4.6	- Recognises and applies the protocols governing what to communicate to whom and how in a range of work contexts - Collaborates with others to achieve joint outcomes, influencing direction and taking a leadership role on occasion
Get the work done	1.2, 1.3, 1.5, 1.6, 2.1, 2.4, 4.1, 4.2	- Sequences and schedules complex activities, monitors implementation and manages relevant communication - Seeks advice, feedback and support as required to assist in the decision-making process - Uses experiences to reflect on the ways in which

		variables impact on performance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMGT502 Manage people performance	BSBMGT502B Manage people performance	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBMGT502 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- consult with relevant stakeholders to identify work requirements, performance standards and agreed performance indicators
- develop work plans and allocate work to achieve outcomes efficiently and within organisational and legal requirements
- monitor, evaluate and provide feedback on performance and provide coaching or training, as needed
- reinforce excellence in performance through recognition and continuous feedback
- seek assistance from human resources specialists where appropriate
- keep records and documentation in accordance with the organisational performance management system.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline relevant legislative and regulatory requirements
- outline relevant awards and certified agreements
- explain performance measurement systems utilised within the organisation
- explain unlawful dismissal rules and due process
- describe staff development options and information.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBMGT517 Manage operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.

This unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plan.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop operational plan	1.1 Research, analyse and document resource requirements and develop an operational plan in consultation with relevant personnel, colleagues and specialist resource managers 1.2 Develop and/or implement consultation processes as an

ELEMENT	PERFORMANCE CRITERIA
	integral part of the operational planning process 1.3 Ensure the operational plan includes key performance indicators to measure organisational performance 1.4 Develop and implement contingency plans for the operational plan 1.5 Ensure the development and presentation of proposals for resource requirements is supported by a variety of information sources and seek specialist advice as required 1.6 Obtain approval for the plan from relevant parties and explain the plan to relevant work teams
2. Plan and manage resource acquisition	2.1 Develop and implement strategies to ensure that employees are recruited and/or inducted within the organisation's human resources management policies, practices and procedures 2.2 Develop and implement strategies to ensure that physical resources and services are acquired in accordance with the organisation's policies, practices and procedures 2.3 Recognise and incorporate requirements for intellectual property rights and responsibilities in recruitment and acquisition of resources and services
3. Monitor and review operational performance	3.1 Develop, monitor and review performance systems and processes to assess progress in achieving profit and productivity plans and targets 3.2 Analyse and interpret budget and actual financial information to monitor and review profit and productivity performance 3.3 Identify areas of under-performance, recommend solutions and take prompt action to rectify the situation 3.4 Plan and implement systems to ensure that mentoring and coaching are provided to support individuals and teams to effectively, economically and safely use resources 3.5 Negotiate recommendations for variations to operational plans and gain approval from designated persons/groups 3.6 Develop and implement systems to ensure that procedures and records associated with documenting performance are managed in accordance with organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.5, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 3.6	- Identifies and extracts relevant information from a range of complex texts - Gathers, interprets and analyses workplace documentation to determine requirements for the operational plan
Writing	1.1-1.5, 2.1, 2.2, 3.1-3.6	- Develops and documents a range of detailed texts relating to the management of an operational plan according to organisational requirements - Ensures the vocabulary, grammatical structures and conventions are appropriate for the context and target audience
Oral Communication	1.1, 1.2, 1.5, 1.6, 3.4, 3.5	- Presents information to a range of audiences using appropriate register, vocabulary and paralinguistic features - Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders - Confirms understanding through questioning and active listening
Numeracy	1.1, 1.3, 1.4, 3.1-3.4	Selects and uses mathematical problem-solving strategies to organise resource requirements, performance benchmarks and financial viability of the operational plan
Navigate the world of work	2.1, 2.2, 3.4, 3.6	- Monitors adherence to organisational policies, procedures and considers own role in terms of its contribution to broader goals of the work environment - Appreciates the implications of legal responsibilities with specific reference to health and safety
Interact with others	1.1, 1.2, 1.5, 1.6, 3.5	- Identifies and uses appropriate conventions and protocols when communicating with colleagues and external stakeholders - Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion
Get the work done	1.1-1.5, 2.1, 2.2, 3.1, 3.3, 3.4, 3.6	Takes responsibility for developing and implementing systems and processes to achieve organisational objectives, seeking advice, feedback and support as

		required to assist in the development and planning phase • Sequences and schedules complex activities, monitors implementation, and manages relevant communication • Uses systematic analytical processes to aid decision making, identify potential problems and generate contingency plans or solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMGT517 Manage operational plan	BSBMGT515A Manage operational plan	Updated to meet Standards for Training Packages. Edits to clarify intent of Performance Criteria. Additional performance criterion and evidence for intellectual property.	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBMGT517 Manage operational plan

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop and implement an operational plan using a variety of information sources and consultation (including using specialist advice if required) which includes:
 - resource requirements
 - key performance indicators
 - monitoring processes
 - contingency plans
- communicate effectively with relevant stakeholders to explain the plan and supporting information, seek approvals, negotiate variations and engage work teams
- develop and implement strategies to achieve the operational plan within the organisation's policies, practices and procedures including:
 - recruiting, inducting and developing personnel
 - acquiring physical resources and services
 - protecting intellectual property
 - making variations to the plan
 - monitoring and documenting performance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe models and methods for operational plans
- explain the role of an operational plan in achieving the organisation's objectives
- explain budgeting processes

- list alternative approaches to developing key performance indicators to meet business objectives
- outline the legislative and regulatory context relevant to the operational plan of the organisation
- outline the organisation's policies, practices and procedures that directly relate to the operational plan.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation and regulations
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBMKG414 Undertake marketing activities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit covering general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.

It applies to people with no previous experience in marketing. It could be undertaken as part of a broader role of a person in a small enterprise, or as part of a marketing plan for a larger enterprise.

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

Unit Sector

Business Development – Marketing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Research marketing information	1.1 Research concept of marketing as it applies to the organisation 1.2 Identify and analyse organisation's marketing plan and relevant policies and procedures 1.3 Identify need for marketing activities from established marketing plan 1.4 Investigate previous marketing activities for relevant

ELEMENT	PERFORMANCE CRITERIA
	information 1.5 Identify profile of market segment 1.6 Identify positioning and market mix for each target segment 1.7 Identify outcomes expected from marketing activities
2 Plan marketing activities	2.1 Undertake analysis of collected basic marketing information 2.2 Develop and document work activity plans for marketing activities 2.3 Obtain approval of plans from relevant enterprise personnel
3 Implement marketing activities	3.1 Determine and access resources required for work activities 3.2 Undertake marketing activities within job role 3.3 Assist with assigning responsibilities and functions to relevant personnel performing specific marketing functions 3.4 Monitor marketing activities, and review and amend activity plan as required
4 Review marketing activities	4.1 Measure and record outcomes of marketing activities 4.2 Review marketing activities against expected outcomes and record identified improvements 4.3 Prepare reports of marketing activities and communicate to relevant enterprise personnel

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.7, 2.1, 3.4, 4.2	Interprets textual information obtained from a range of sources and determines how content may be applied to organisational requirements
Writing	2.2, 3.2, 3.4, 4.1-4.3	Integrates information from a number of sources to develop material that supports purposes and format of documentation, using suitable grammatical structure and clear, logical language
Oral	2.3, 4.3	Participates in a variety of spoken exchanges using

Communication		suitable language and non-verbal features
Numeracy	3.1, 4.1-4.3	Collates and analyses numeric information relating to costs, timeframes and other activities
Navigate the world of work	1.2, 1.3	Adheres to organisational policies and procedures and considers own role in terms of its contribution to broader goals of work environment
Interact with others	2.3, 3.3	Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.1-1.7, 2.1, 2.2, 3.1-3.4, 4.3	- Develops plans to manage tasks with an awareness of how they may contribute to longer term operational and strategic goals - Takes responsibility for outcomes of routine decisions related directly to own role - Understands purposes, specific functions and key features of common digital systems and tools and operates them effectively to complete routine tasks - Recognises and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMKG414 Undertake marketing activities	BSBMKG414B Undertake marketing activities	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBMKG414 Undertake marketing activities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- research marketing practices of the organisation
- plan and implement a marketing activity
- record activities and processes used in marketing activity
- review effectiveness of marketing plan.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe basic foundations of marketing practices
- describe organisational policies and procedures on marketing
- outline specific product knowledge related to products and services being marketed.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the business development – marketing field of work and include access to:

- office equipment and resources
- examples of products or services to be marketed
- marketing plans, policies and procedures
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBSMB403 Market the small business

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to monitor and improve business performance via a clear marketing strategy integrated into the business plan.

It applies to individuals who operate a small business independently or within a larger organisation. Individuals in this role analyse and interpret market data.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop marketing strategies	1.1 Analyse the business and its key products or services to determine focus of marketing activities, in accordance with objectives of the business plan 1.2 Evaluate customer base and target market for the small

ELEMENT	PERFORMANCE CRITERIA
	business as a basis for marketing objectives and strategies 1.3 Conduct a competitor analysis to inform development of marketing strategies 1.4 Determine marketing objectives in consultation with relevant people and in accordance with the business plan 1.5 Ensure strategies are ethically and culturally appropriate and aligned with customer and industry expectations
2. Determine a marketing mix for the business	2.1 Assess product mix, volumes and pricing opportunities to determine marketing focus and optimise profit 2.2 Evaluate costs and benefits of using different distribution channels or providing different levels of customer service, and consider results in determining marketing mix 2.3 Determine marketing and promotional activities including the role of digital engagement to suit target market 2.4 Consider the customer journey and conversations in determining marketing mix
3. Implement marketing strategies	3.1 Brief those involved in the marketing effort on their roles and responsibilities, to ensure success of marketing strategies 3.2 Plan and implement marketing activities, in accordance with marketing objectives and budgetary requirements 3.3 Consider digital devices, platforms and technologies for effectiveness in implementing marketing activities
4. Monitor and improve marketing performance	4.1 Monitor marketing activities and evaluate business performance according to objectives and targets of the business plan 4.2 Analyse performance gaps and take corrective action or set new targets 4.3 Encourage all relevant people to propose ways to improve marketing performance 4.4 Seek and analyse customer reaction to all aspects of the marketing mix, using culturally appropriate processes, to improve targeting and outcomes 4.5 Conduct ongoing research of customer requirements and expectations in both on-line and off-line environments to identify opportunities for change and improvement 4.6 Identify and respond to opportunities to aid business development through new technologies and different ways of

ELEMENT	PERFORMANCE CRITERIA
	marketing

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.2-2.4, 3.2, 4.1, 4.4, 4.6	Identifies, analyses and evaluates complex information from a range of sources
Writing	1.3, 2.3, 2.5, 3.1, 3.2, 4.4-4.6	Prepares reports and other workplace documentation using structure, layout and terminology appropriate to the audience
Oral Communication	1.3, 3.1, 4.3, 4.4	- Presents ideas and requirements clearly and using language and non-verbal techniques appropriate to audience and environment - Uses questioning and listening to check and confirm understanding
Numeracy	2.1, 2.2, 3.2, 4.2	- Analyses numerical information to determine budgetary requirements and product quantities - Uses a range of calculation methods to evaluate costs and benefits
Navigate the world of work	4.5	Regularly reviews current situation and develops strategies to address improvements in marketing performance
Interact with others	4.3	Recognises importance of building rapport to establish effective working relationships
Get the work done	1.1-1.3, 2.1-2.5, 3.2, 4.1, 4.2	- Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency - Implements actions as per plan, making slight adjustments if necessary and addressing some unexpected issues - Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account - Identifies concepts, principles and features of approaches in use in other contexts, and redesigns

		these to suit own situation • Uses formal and informal processes to monitor implementation of solutions and reflect on outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB403 Market the small business Release 2	BSBSMB403 Market the small business Release 1	Updated to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBSMB403 Market the small business

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- determine marketing activity focus in line with objectives of the business plan
- evaluate customer base
- understand what is ethically and culturally appropriate
- determine a marketing mix according to market and business needs, including:
 - ability to optimise sales and profit
 - ability to evaluate costs and benefits
 - determine customer needs and promotional activities
- determine marketing strategies, including briefing appropriate personnel on their responsibilities
- identify marketing opportunities in the digital environment
- develop approaches to engage, respond and monitor customers in the digital space
- monitor and evaluate activities and performance, and correct performance gaps
- consult and communicate effectively with relevant people
- research and monitor ongoing changes and improvements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss industry market trends
- identify performance evaluation methods
- explain methods of analysing costs and benefits of marketing strategies
- summarise methods of developing marketing objectives and marketing mix
- compare current digital devices, platforms and technologies for effectiveness in achieving marketing objectives
- outline methods of monitoring customer satisfaction
- identify relevant market analysis and research
- provide a detailed explanation of relevant marketing concepts and methods.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business technology
- software for analysis of data
- workplace documents and case studies or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBSMB406 Manage small business finances

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement and review financial management strategies on a regular basis.

It applies to individuals who operate a small business that stands alone, or is part of a department within a larger organisation. Individuals in this role interpret financial reports and other numerical data to develop financial management strategies.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Implement financial plan	1.1 Identify financial information requirements and obtain specialist services, as required, to profitably operate the business in accordance with the business plan 1.2 Produce financial budgets or projections, including cash flow

ELEMENT	PERFORMANCE CRITERIA
	estimates, as required for each forward period, and distribute to relevant people in accordance with legal requirements 1.3 Negotiate, secure and manage business capital to best enable implementation of the business plan and to meet requirements of financial backers 1.4 Develop and maintain strategies to enable adequate financial provision for taxation in accordance with legal requirements 1.5 Develop, monitor and maintain client credit policies, including contingencies for debtors in default, to maximise cash flow 1.6 Select key performance indicators to enable ongoing monitoring of financial performance 1.7 Record and communicate financial procedures to relevant people to facilitate implementation of the business plan
2. Monitor financial performance	2.1 Regularly monitor and report on financial performance targets, and analyse data to establish extent to which the financial plan has been met 2.2 Monitor marketing and operational strategies for their effects on the financial plan 2.3 Calculate and evaluate financial ratios according to own or industry benchmarks 2.4 Assess financial plan to determine whether variations or alternative plans are needed, and change as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 2.1, 2.4	Evaluates complex text to determine legislative, regulatory and workplace documentation
Writing	1.2-1.5, 1.7, 2.1	Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	1.3, 1.7, 2.1	Articulates clearly using specific and relevant language suitable to audience to convey requirements, and employs listening and questioning techniques to

		confirm understanding Participates in verbal negotiations using tone and language suitable to audience
Numeracy	1.1-1.5, 2.1, 2.3, 2.4	Interprets numerical information to calculate all relevant financial information
Navigate the world of work	1.2, 1.4	Appreciates implications of legal and regulatory responsibilities related to own work
Interact with others	1.7, 2.1	Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.1, 1.2, 1.4-1.6, 2.2, 2.4	- Develops plans to manage relatively complex, non-routine tasks with an awareness of how they may contribute to longer-term operational and strategic goals - Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account - Uses formal and informal processes to monitor implementation of ideas and reflect on outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB406 Manage small business finances Release 2	BSBSMB406 Manage small business finances Release 1	Updated to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBSMB406 Manage small business finances

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- operate the business according to the business plan, including:
 - adhering to legal requirements
 - meeting requirements of financial backers
 - defining strategies for debt collection and contingencies for debtors
 - managing cash flow
 - defining key performance indicators
 - communicating with relevant people
- monitor the business against financial plan and make changes as required.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss benchmarking
- explain financial decision-making relevant to the business
- summarise significant financial indicators
- outline purposes of financial reports
- clarify preparation and interpretation of budget/actual reports
- identify principles for preparing balance sheets and their interpretation
- outline debt collection procedures or strategies

- characterise principles for preparing profit and loss statements and their interpretation
- discuss stock records and stock control relevant to the business.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business equipment and resources
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBSUS501 Develop workplace policy and procedures for sustainability

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.

It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

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

Unit Sector

Industry Capability – Sustainability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop workplace sustainability policy	1.1 Define scope of sustainability policy 1.2 Gather information from a range of sources to plan and develop policy 1.3 Identify and consult stakeholders as a key component of the policy development process 1.4 Include appropriate strategies in policy at all stages of work for

ELEMENT	PERFORMANCE CRITERIA
	minimising resource use, reducing toxic material and hazardous chemical use and employing life cycle management approaches 1.5 Make recommendations for policy options based on likely effectiveness, timeframes and cost 1.6 Develop policy that reflects the organisation's commitment to sustainability as an integral part of business planning and as a business opportunity 1.7 Agree to appropriate methods of implementation, outcomes and performance indicators
2. Communicate workplace sustainability policy	2.1 Promote workplace sustainability policy, including its expected outcome, to key stakeholders 2.2 Inform those involved in implementing the policy about expected outcomes, activities to be undertaken and assigned responsibilities
3. Implement workplace sustainability policy	3.1 Develop and communicate procedures to help implement workplace sustainability policy 3.2 Implement strategies for continuous improvement in resource efficiency 3.3 Establish and assign responsibility for recording systems to track continuous improvements in sustainability approaches
4. Review workplace sustainability policy implementation	4.1 Document outcomes and provide feedback to key personnel and stakeholders 4.2 Investigate successes or otherwise of policy 4.3 Monitor records to identify trends that may require remedial action and use to promote continuous improvement of performance 4.4 Modify policy and or procedures as required to ensure improvements are made

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

Reading	1.1, 1.2, 4.2, 4.3	Identifies, analyses and evaluates complex textual information to determine legislative and regulatory requirements, trends and outcomes
Writing	1.2-1.7, 2.1, 2.2, 3.1, 3.3, 4.1, 4.3, 4.4	Researches, plans and prepares documentation using format and language appropriate to context, organisational requirements and audience
Oral Communication	1.2, 1.3, 2.1, 2.2, 3.1, 4.1	- Presents information and seeks advice using language appropriate to audience - Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Numeracy	1.5, 4.3	Interprets and uses mathematical equations to calculate numerical information relating to time durations and costs
Navigate the world of work	1.1-1.6, 3.1, 4.4	Develops, monitors and modifies organisational policies and procedures in accordance with legislative requirements and organisation goals
Interact with others	1.2, 1.3, 2.1, 2.2, 3.1, 3.3, 4.1, 4.3	- Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information - Plays a lead role in consulting and negotiating positive outcomes with a range of stakeholders
Get the work done	1.2, 1.4-1.7, 2.3, 2.4, 3.1, 3.2, 3.3, 3.5, 3.6, 4.1, 4.3, 4.4	- Plans, organises and implements work activities of self and others that ensure compliance with organisational policies and procedures, and legislative requirements - Sequences and schedules complex activities, monitors implementation, and manages relevant communication - Uses systematic, analytical processes in relatively complex situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria - Evaluates outcomes of decisions to identify opportunities for improvement

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSUS501 Develop workplace policy and	BSBSUS501A Develop workplace policy and procedures	Updated to meet Standards for Training Packages	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
procedures for sustainability	for sustainability	Minor edits to clarify performance criteria	

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBSUS501 Develop workplace policy and procedures for sustainability

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- scope and develop organisational policies and procedures that comply with legislative requirements and support the organisation's sustainability goals covering at a minimum:
 - minimising resource use
 - resource efficiency
 - reducing toxic material and hazardous chemical use
 - employing life cycle management approaches
 - continuous improvement
- plan and implement sustainability policy and procedures including:
 - agreed outcomes
 - performance indicators
 - activities to be undertaken
 - assigned responsibilities
 - record keeping, review and improvement processes
- consult and communicate with relevant stakeholders to generate engagement with sustainability policy development, implementation and continuous improvement
- review and improve sustainability policies.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the environmental or sustainability legislation, regulations and codes of practice applicable to the organisation identify internal and external sources of information and explain how they can be used to plan and develop the organisation's sustainability policy

- explain policy development processes and practices
- outline organisational systems and procedures that relate to sustainability
- outline typical barriers to implementing policies and procedures in an organisation and possible strategies to address them.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the sustainability field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBWHS201 Contribute to health and safety of self and others

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It covers following work health and safety (WHS) and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes.

It applies to individuals who require a basic knowledge of WHS to carry out work in a defined context under direct supervision or with some individual responsibility, in a range of industry and workplace contexts.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Act has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Work safely	1.1 Follow provided safety procedures and instructions when

ELEMENT	PERFORMANCE CRITERIA
	working 1.2 Carry out pre start systems and equipment checks according to workplace procedures 1.3 Follow workplace procedures for responding to emergency incidents
2. Implement work safety requirements	2.1 Identify designated persons to whom queries and concerns about safety in the workplace should be directed 2.2 Identify existing and potential hazards in the workplace, report them to designated persons and record them according to workplace procedures 2.3 Identify and implement WHS procedures and work instructions 2.4 Identify and report emergency incidents and injuries to designated persons according to workplace procedures 2.5 Identify WHS duty holders and their duties for own work area
3. Participate in WHS consultative processes	3.1 Contribute to workplace meetings, inspections and other WHS consultative activities 3.2 Raise WHS issues with designated persons according to organisational procedures 3.3 Take actions to eliminate workplace hazards and reduce risks

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 2.3, 2.4, 2.5	Identifies and interprets information in relation to WHS and emergency incidents
Writing	1.2, 2.2, 2.4, 3.2	Uses structures and language appropriate to audience and context in reports giving factual information
Oral Communication	2.2, 2.3, 2.4, 3.1, 3.2	- Uses structures and language appropriate to audience and context in reports, descriptions, opinions and explanations - Extracts meaning from reports,

		descriptions, opinions and explanations
Navigate the world of work	1.1, 1.2, 1.3, 2.1,2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3	• Takes responsibility for following WHS legal requirements • Follows protocols and procedures related to own role • Seeks assistance from others when WHS issues are beyond scope of immediate responsibilities
Get the work done	1.1, 1.2, 1.3, 2.2, 2.3, 2.4, 3.1, 3.3	• Plans, organises and implements routine tasks in order to optimise health and safety • Selects and implements actions from predetermined procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS201 Contribute to health and safety of self and others	BSBWHS201A Contribute to health and safety of self and others	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBWHS201 Contribute to health and safety of self and others

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- follow all relevant procedures and instructions relating to work health and safety (WHS) and emergency incidents
- identify and report hazards to designated personnel
- contribute to WHS consultative processes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain workplace safety procedures and instructions including:
 - checking systems and equipment
 - conducting routine work operations
 - requirements for personal protective equipment (PPE)
 - how to report incidents and injuries
- explain emergency procedures including those for fires and incidents
- define the meaning of commonly used hazard signs and safety symbols
- summarise the duty holder responsibilities, as specified in WHS Acts, regulations and codes of practice, of:
 - self and fellow workers
 - persons conducting businesses or undertakings (PCBUs)
 - officers
 - others in the workplace
- explain the difference between hazards and risks

- describe typical WHS hazards that may be present in the workplace, the harm they can cause and how this harm occurs
- outline the process of hazard identification and risk reduction.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- relevant organisational policies, standard operating procedures and work instructions
- relevant Acts, regulations, codes of practice
- workplace tools, equipment and resources
- personal protective equipment appropriate to the role and work area.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBWHS301 Maintain workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement and monitor the organisation's work health and safety (WHS) policies, procedures and programs as part of a small work team.

The unit applies to individuals who have a key role in maintaining workplace safety in an organisation. In their role they closely monitor aspects of work associated with the safe delivery of products and services, and they have a responsibility for influencing safety in the workplace.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Assist with	1.1 Use WHS legislation as the basis for meeting the health and

ELEMENT	PERFORMANCE CRITERIA
incorporating WHS policies and procedures into work team processes	safety requirements of a small work team 1.2 Assist in providing and clearly explaining information to the work team about the organisation's WHS policies, procedures, programs and legislative requirements 1.3 Assist in regularly providing and clearly explaining information to the work team about identifying hazards and risk assessment outcomes
2. Support participative arrangements for managing WHS	2.1 Implement and monitor organisational consultative procedures to facilitate participation of the work team in managing work area WHS 2.2 Deal promptly with issues raised through consultation according to organisational procedures for issue resolution 2.3 Encourage and assist work team members to contribute to managing WHS 2.4 Engage with individuals and work teams to identify and implement improvements in managing WHS feedback
3. Support the organisation's procedures for providing WHS training	3.1 Provide advice on WHS training needs of individuals and the work team 3.2 Provide advice on strategies and opportunities for developing work team's WHS competence 3.3 Provide coaching and mentoring assistance to work team members to support the effective development of individual and team WHS competence
4. Participate in identifying hazards, and assessing and controlling risks for the work area	4.1 Provide advice on hazards in the work area according to organisational policies and procedures, and WHS legal requirements 4.2 Support the implementation of procedures to control risks using the hierarchy of control and according to organisational procedures and WHS legal requirements 4.3 Identify and report inadequacies in existing risk control measures according to organisational procedures, the hierarchy of control and WHS legal requirements 4.4 Accurately complete and maintain WHS incident records in the work area according to organisational procedures and WHS legislative requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3	- Interprets and analyses legislative and organisational documentation - Applies appropriate strategies to construct meaning from legislative and organisational documentation
Writing	1.2, 1.3, 4.3, 4.4	Documents WHS information using required format and industry specific vocabulary
Oral communication	1.2, 1.3, 3.3	- Presents information using language appropriate to audience - Uses questioning and active listening to confirm understanding
Navigate the world of work	1.1, 1.2, 2.2, 4.1, 4.2, 4.3	- Follows policies, procedures and legislative requirements relevant to own role - Keeps up to date on changes to legislation or regulations relevant to own role
Interact with others	2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1, 4.3, 4.4	- Selects appropriate communication protocols and conventions to provide information to others - Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion - Beginning to provide feedback to others in forms they can engage with and respond to in the context of encouraging participative contributions
Get the work done	2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4	- Sequences and schedules activities, monitors implementation and manages relevant communication - Initiates standard procedures when responding to issues raised through consultation - Uses feedback to identify and implement opportunities improve arrangements for managing WHS issues to improvement

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS301 Maintain workplace safety	BSBWHS301A Maintain workplace safety	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBWHS301 Maintain workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- implement and monitor the organisation's work health and safety (WHS) policies and procedures
- identify hazards and assess and control risks
- assist in explaining and improving WHS policies, procedures and legislative requirements applicable to the organisation
- assist in explaining hazards identification and risk assessment outcomes to other team members
- implement and monitor consultation about WHS according to legislative and organisational requirements
- deal promptly with issues raised as a result of WHS consultation
- encourage work team to contribute to identifying and implementing improvements to WHS feedback
- assist others to develop WHS competence and provide advice on training needs
- complete WHS documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe characteristics and composition of the work team
- describe procedures for identifying hazards and assessing and controlling associated risks to health and safety, including the hierarchy of control
- outline organisational WHS policies and procedures including those relating to risk management, fire, emergencies, evacuation, incident investigation and reporting

- describe relevant Acts, regulations and codes of practice from all levels of government that impact on business operations, especially with regard to WHS and environmental issues, equal opportunity, industrial relations and anti-discrimination
- identify WHS aspects of other organisational systems and procedures.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- safety processes relevant to the area of work
- organisational policies and procedures, standard operating procedures and plans
- WHS Acts, regulations, codes of practice, licensing requirements and standards
- appropriate office equipment and resources used in the identification and rectification of WHS compliance breaches.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package release 1.0

Application

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the</i>	<i>Performance criteria describe the performance needed to</i>

ELEMENT	PERFORMANCE CRITERIA
<i>essential outcomes.</i>	<i>demonstrate achievement of the element.</i>
1. Provide information to the work team about WHS policies and procedures	1.1 Accurately explain to the work team relevant provisions of WHS Acts, regulations and codes of practice 1.2 Provide information about the organisation's WHS policies, procedures and programs, and ensure it is readily accessible to, and understandable by the work team 1.3 Regularly provide and clearly explain to the work team information about identified hazards and the outcomes of risk assessment and control
2. Implement and monitor participation arrangements for managing WHS	2.1 Communicate to workplace parties the importance of effective consultation mechanisms in managing health and safety risks in the workplace 2.2 Apply consultation procedures to facilitate participation of the work team in managing work area hazards 2.3 Promptly deal with issues raised through consultation, according to organisational consultation procedures and WHS legislative and regulatory requirements 2.4 Promptly record and communicate to the work team the outcomes of consultation over WHS issues
3. Implement and monitor organisational procedures for providing WHS training	3.1 Identify WHS training needs according to organisational requirements and WHS legislative and regulatory requirements 3.2 Make arrangements to meet WHS training needs of team members in consultation with relevant individuals 3.3 Provide workplace learning opportunities and coaching and mentoring assistance to facilitate team and individual achievement of identified WHS training needs 3.4 Identify and report to management the costs associated with providing training for work team, for inclusion in financial and management plans
4. Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks	4.1 Identify and report on hazards in work area according to WHS policies and procedures and WHS legislative and regulatory requirements 4.2 Promptly action team member hazard reports according to organisational procedures and WHS legislative and regulatory requirements 4.3 Implement procedures to control risks using the hierarchy of control, according to organisational and WHS legislative requirements

ELEMENT	PERFORMANCE CRITERIA
	4.4 Identify and report inadequacies in existing risk controls according to hierarchy of control and WHS legislative requirements 4.5 Monitor outcomes of reports on inadequacies, where appropriate, to ensure a prompt organisational response
5. Implement and monitor organisational procedures for maintaining WHS records for the team	5.1 Accurately complete and maintain WHS records of incidents of occupational injury and disease in work area, according to WHS policies, procedures and legislative requirements 5.2 Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 5.2	Interprets and analyses complex WHS legislative and organisational texts
Writing	1.1-1.3, 2.3, 2.4, 3.1, 3.2, 3.4, 4.1, 4.4, 5.1	- Documents WHS legislative and organisational information using structure, layout and language suitable for audience - Records WHS issues and actions taken according to reporting requirements - Prepares and maintains required records using appropriate structure and vocabulary
Oral communication	1.1-1.3, 2.1, 2.4, 3.2, 3.3, 4.1, 4.4	Provides WHS legislative and organisational information and advice using structure and language suitable for audience
Numeracy	3.4, 5.2	Extracts, interprets and comprehends mathematical information in relation to training costs and risk management data
Navigate the world of work	1.1,1.2, 2.3, 3.1, 4.1-4.5, 5.1	- Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures in relation to WHS - Keeps up to date on changes to WHS legislation or regulations and organisational policies and procedures
Interact with	2.2, 3.2, 3.3	Selects and uses appropriate conventions and protocols to facilitate consultation or provide feedback

others		- Initiates and contributes to facilitating consultative role, responding, explaining, clarifying and expanding on ideas and information as required - Collaborates with others to achieve individual and team outcomes
Get the work done	2.2, 3.2, 3.3, 4.1-4.5, 5.1	- Uses combination of formal, logical planning and intuitive understanding of context to identify relevant information and risks, and identify and evaluate alternative strategies - Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria - Recognises and takes responsibility for reporting WHS risk control inadequacies - Uses formal and informal processes to monitor implementations of WHS solutions and reflect on outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- explain clearly and accurately to work team the relevant work health and safety (WHS) information including:
 - WHS legislative and organisational requirements
 - identified hazards and outcomes of risk assessment and control
- ensure that the team has access to information about WHS policies, procedures and programs in appropriate structure and language
- implement and monitor procedures according to organisational and legislative WHS requirements including:
 - consultation and communications to enable team members to participate in managing WHS risks and hazards
 - identifying WHS training needs and providing learning opportunities, coaching and mentoring as appropriate to needs
 - identifying, reporting and taking action on WHS hazards and risks
 - identifying and reporting inadequacies in existing risk controls and monitoring outcomes to ensure a prompt organisational response
 - reporting on the cost of WHS training
 - keeping WHS records
 - analysing aggregate WHS data to identify hazards and monitor risk control procedures in work area.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legal responsibilities and duties of managers, supervisors, persons conducting businesses or undertakings (PCBUs) and workers in relation to WHS risk management in the workplace
- identify key provisions of relevant WHS Acts, regulations and codes of practice that apply to the business and outline how they apply in the work area
- explain organisational policies and procedures relating to hazard identification, risk management, fire, emergency and evacuation, incident investigation and reporting
- explain the importance of effective consultation mechanisms in managing health and safety risks in the workplace
- explain how the hierarchy of control applies in the work area.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- an actual workplace or simulated environment
- workplace equipment and resources
- examples of documents relating to workplace safety, hazard identification and risk assessment
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBWHS410 Contribute to work-related health and safety measures and initiatives

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

It applies to individuals with responsibility for enabling people to be consulted about, and to participate in, WHS management and decision making across the organisation. These individuals will work in a range of WHS roles across all industries and apply a substantial knowledge base and well developed skills in a wide variety of WHS contexts.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

ELEMENT	PERFORMANCE CRITERIA
1 Contribute to scoping work-related health and safety measures and initiatives	1.1 Access sources of information and data on work-related health and safety measures and initiatives that address specific legislative requirements and obligations, and those that support non-statutory health promotion programs 1.2 Differentiate between these two types of measures and initiatives and communicate findings to individuals and parties 1.3 Identify measures and initiatives that address statutory obligations and those that support non-statutory programs 1.4. Consult with individuals and parties to assist with identifying and evaluating factors impacting on work-related health and safety 1.5. Consult with individuals and parties to assist with determining appropriate measures and initiatives to address impacting factors 1.6 Consult with individuals and parties to assist with designing measures and initiatives that either meet specific legislative requirements and obligations or support non-statutory health promotion programs
2 Contribute to establishing work-related health and safety measures and initiatives	2.1 Contribute to the development and planning of work-related health and safety measures and initiatives 2.2 Identify resourcing requirements, timelines and responsibilities to implement work-related health and safety measures and initiatives 2.3 Assist with timetabling, liaison and coordination, administering resources and communication to implement work-related health and safety measures and initiatives
3 Contribute to ensuring work-related health and safety measures and initiatives comply with legislative requirements and obligations	3.1 Apply knowledge of WHS consultation and participation processes to help ensure effective and appropriate participation of, and consultation with individuals and parties about all aspects of work-related health and safety measures and initiatives 3.2 Apply knowledge of WHS legislation and workplace policies and processes to help ensure work-related health and safety measures and initiatives are compliant 3.3 Apply knowledge of other legislative requirements and obligations to help ensure work-related health and safety measures and initiatives are compliant
4 Contribute to reviewing and evaluating work-related health and safety measures and initiatives	4.1 Contribute to developing effective means to review and evaluate work-related health and safety measures and initiatives 4.2 Assist with review and evaluation activities 4.3 Assist with preparing reports on, and communicating review and evaluation outcomes to individuals and parties

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3	Organises, evaluates and critiques ideas and information from a range of complex information and data texts when identifying measures and initiatives
Writing	1.2, 4.3	Uses broad vocabulary, correct grammatical structure and conventions appropriate to audience and context to present findings or review and evaluate outcomes
Oral communication	1.2, 1.4, 1.5, 1.6	Chooses appropriate vocabulary to communicate findings, seek information or evaluate outcomes
Navigate the world of work	1.1, 3.1, 3.2, 3.3	- Understands own legal rights and responsibilities and is extending understanding of general legal principles applicable across work contexts in relation to health and safety measures and initiatives - Keeps up to date on changes to legislation or regulations relevant to own rights and responsibilities and considers implications of these when negotiating, planning and undertaking work
Interact with others	1.4, 1.5, 1.6, 4.1	- Recognises and applies the protocols governing what to communicate, with whom and how in safety measures and initiatives contexts - Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion
Get the work done	1.5, 1.6, 2.1, 2.2, 2.3, 4.1, 4.2, 4.3	- Applies formal processes when planning health and safety measures and initiatives, producing plans with logically sequenced steps, reflecting some awareness of time and resource constraints and the needs of others - Implements actions as per plan, making slight adjustments if necessary, and addressing some unexpected issues - Uses a formal decision-making process with support, setting or clarifying goals, gathering information, and identifying and evaluating several choices against a limited set of criteria - Contributes to the design of new approaches to safety

		measures and initiatives within the immediate work environment • Uses common digital systems and tools to complete record-keeping tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS410 Contribute to work-related health and safety measures and initiatives	BSBWHS410A Contribute to work-related health and safety measures and initiatives	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBWHS410 Contribute to work-related health and safety measures and initiatives

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- contribute to scoping, establishing, reviewing and evaluating work health and safety (WHS) measures and initiatives to:
 - address specific legislative requirements and obligations
 - support non-statutory health promotion programs
- contribute to ensuring work-related health and safety measures and initiatives comply with legislative requirements and obligations
- liaise with relevant people internal and external to the organisation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety
- explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support non-statutory health promotion programs, and give examples of each
- list factors that impact on work-related health and safety and their potential effects
- identify internal and external sources of WHS information and data, and how to access them
- outline organisational WHS and other relevant policies, procedures, processes and systems, including human resources
- summarise relevant WHS legislation, other legislation (such as privacy and workers' compensation) and common law rights and duties specific to work-related health and safety measures and initiatives

- describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:
 - the factors impacting on worker health and safety that they address
 - effectiveness
 - costs and benefits
 - criteria for decisions regarding their implementation in a specific workplace
 - how they should be implemented.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- workplace policies and procedures
- relevant legislation, regulations, standards and guidelines
- information and resources about factors impacting on the health and safety of workers, and work-related health and safety measures and initiatives
- relevant WHS documentation and records
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBWOR202 Organise and complete daily work activities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to seek feedback for performance improvement and use current technology appropriate to the task.

It applies to individuals working under direct supervision who develop basic skills and knowledge for working in a broad range of settings.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	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 work schedule	1.1 Discuss and agree on work goals and plans with assistance from appropriate persons 1.2 Develop an understanding of the relationship between individual work goals and plans, and organisational goals and plans 1.3 Plan and prioritise workload within allocated timeframes
2. Complete work tasks	2.1 Complete tasks within designated timelines and in accordance with organisational requirements and instructions

ELEMENT	PERFORMANCE CRITERIA
	2.2 Use effective questioning to seek assistance from colleagues when difficulties arise in achieving allocated tasks 2.3 Identify factors affecting work requirements and take appropriate action 2.4 Use business technology efficiently and effectively to complete work tasks 2.5 Communicate progress on task to supervisor or colleagues as required
3. Review work performance	3.1 Seek feedback on work performance from supervisors or colleagues 3.2 Monitor and adjust work according to feedback obtained through supervision and comparison with established team and organisational standards 3.3 Identify and plan opportunities for improvement in liaison with colleagues

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 2.1, 3.2	Recognises and interprets textual information to determine and adhere to organisational and task requirements
Writing	1.3, 2.5, 3.3	Completes required documents using organisational formats
Oral Communication	1.1, 2.1, 2.2, 2.5, 3.1	- Uses listening and questioning techniques to seek information and confirm understanding - Participates in verbal interactions using language and features suitable to audience and context
Numeracy	1.3, 2.1	Interprets numerical information related to timeframes
Navigate the world of work	1.2, 2.1, 3.2	Complies with organisational policies, procedures and standards
Get the work	1.1, 1.3, 2.1-2.4, 3.2,	Prioritises work and completes activities within designated timeframes

done	3.3	- Identifies and solves routine problems - Selects and uses appropriate digital tools to complete tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWOR202 Organise and complete daily work activities	BSBWOR202A Organise and complete daily work activities	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBWOR202 Organise and complete daily work activities

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- plan and organise workload with the assistance of others
- complete tasks, using appropriate digital tools, within specified timelines seeking assistance as required
- use effective communication skills to seek assistance or feedback from others
- seek and use feedback from others to monitor and improve work performance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the organisational standards, policies and procedures that relate to own work role
- explain the relationship between an individual's work goals and plans and the organisation's goals and plans
- list some factors that can affect the ability to get work done, and explain the action to take
- explain how to plan and manage time.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – workplace effectiveness field of work and include access to:

- office equipment and resources
- workplace documentation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBWOR203 Work effectively with others

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict.

It applies to individuals who perform a range of routine tasks using a limited range of practical skills, and a fundamental knowledge of teamwork in a defined context under direct supervision or with limited individual responsibility.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop effective workplace relationships	1.1 Identify own responsibilities and duties in relation to workgroup members and undertake activities in a manner that promotes cooperation and good relationships 1.2 Take time and resource constraints into account in fulfilling

ELEMENT	PERFORMANCE CRITERIA
	work requirements of self and others 1.3 Encourage, acknowledge and act on constructive feedback provided by others in the workgroup
2. Contribute to workgroup activities	2.1 Provide support to team members to ensure workgroup goals are met 2.2 Contribute constructively to workgroup goals and tasks according to organisational requirements 2.3 Share information relevant to work with workgroup to ensure designated goals are met 2.4 Identify and plan strategies/opportunities for improvement of workgroup in liaison with workgroup
3. Deal effectively with issues, problems and conflict	3.1 Respect differences in personal values and beliefs and their importance in the development of relationships 3.2 Identify any linguistic and cultural differences in communication styles and respond appropriately 3.3 Identify issues, problems and conflict encountered in the workplace 3.4 Seek assistance from workgroup members when issues, problems and conflict arise and suggest possible ways of dealing with them as appropriate or refer them to the appropriate person

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1	Identifies and interprets information to determine task requirements
Writing	2.3, 2.4	- Completes required documentation using organisational formats - Composes simple documents for others to read
Oral Communication	1.3, 3.2, 3.4	- Presents information and seeks advice using language and features appropriate to audience - Participates in discussions using listening and questioning to elicit views of others and to clarify or

		confirm understanding
Numeracy	1.2	Interprets information related to timeframes and resource quantities
Navigate the world of work	1.1, 2.2	Understands responsibilities of own role and follows explicit and implicit organisational protocols and procedures
Interact with others	1.1, 1.3, 2.1-2.4, 3.1, 3.2, 3.4	Selects and uses appropriate communication practices when seeking or sharing information Establishes and builds rapport and relationships with others to foster a culture of respect and cooperation in communications
Get the work done	1.2, 2.4, 3.3, 3.4	- Plans and organises work commitments to ensure deadlines and objectives are met - Uses formal analytical thinking techniques to recognise and respond to routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWOR203 Work effectively with others	BSBWOR203B Work effectively with others	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBWOR203 Work effectively with others

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify own responsibilities in relation to the team and the organisation's requirements
- work effectively in a workgroup including:
 - supporting team members
 - using culturally appropriate communication skills
 - acting on constructive feedback
 - cooperating and contributing to team goals
 - identifying improvement opportunities
- identify problems and conflicts and address them appropriately.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the organisational standards, policies and procedures that relate to own work role
- outline team responsibilities and duties and their relationship to individual responsibilities and duties.
- summarise conflict resolution techniques.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – workplace effectiveness field of work and include access to:

- office equipment and resources
- workplace documentation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBWOR204 Use business technology

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to select and use computer software and organise electronic information and data.

It applies to individuals who apply a limited range of practical skills with a fundamental knowledge of equipment use and the organisation of data in a defined context, under direct supervision or with limited individual responsibility.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Select and use technology	1.1 Select appropriate technology and software applications to achieve requirements of the task 1.2 Adjust workspace, furniture and equipment to suit user's ergonomic requirements 1.3 Use technology according to organisational requirements and in a way that promotes a safe work environment
2. Process and organise	2.1 Identify, open, generate or amend files and records according

ELEMENT	PERFORMANCE CRITERIA
data	to task and organisational requirements 2.2 Operate input devices according to organisational requirements 2.3 Store data appropriately and exit applications without damage to or loss of, data 2.4 Use manuals, training booklets and/or online help or helpdesks to overcome basic difficulties with applications
3. Maintain technology	3.1 Identify and replace used technology consumables in accordance with manufacturer's instructions and organisational requirements 3.2 Carry out and/or arrange routine maintenance to ensure equipment is maintained in accordance with manufacturer's instructions and organisational requirements 3.3 Identify equipment faults accurately and take action in accordance with manufacturer's instructions or report fault to designated person

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.1, 2.2, 2.4, 3.1-3.3	Recognises and interprets information from familiar sources to determine job role and task requirements
Writing	2.1, 2.3, 3.2, 3.3	- Produces and amends files to meet task and organisational requirements - Completes required documentation using organisational formats
Oral Communication	3.3	Uses specific and relevant language to refer faults to others
Navigate the world of work	1.2, 1.3, 2.1, 2.2, 3.1-3.3	Recognises and follows legislative requirements and organisational policies and procedures associated with own role
Get the work done	1.1, 1.3, 2.1-2.4, 3.1-3.3	- Uses business technologies and systems safely, when gathering, storing, accessing and sharing information - Understands purposes, specific functions and key

		features of common digital systems and business tools • Operates digital systems and business tools effectively to complete routine tasks using some basic troubleshooting strategies as required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWOR204 Use business technology	BSBWOR204A Use business technology	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBWOR204 Use business technology

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- select and use technology safely and according to organisational requirements
- access, retrieve and store required data
- demonstrate basic maintenance on a range of equipment using manuals or help-files
- identify and address faults according to requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the organisation's work health and safety requirements
- outline the organisation's requirements for file naming and storage
- explain why regular back-ups of data are done
- list 'routine maintenance' tasks
- summarise the procedure for addressing equipment faults.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – workplace effectiveness field of work and include access to:

- office equipment and resources
- electronic files and data
- workplace documentation and equipment manuals
- case studies and, where possible, real situations

- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBWOR301 Organise personal work priorities and development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence.

This unit applies to individuals who exercise discretion and judgement and apply a broad range of competencies in various work contexts.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	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 and complete own work schedule	1.1 Ensure that work goals, objectives or Key Performance Indicators (KPIs) are understood, negotiated and agreed in accordance with organisational requirements 1.2 Assess and prioritise workload to ensure tasks are completed within identified timeframes 1.3 Identify factors affecting the achievement of work objectives and incorporate contingencies into work plans 1.4 Use business technology efficiently and effectively to manage

ELEMENT	PERFORMANCE CRITERIA
	and monitor scheduling and completion of tasks
2. Monitor own work performance	2.1 Accurately monitor and adjust personal work performance through self assessment to ensure achievement of tasks and compliance with legislation and work processes or KPIs 2.2 Ensure that feedback on performance is actively sought and evaluated from colleagues and clients in the context of individual and group requirements 2.3 Routinely identify and report on variations in the quality of and products and services according to organisational requirements 2.4 Identify signs of stress and effects on personal wellbeing 2.5 Identify sources of stress and access appropriate supports and resolution strategies
3. Co-ordinate personal skill development and learning	3.1 Identify personal learning and professional development needs and skill gaps using self assessment and advice from colleagues and clients in relation to role and organisational requirements 3.2 Identify, prioritise and plan opportunities for undertaking personal skill development activities in liaison with work groups and relevant personnel 3.3 Access, complete and record professional development opportunities to facilitate continuous learning and career development 3.4 Incorporate formal and informal feedback into review of further learning needs

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.1-3.4	Employs a range of approaches and investigative techniques to source the knowledge necessary to arrange personal learning experiences
Reading	1.1, 1.2, 2.1	Interprets textual information to determine organisation's procedures, own work performance and objectives

Writing	1.3, 1.4, 2.3, 3.1, 3.2, 3.3	Prepares written reports and workplace documents that communicate information clearly and effectively
Oral Communication	2.2, 2.3, 3.1, 3.2	- Clearly gives and receives feedback using specific and relevant language - Uses listening and questioning techniques to confirm understanding
Numeracy	1.1, 1.3	Understands responsibilities and scope of role and complies with organisational policies, procedures and protocols
Interact with others	1.1, 2.2, 2.3, 3.1, 3.2	- Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role - Fosters and nurtures a culture of constructive and respectful feedback - Proactively collaborates with others to achieve specific goals
Get the work done	1.2, 1.3, 1.4, 2.4, 2.5, 3.2	- Plans and organises work commitments to ensure deadlines and objectives are met - Uses formal analytical thinking techniques to recognise and respond to routine problems - Uses digital systems and tools to enter, store and monitor information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWOR301 Organise personal work priorities and development	BSBWOR301B Organise personal work priorities and development	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBWOR301 Organise personal work priorities and development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- prepare a work plan according to organisational requirements and work objectives
- use business technology to schedule, prioritise and monitor completion of tasks in a work plan
- assess and prioritise own work load and deal with contingencies
- monitor and assess personal performance against job role requirements by seeking feedback from colleagues and clients
- identify personal development needs and access, complete and record skill development and learning.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline key provisions of legislation that relate to own work role
- describe goals, objectives or key performance indicators of own work role
- explain ways to elicit, analyse and interpret feedback when communicating with other people in the workplace
- explain the principles and techniques of goal setting, measuring performance, time management and personal assessment of learning and development needs
- explain signs and sources of stress and strategies to deal with stress in the workplace
- identify methods to identify and prioritise personal learning needs.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- office equipment and resources
- work schedules and performance improvement plans
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBWOR501 Manage personal work priorities and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

It applies to individuals working in managerial positions who have excellent organisational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behaviour of others as managers at this level are role models in their work environment.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish personal work goals	1.1 Serve as a positive role model in the workplace through personal work planning 1.2 Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities 1.3 Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur

ELEMENT	PERFORMANCE CRITERIA
2. Set and meet own work priorities	2.1 Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives 2.2 Use technology efficiently and effectively to manage work priorities and commitments 2.3 Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to
3. Develop and maintain professional competence	3.1 Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans 3.2 Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence 3.3 Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence 3.4 Participate in networks to enhance personal knowledge, skills and work relationships 3.5 Identify and develop new skills to achieve and maintain a competitive edge

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.1, 3.2, 3.3, 3.4, 3.5	Investigates and uses a range of strategies to develop personal competence
Reading	1.2, 3.1, 3.2	Analyses and interprets textual information from organisational policies and practices or feedback to inform personal development planning
Writing	3.2	Uses feedback to prepare reports that summarise ways to improve competence
Oral Communication	3.2	Uses active listening and questioning to seek and receive feedback
Navigate the world of work	1.2, 2.1	- Understands how own role contributes to broader organisational goals - Considers organisational protocols when planning own career development

Interact with others	1.1, 3.2, 3.4	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to establish and build positive working relationships with others
Get the work done	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1	• Plans and prioritises tasks in order to meet deadlines, manage role responsibilities and to manage own personal welfare • Identifies and uses appropriate technology to improve work efficiency

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWOR501 Manage personal work priorities and professional development	BSBWOR501B Manage personal work priorities and professional development	Updated to meet Standards for Training Packages Minor edits to clarify Performance Criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBWOR501 Manage personal work priorities and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use business technology to create and use systems and processes to organise and prioritise tasks and commitments
- measure and maintain personal work performance including assessing competency against competency standards and seeking feedback
- maintain an appropriate work-life balance to manage personal health and stress
- participate in networks
- develop a personal development plan which includes career objectives and an action plan
- develop new skills.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain principles and techniques involved in the management and organisation of:
 - performance measurement
 - personal behaviour, self-awareness and personality traits identification
 - a personal development plan
 - personal goal setting
 - time
- discuss management development opportunities and options for self
- describe methods for achieving a healthy work-life balance
- outline organisation's policies, plans and procedures
- explain types of learning style/s and how they relate to the individual
- describe types of work methods and practices that can improve personal performance.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- workplace equipment and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBWOR502 Lead and manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish team performance plan	1.1 Consult team members to establish a common understanding of team purpose, roles, responsibilities and accountabilities in accordance with organisational goals, plans and objectives 1.2 Develop performance plans to establish expected outcomes, outputs, key performance indicators (KPIs) and goals for work team 1.3 Support team members in meeting expected performance

ELEMENT	PERFORMANCE CRITERIA
	outcomes
2. Develop and facilitate team cohesion	2.1 Develop strategies to ensure team members have input into planning, decision making and operational aspects of work team 2.2 Develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities 2.3 Provide feedback to team members to encourage, value and reward individual and team efforts and contributions 2.4 Develop processes to ensure that issues, concerns and problems identified by team members are recognised and addressed
3. Facilitate teamwork	3.1 Encourage team members and individuals to participate in and to take responsibility for team activities, including communication processes 3.2 Support the team in identifying and resolving work performance problems 3.3 Ensure own contribution to work team serves as a role model for others and enhances the organisation's image for all stakeholders
4. Liaise with stakeholders	4.1 Establish and maintain open communication processes with all stakeholders 4.2 Communicate information from line manager/management to the team 4.3 Communicate unresolved issues, concerns and problems raised by team members and follow-up with line manager/management and other relevant stakeholders 4.4 Evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

Reading	1.1, 4.4	Analyses and interprets textual information from the organisation's policies, goals and objectives to establish team goals or to determine corrective action
Writing	1.2, 2.1, 2.2, 2.4, 4.2, 4.3, 4.4	Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	1.1, 2.3, 3.1, 4.1, 4.2, 4.3	- Engages in discussions or provides information using appropriate vocabulary and non-verbal features - Uses listening and questioning techniques to confirm understanding and to engage the audience
Navigate the world of work	1.1, 2.1, 2.2, 3.3	- Understands how own role contributes to broader organisational goals - Modifies or develops policies and procedures to achieve organisational goals
Interact with others	1.1, 1.3, 2.2, 2.3, 3.1, 3.2, 4.2, 4.3	- Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders - Uses interpersonal skills to gain trust and confidence of team and provides feedback to others in forms that they can understand and use - Adapts personal communication style to build positive working relationships and to show respect for the opinions, values and particular needs of others - Plays a lead role in situations requiring effective collaboration, demonstrating high level conflict resolution skills and ability to engage and motivate others
Get the work done	1.2, 2.1, 2.2, 2.4, 3.2, 4.1, 4.3, 4.4	- Develops, implements and monitors plans and processes to ensure team effectiveness - Monitors and actively supports processes and development activities to ensure the team is focused on work outcomes - Plans for unexpected outcomes and implements creative responses to overcome challenges

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWOR502 Lead and manage team effectiveness	BSBWOR502B Ensure team effectiveness	Updated to meet Standards for Training Packages	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		Title change	

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBWOR502 Lead and manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use leadership techniques and strategies to facilitate team cohesion and work outcomes including:
 - encouraging and fostering shared understanding of purpose, roles and responsibilities
 - identifying and resolving problems
 - providing feedback to encourage, value and reward others
 - modelling desired behaviour and practices
- develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities
- establish processes to address issues and resolve performance issues
- support team to meet expected performance outcomes including providing formal and informal learning opportunities as needed
- develop performance plans with key performance indicators (KPIs), outputs and goals for individuals or the team which incorporate input from stakeholders
- communicate effectively with a range of stakeholders about team performance plans and team performance
- facilitate two-way flow of information between team and management relevant to team performance
- evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how group dynamics can support or hinder team performance

- outline strategies that can support team cohesion, participation and performance
- explain strategies for gaining consensus
- explain issue resolution strategies.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- workplace documents
- case studies and, where possible, real situations
- office equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBWRT301 Write simple documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to plan, draft and finalise a basic document.

It applies to individuals who apply a broad range of competencies in various work contexts and may exercise some discretion and judgement to produce a range of workplace documentation.

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

Unit Sector

Communication – Writing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Plan document	1.1 Determine audience and purpose for the document 1.2 Determine the format and structure 1.3 Establish key points for inclusion 1.4 Identify organisational requirements 1.5 Establish method of communication 1.6 Establish means of communication

ELEMENT	PERFORMANCE CRITERIA
2 Draft document	2.1 Develop draft document to communicate key points 2.2 Obtain and include any additional information that is required
3 Review document	3.1 Check draft for suitability of tone for audience, purpose, format and communication style 3.2 Check draft for readability, grammar, spelling, and sentence and paragraph construction 3.3 Check draft for sequencing and structure 3.4 Check draft to ensure it meets organisational requirements 3.5 Ensure draft is proofread, where appropriate, by supervisor or colleague
4 Write final document	4.1 Make and proofread necessary changes 4.2 Ensure document is sent to intended recipient 4.3 File copy of document in accordance with organisational policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 3.1-3.4, 4.1	- Recognises and interprets a variety of text to determine and confirm task requirements - Proofreads documents checking for grammar, spelling, structure, and suitability of style and format for audience
Writing	2.1, 2.2, 3.1-3.5, 4.1	Produces and edits basic documents, according to organisational requirements, for a given audience and purpose
Oral Communication	2.2, 3.5	Uses listening and questioning skills to seek additional information or confirmation of task completion
Navigate the world of work	1.4, 3.4, 4.3	Understands and complies with organisational policies and procedures

Interact with others	2.2, 3.5	Follows accepted communication practices and protocols when seeking information or feedback from others
Get the work done	1.1-1.6, 2.1, 2.2, 3.4, 3.5, 4.1-4.3	- Takes responsibility for planning, sequencing and prioritising tasks to achieve required outcomes - Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWRT301 Write simple documents	BSBWRT301A Write simple documents	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBWRT301 Write simple documents

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0

Performance Evidence

Evidence of the ability to:

- plan, draft and finalise three different simple documents that accurately convey the required basic information in a format suitable for the intended audience and in accordance with organisational policies and procedures for document production.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the process for checking basic grammar, spelling and punctuation
- describe different communication methods
- describe how audience, purpose and method of communication influence the tone of a document.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the communication – writing field of work and include access to:

- office equipment and resources to assist in document production
- organisational policies and procedures
- examples of documents to review.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

CPPSEC3032A Gather information by factual investigation

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to gather oral, written and electronic information for the carriage of investigation tasks. It requires the ability to plan and carry out factual information gathering activities, analyse and verify information, and present clear and accurate recommendations.

This unit may form part of the licensing requirements for persons engaged in investigative work in those states and territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency has application in a range of work roles in investigative services. Work is performed under limited supervision and competency requires some judgement and decision-making. The knowledge and skills described in this unit are to be applied within relevant legislative guidelines.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Prepare for investigative activities.

- 1.1 Client and ***legislative requirements*** relevant to conducting and investigation and related information are identified and complied with.
- 1.2 ***Assignment instructions*** are obtained, reviewed and clarified as required with ***relevant persons***.
- 1.3 ***Resource and equipment*** requirements including ***technical specialists*** are confirmed and organised.
- 1.5 ***Information sources and systems*** are reliable and used in accordance with assignment objectives.
- 1.6 A plan detailing key activities and their sequence is developed taking into consideration all known factors, client instructions and legal requirements.
- 1.7 Research and preliminary inquiries are carried out to gather information and ***evidence*** in accordance with legislative requirements.

2 Gather information.

- 2.1 ***Methods*** used for collecting information are valid and reliable and make efficient use of resources.
- 2.2 Interviews and meetings are conducted using effective ***communication skills*** and ***interpersonal techniques*** and demonstrating sensitivity to ***individual social and cultural differences***.
- 2.3 Comprehensive statements are taken and physical evidence collected to support ***available facts*** in accordance with legislative requirements.
- 2.4 Information is assessed for relevance and accuracy and additional information sought as required from identified sources.

ELEMENT	PERFORMANCE CRITERIA
3 Report information.	2.5 Gathered information is prioritised and organised in a logical manner with regard to continuity of evidence.
	3.1 Report is prepared presenting all relevant facts and observations in appropriate <i>format</i> .
	3.2 Content is evaluated in terms of validity, reliability and relevance in consultation with relevant persons.
	3.3 Client satisfaction with service delivery is reviewed using verifiable data and feedback and recommendations for improvement to service identified.
	3.4 All investigative information and records are securely maintained with due regard to confidentiality.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

Required skills

- accurately record, report and document information and evidence
- analysis
- communicate using appropriate channels and communication modes
- diagramming
- identify and comply with applicable legal and procedural requirements, including licensing requirements, relevant to investigative activities
- illustration
- image compilation
- information technology
- interpret and follow instructions and procedures
- literacy skills to understand and communicate information (reading, writing, speaking, numeracy and listening)
- organise equipment and resource requirements
- plan and conduct meetings and interviews
- problem solving and negotiation
- questioning to check understanding
- reconstruction of facts
- relate to people from a range of social, cultural and ethnic backgrounds and of varying physical and mental abilities
- research

REQUIRED SKILLS AND KNOWLEDGE

- risk assessment.

Required knowledge

- applicable licensing and legal requirements relevant to investigative activities
- basic investigation techniques
- communication channels and modes
- evidence management principles
- factual information gathering techniques
- how to safeguard confidential information
- how to use business equipment to present information which may be used as evidence
- information management systems and methods
- interviewing, reviewing and debriefing processes
- legislative requirements applicable to the conduct and reporting of investigations
- legislative restrictions on the use of recording devices
- principles of effective communication including interpersonal techniques
- reliable and verifiable sources of information
- reliable sources and methods for collecting information
- reporting and documentation requirements
- requirements for continuity of evidence.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- using reliable sources and methods to gather information that is factual, lawful and relevant to the investigation in compliance with legislative and client requirements
- conducting interviews and meetings using appropriate interpersonal techniques and communication skills, and taking accurate and complete contemporaneous notes and statements
- evaluating and presenting gathered information in an appropriate format within designated timeframes
- collecting, storing and maintaining evidence in accordance with

	evidence management principles.
Context of and specific resources for assessment	Context of assessment includes: • a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement. Resource implications for assessment include: • access to plain English version of relevant statutes and procedures • access to a registered provider of assessment services • access to a suitable venue and equipment • assessment instruments including personal planner and assessment record book • work schedules, organisational policies and duty statements. Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.
Method of assessment	This unit of competency could be assessed using the following methods of assessment: • observation of processes and procedures • questioning of underpinning knowledge and skills.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge. Oral questioning or written assessment may be used to assess underpinning knowledge. In assessment situations where the candidate is offered a choice between oral questioning and written assessment, questions are to be identical. Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different

work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Legislative requirements may relate to:

- applicable commonwealth, state and territory legislation which affects investigative work such as:
 - workplace safety
 - environmental issues
 - equal employment opportunity
 - industrial relations
 - anti-discrimination and diversity
- Australian standards and quality assurance
- authority to conduct investigation
- award and enterprise agreements
- evidence collection
- freedom of information
- licensing arrangements and certification requirements
- privacy requirements
- relevant industry codes of practice
- restrictions in the use of recording devices.

Assignment instructions may include:

- assignment tasks and procedures
- assignment timeframe
- client information
- investigation purpose and objective
- methods of investigation
- reporting and documentation requirements
- resource and equipment allocations.

Relevant persons may include:

- client
- industry or government representatives
- police
- security personnel
- supervisor or manager
- technical specialist.

Resources and equipment

- 35mm and video cameras
- compass
- lap-top computer
- mobile phones, pagers
- personnel
- scales
- scanners (audio, document, computer)

- tape measures
 - transport
 - voice recorder, transcript recorder
 - writing instruments.
- Technical specialists may be:**
- accountants
 - engineers
 - forensic experts
 - information technology experts
 - photographers
 - solicitors, lawyers
 - specialist investigators
 - undercover operatives.
- Information sources**
- colleagues, supervisor, management
 - government departments or agencies
 - industry networks
 - industry specialists
 - internet and other electronic sources
 - interviews and meetings
 - library
 - newspapers and other print media
 - photographs
 - plans, map and schematic drawings
 - police
 - professional bodies
 - records, reports, case notes.
- Information systems may depend on:**
- importance of information
 - reliability of information
 - sensitivity of information
 - source or origin of information
 - where information is to be disseminated.
- Evidence may be:**
- circumstantial
 - direct
 - documentary
 - hearsay
 - opinion
 - physical.
- Methods for collecting information may include:**
- electronic
 - meetings and interviews
 - photograph and filmed evidence
 - pretext inquiries
 - questioning

- researching public records
 - taking statements
 - testing of rumour
 - undercover operations
 - use of informants.
- Communication skills may include:***
- active listening
 - comprehension
 - negotiation
 - note-taking
 - positive body language
 - questioning
 - reading accurately
 - speaking clearly
 - summarising
 - writing.
- Interpersonal techniques may include:***
- active listening
 - being respectful and non-discriminatory to others
 - control of tone of voice and body language
 - demonstrating flexibility and willingness to negotiate
 - interpreting non-verbal and verbal messages
 - maintaining professionalism
 - providing and receiving constructive feedback
 - questioning to clarify and confirm understanding
 - two-way communication
 - use of communication appropriate to cultural differences
 - use of positive, confident and cooperative language.
- Social and cultural differences may relate to:***
- dress and personal presentation
 - food
 - language
 - religion
 - social conventions
 - traditional practices
 - values and beliefs.
- Available facts may relate to:***
- accident reports
 - claims
 - employer accident records
 - machinery reports
 - medical reports
 - personal records
 - personnel records
 - policies

- Format may relate to:**
- travel documents.
 - accuracy
 - common industry terminology
 - enclosures and attachments
 - length
 - sequence of coverage
 - style
 - use of abbreviations
 - use of appendices
 - use of plain English.

Unit Sector(s)

Unit sector Security

Competency field

Competency field Investigative services

CSCORG014 Use information to make critical decisions

Modification History

Release	Comments
1	This unit was released in CSC Correctional Services Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to CSCORG501A Use information to make critical decisions.

Application

This unit describes the skills required to obtain information to make critical decisions, analyse information for decision making and advise and inform others of the decision/s.

This unit applies to those working in generalist and specialist supervisory roles from a range of occupational areas.

This is a generic management unit that has been designed to allow significant contextualisation according to the requirements of the organisation, management structures and candidates' work roles and responsibilities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to organisational decision making.

Those undertaking this unit work autonomously, occasionally accessing and evaluating support from a broad range of sources. The role requires critical reflection, analysis and high level evaluation skills.

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

Competency Field

Organisational administration and management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Obtain the information needed to make critical decisions	1.1 Identify the information needed to make the required decisions. 1.2 Check and confirm that the sources of information are reliable and sufficiently wide-ranging to meet the context of the decision. 1.3 Ensure that methods of obtaining information are reliable, effective and make efficient use of resources. 1.4 Ensure that methods of obtaining information are consistent with personal and professional values, ethics and organisational code of conduct. 1.5 Take prompt and effective action to deal with information that is inadequate, contradictory or ambiguous.
2. Analyse information for decision making	2.1 Ensure objectives for analysis of information are clear and consistent with the decisions required. 2.2 Analyse the information to identify patterns and trends significant to the decisions needed to be made. 2.3 Support conclusions with reasoned arguments and appropriate evidence. 2.4 Clearly identify differences between fact and opinion. 2.5 Ensure records of analysis are sufficient to show the assumptions and decisions made at each stage.
3. Make critical decisions	3.1 Make decisions based on sufficient, valid and reliable information and analysis. 3.2 Make decisions that are consistent with personal and professional values, ethics and legal obligations. 3.3 Obtain advice from relevant people if there is insufficient information or if decisions conflict with values, policies, guidelines and procedures. 3.4 Make decisions in time for appropriate action to be taken and communicated to relevant personnel.
4. Advise and inform others	4.1 Provide advice and information in a form and manner appropriate to the needs of the recipients. 4.2 Provide information and advice that are accurate, current, relevant, sufficient and consistent with organisational policy, procedures and guidelines. 4.3 Check and confirm recipients' understanding of the advice and information given. 4.4 Maintain confidentiality according to organisational and legal

	requirements. 4.5 Use feedback from recipients to improve the way advice and information is provided.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy N/A				
Performance variables																								
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity									

Further information on ACSF and the foundation skills underpinning this unit can be found in the [Foundation Skills Guide](http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide) <http://www.govskills.com.au/guides/correctional-services/foundation-skills-guide> on the GSA website.

Unit Mapping Information

Supersedes and is equivalent to CSCORG501A Use information to make critical decisions.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

Assessment Requirements for CSCORG014 Use information to make critical decisions

Modification History

Release	Comments
1	These Assessment Requirements were released in CSC Correctional Services Training Package release 1.0 and meet the Standards for Training Packages.

Please refer to the advice in the CSC Assessment Guide.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- applying legislation, regulations and organisational policies, procedures and practices relating to information gathering, analysis and decision making
- using effective communication techniques especially related to consultation, investigation and reporting
- identifying sources of information, and analysing and drawing conclusions that are logical and justifiable
- accessing and using information ethically and legally
- using critical analysis techniques
- presenting information in a range of ways, such as report format, numerically, spatially, in tables and with graphs
- giving and receiving feedback on the quality and relevance of both information and decisions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisation's policies and procedures relating to the protocols and guidelines for information handling
- data collection and management procedures
- strategies for critically analysing information and communicating advice and information effectively to others through speaking and writing
- cultural aspects of information and meaning
- how to distinguish between fact and opinion

- methods for keeping records safe, secure and accessible
- strategies to address a conflict of interest
- situations when it is allowable or necessary to take initiative and act autonomously
- importance of giving and taking feedback on the quality and relevance of information and decisions

Assessment Conditions

This unit should be assessed in the workplace, or where this is not feasible, in a suitable simulation applying the context and material of the workplace and its requirement. Assessment should include the opportunity to demonstrate evidence from work in the wider community. Evidence should be gathered over time in a range of contexts to ensure the candidate can achieve the unit outcome and apply the competency in different situations or environments.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>

HLTAID008 Manage first aid services and resources

Modification History

Release	Comments
Release 3	Updated mapping information.
Release 2	Updated mapping information.
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the New Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Removal of all embedded material from HLTFA404C and HLTFA412A. New evidence requirements for assessment. Removal of prerequisite unit

Application

This unit describes the skills and knowledge required to establish, maintain and facilitate the provision of appropriate first aid in the workplace.

The unit applies to workers in nominated occupational first aid or management roles.

Specific licensing requirements relating to this competency, including requirements for refresher training, should be obtained from the relevant state/territory Work Health and Safety Regulatory Authority.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Determine workplace first aid requirements

1.1 Identify workplace hazards and assess associated risks as a basis for determining first aid resource requirements

1.2 Identify first aid equipment, resources and

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

personnel required to address workplace requirements

1.3 Develop first aid action plans in consultation with relevant parties

1.4 Provide information to encourage risk minimisation and enable access to first aid facilities

2. Establish and maintain workplace first aid facilities

2.1 Monitor and maintain availability of first aid equipment, resources and personnel to support workplace first aid response

2.2 Conduct regular inspections of stock and equipment to ensure currency and operational readiness in line with workplace requirements

2.3 Ensure equipment is recovered and reprocessed and that waste is disposed of safely according to legislative and workplace procedures

2.4 Ensure equipment and resources are stored and maintained in line with relevant legislation and manufacturer's/supplier's instructions

2.5 Deploy appropriate equipment, resources and personnel to ensure timely and effective first aid response in line with workplace requirements

3. Maintain workplace first aid records

3.1 Ensure documentation is completed as required according to legislation and workplace procedures

3.2 Maintain first aid records in line with legislative requirements and workplace security practices

3.3 Send relevant documents to appropriate bodies in line with workplace and legislative requirements

3.4 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisational policies

4. Review the provision of first aid in the workplace

4.1 Participate in debriefing/evaluation to improve future operations and address individual needs

ELEMENT

Elements define the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

4.2 Evaluate management of workplace first aid incidents in relation to required resources, personnel, current organisational procedures and individual first aid action plans

4.3 Contribute to the review of workplace policies and procedures in accordance with risk assessment and evaluation of first aid provision

Foundation Skills

The Foundation Skills described those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTAID008 Manage first aid services and resources

Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the New Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. Removal of all embedded material from HLTFA404C and HLTFA412A. New evidence requirements for assessment. Removal of prerequisite unit

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks at least once in line with State/Territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- conducted a workplace risk assessment
- developed a first aid response plan including strategies for management of incidents
- used a first aid checklist to service a workplace first aid kit for supplies' replacement and equipment maintenance
- maintained first aid equipment and resources according to manufacturer's instructions
- used and maintained documentation required by the workplace and regulatory authorities.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- state/territory regulations, first aid codes of practice and workplace procedures including:
 - workplace requirements for first aid provision in line with the relevant state/territory Work Health and Safety requirements

- duty of care in relation to first aid provision
- safe work practices to deal with risks and potential hazards including manual handling, hazardous substances, dangerous goods and chemicals
- infection control principles and procedures, including use of standard precautions based on incident
- requirements for currency of skill and knowledge
- legal, workplace or community issues relating to the provision of CPR including:
 - awareness of potential need for stress-management techniques and available support following an emergency situation
 - consent
 - capabilities of emergency management services
 - privacy and confidentiality requirements
 - importance of debriefing.

Assessment Conditions

Skills must be demonstrated:

- in a workplace environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- first aid equipment such as:
- first aid kit and contents checklist
- an incident report form
- relevant state/territory Work Health and Safety First Aid Code of Practice.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment, including workplace resources required by the relevant state/territory Work Health and Safety Regulatory Authority.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

HLTAID011 Provide First Aid

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

The unit applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

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. Respond to an emergency situation.

- 1.1. Recognise and assess an emergency situation.
- 1.2. Ensure safety for self, bystanders and casualty.
- 1.3. Assess the casualty and recognise the need for first aid response.
- 1.4. Seek assistance from emergency services.

2. Apply appropriate first aid procedures.

- 2.1. Perform cardiopulmonary resuscitation (CPR) in accordance ARC guidelines.
- 2.2. Provide first aid in accordance with established first aid principles.
- 2.3. Display respectful behaviour towards casualty.
- 2.4. Obtain consent from casualty where possible.
- 2.5. Use available resources and equipment to make the casualty as comfortable as possible.
- 2.6. Operate first aid equipment according to manufacturers' instructions.
- 2.7. Monitor the casualty's condition and respond in accordance with first aid principles.

3. Communicate details of the incident.	3.1. Accurately convey incident details to emergency services.
	3.2. Report details of incident in line with appropriate workplace or site procedures.
	3.3. Complete applicable workplace or site documentation, including incident report form.
	3.4. Maintain privacy and confidentiality of information in line with statutory or organisational policies.
4. Review the incident.	4.1. Recognise the possible psychological impacts on self and other rescuers and seek help when required.
	4.2. Contribute to a review of the first aid response as required.

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and not equivalent to HLTAID003 Provide first aid

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTAID011 Provide First Aid

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the workplace or community setting.

There must be evidence that the candidate has completed the following tasks in line with State/Territory regulations, first aid codes of practice, first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies and workplace or site procedures:

- managed, in line with ARC guidelines, the unconscious, breathing casualty including appropriate positioning to reduce the risk of airway compromise
- managed, in line with ARC guidelines, the unconscious, non-breathing adult, including:
 - performing at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
 - following the prompts of an automated external defibrillator (AED) to deliver at least one shock
 - demonstrating a rotation of single rescuer operators with minimal interruptions to compressions
 - responding appropriately in the event of regurgitation or vomiting
- managed, in line with ARC guidelines, the unconscious, non-breathing infant, including:
 - performing at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- managed casualties, with the following:
 - anaphylaxis
 - asthma
 - non-life-threatening bleeding
 - choking
 - envenomation, using pressure immobilisation
 - fractures, dislocations, sprains and strains, using appropriate immobilisation techniques
 - minor wound cleaning and dressing
 - nosebleed
 - shock

- responded to at least one simulated first aid incident contextualised to the candidate's workplace or community setting, where the candidate has no knowledge of the casualty's condition prior to starting treatment, including:
 - identifying the casualty's illness or injury through history, signs and symptoms
 - using personal protective equipment (PPE) as required
 - providing appropriate first aid treatment
 - conveying incident details to emergency services or advising casualty on any required post incident action
 - providing an accurate verbal and written report of the incident
 - reviewing the incident.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- guidelines and procedures including:
 - ARC guidelines relevant to the provision of first aid
 - first aid guidelines from Australian national peak clinical bodies
 - potential incident hazards and risk minimisation processes when providing first aid
 - infection control procedures, including use of standard precautions and resuscitation barrier devices
 - requirements for currency of skill and knowledge
 - first aid codes of practice
 - appropriate workplace or site procedures relevant to the provision of first aid
 - contents of first aid kits
- legal, workplace and community considerations including:
 - duty of care requirements
 - own skills and limitations
 - consent and how it relates to the conscious and unconscious casualty
 - privacy and confidentiality requirements
 - awareness of potential need for stress management techniques and available support for rescuers
- considerations when providing CPR, including:
 - upper airway and effect of positional change
 - appropriate duration and cessation of CPR
 - appropriate use of an AED
 - safety and maintenance procedures for an AED
 - chain of survival
 - how to access emergency services
- techniques for providing CPR to adults, children and infants including:
 - how to recognise that a casualty is unconscious and not breathing normally

- rate, ratio and depth of compressions and ventilations
- correct hand positioning for compressions
- basic anatomy, physiology and the differences between adults, children and infants relating to CPR
- signs, symptoms and management of the following conditions and injuries:
 - allergic reaction
 - anaphylaxis
 - asthma
 - non-life-threatening and life-threatening bleeding
 - burns
 - cardiac conditions, including chest pain
 - choking
 - diabetes
 - drowning
 - envenomation - all current treatments
 - eye injuries
 - fractures, dislocations, strains and sprains
 - head, neck and spinal injuries
 - hypothermia
 - hyperthermia
 - minor wounds
 - nose-bleed
 - poisoning
 - seizures
 - shock
 - sharps injuries
 - stroke.

Assessment Conditions

Each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Due to the nature of this type of training, it is acceptable for the performance evidence to be collected in a simulated environment.

Compression and ventilation skills must be demonstrated on resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures.

Assessment must ensure access to:

- adult and infant resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device

- AED training devices
- workplace first aid kit
- placebo bronchodilator and spacer device
- different types of wound dressings and bandages
- blankets and items to treat for shock
- personal protective equipment (PPE)
- workplace injury, trauma or illness record, or other applicable workplace or site incident report form.

Simulated assessment environments must simulate real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or demonstrate equivalent skills and knowledge to that contained within this unit.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

PSPGEN013 Implement change

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV306B Implement change. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to implement change in the workplace. It includes preparing for change, implementing and monitoring change in workplace procedures and working with ambiguity in the workplace.

This unit applies to those in a workplace where changes require adapting to new procedures, and providing feedback on the changes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and/or as part of a team using support resources as required, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for change	1.1 Devise options once the need for change in work practices is accepted within the work unit. 1.2 Identify advantages, disadvantages and consequences of proposed suggestions. 1.3 Discuss suggested workplace changes with supervisor and colleagues and act upon as required. 1.4 Contribute to discussion of change within the workgroup. 1.5 Consider effects upon others of own personal reactions to change and make adjustments to support required change.
2. Implement and monitor change	2.1 Change own work practices according to agreed arrangements. 2.2 Advise and support others to adjust to changes in work practice. 2.3 Promote the benefits of change as opportunity arises. 2.4 Identify opportunities for continuous improvement in the workplace, refer for approval and action. 2.5 Monitor change to determine the effectiveness of revised procedures and advise senior staff of findings.
3. Work with ambiguity in the workplace	3.1 Identify ambiguity and uncertainty relating to changed roles, functions and procedures and apply focused strategies for coping. 3.2 Apply a flexible approach when carrying out instructions for changes to work practices. 3.3 Accommodate issues relating to change that cannot be resolved immediately.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV306B Implement change.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

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Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPGEN013 Implement change

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying public sector legislation, policies and guidelines in an environment of change
- consulting and negotiating with a diverse workforce, including peers and supervisors
- observing and evaluating impact of change
- dealing with ambiguity, emotions and stressors related to implementing change

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and environment, policies and guidelines relating to public sector environments
- principles of adapting to change, group dynamics and workgroup practices
- emotional intelligence
- at least one change management model

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PSPGEN032 Deal with conflict

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV411A Deal with conflict. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to handle difficult interpersonal situations and address the conflicts that may arise in day to day work activities. It includes identifying the cause of conflict, establishing and implementing strategies for dealing with conflict and evaluating the response and outcomes.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify the cause of conflict	1.1 Analyse the conflict situation, including the cause, and establish the position of each party. 1.2 Take steps to prevent escalation of the conflict. 1.3 Accept and treat all points of view with respect. 1.4 Identify, clarify and confirm factors and issues relevant to the situation. 1.5 Initiate proceedings to settle the conflict with minimal delay.
2. Establish and implement strategies for dealing with conflict	2.1 Encourage all parties involved in the conflict to take shared responsibility for finding a solution to the situation. 2.2 Select a strategy for resolution, taking into account social and cultural differences and consistency with organisational policies and procedures. 2.3 Provide assertive feedback to the parties and accept constructive feedback from the parties non-defensively. 2.4 Agree on outcomes that meet individual requirements. 2.5 Seek assistance where necessary.
3. Evaluate response and outcome	3.1 Maintain records and reports. 3.2 Provide accurate and constructive observations of incidents in reviewing and debriefing the situation. 3.3 Evaluate and review effectiveness of response.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV411A Deal with conflict.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPGEN032 Deal with conflict

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- communicating strategies with a diverse workforce and client base including strategies of assertiveness, listening, non-verbal communication, language style, problem solving
- using problem solving to deal with unexpected issues or attitudes
- dealing with difficult situations and people

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, organisational policies, procedures and guidelines relating to conflict in the public sector workplace
- types of conflict in the workplace and typical causes
- conflict theory including signs, stages, levels, factors involved, results
- group processes and roles people play
- organisational structures and workplace culture
- different social and cultural practices
- conflict resolution skills and strategies
- personal power and positional power
- grievance procedures in the public sector

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PSPGEN052 Undertake and promote career management

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV510A Undertake and promote career management. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage one's own career to meet goals and achieve life plans, as well as contributing to the career management of others. It includes identifying current career strengths, identifying and mapping career opportunities, developing and implementing career plans, monitoring progress and contributing to others' career management.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Identify current career strengths	1.1 Conduct a self-directed search of current knowledge, skills, abilities, interests and values. 1.2 Include life and work experiences, current and latent abilities and rank in order of personal importance. 1.3 Determine personal preferences in broad terms, including areas of work that are acceptable in the long term. 1.4 Prepare a personal profile that identifies strengths, preferences and opportunities for learning and growth.
2. Identify and map career opportunities	2.1 Scan careers and occupations to identify a list of possibilities and their requirements for skills, qualifications and experience. 2.2 Undertake economic and industry scans to identify the outlook for possible careers and to identify emerging careers throughout work life. 2.3 Investigate opportunities for entering possible careers to ensure the feasibility of pursuing those options. 2.4 Match personal profile to possible career opportunities and decide on the best option/s to pursue.
3. Develop and implement career plan	3.1 Establish career goals that cater for transition from existing work to preferred future career. 3.2 Develop a career plan that identifies immediate priorities for learning and development as well as medium to long-term strategies to obtain additional skills and experience. 3.3 Undertake gap analysis to identify dated skills and skills that are common to both preferred future career and the organisation's requirements. 3.4 Initiate career development activities in accordance with the career plan.
4. Monitor progress	4.1 Monitor acquisition of skills and experience and seek feedback on performance achievements. 4.2 Consider feedback and integrate as necessary into the career plan. 4.3 Monitor organisational requirements and future career requirements and adjust career plan to take account of new

	information. 4.4 Monitor progress towards future career and adjust goals as required.
5. Contribute to others' career management	5.1 Assist others to take responsibility for their own careers, research information and plan for future job placements, learning and development. 5.2 Provide feedback on performance and suggest development opportunities to address performance gaps or build on performance strengths linked to career plans. 5.3 Agree upon medium to long term plans and implement to address barriers to career development and meet individual and group learning and development needs. 5.4 Encourage staff to monitor their progress against career goals and adjust long term plans to integrate changed circumstances or new skill requirements. 5.5 Encourage and support staff in applying new skills and knowledge in the workplace.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV510A Undertake and promote career management.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPGEN052 Undertake and promote career management

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing strengths, weaknesses, opportunities, threats (SWOT)
- researching and questioning
- reflecting on own skills, abilities, values and performance
- conducting skills audits and skills gap analyses
- developing strategies for the management of one's own and others' careers
- providing performance feedback and capitalising on new skills developed by others in the workplace
- communicating with a diverse workforce including facilitating, questioning, consulting, active listening

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- strategic approach to career management for self and others
- performance management
- career development options
- workforce trends
- scenario planning in the context of career management
- succession planning
- changing demographics and workforce skill needs

- organisational planning for human resources at a strategic level
- principles of equal employment opportunity and diversity
- legislation, policies and procedures relating to career management including WHS and environment

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PSPGEN056 Facilitate change

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV514A Facilitate change. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to facilitate workplace change in public sector environments where role ambiguity and uncertainty often accompany the change process. It includes planning for the introduction of change, dealing with emerging challenges and opportunities and handling ambiguity in the change process.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan for the introduction of change	1.1 Research for the introduction of change in order to consider the broader context of the organisation and emerging and future trends in the public sector. 1.2 Develop own knowledge and understanding through advice from and consultation with others. 1.3 Recognise the interconnectedness of people, systems and structures and take into account in planning for change. 1.4 Make plans in consultation with stakeholders. 1.5 Communicate the organisation's rationale for introducing change. 1.6 Anticipate and facilitate information needs of all stakeholders as part of change management.
2. Deal with emerging challenges and opportunities	2.1 Develop and implement strategies to engage stakeholders in the change process. 2.2 Inform internal and external clients about the change process, possible inconveniences and the benefits intended from the change. 2.3 Identify, monitor and address risk factors affecting change in accordance with the organisation's risk management plan. 2.4 Demonstrate understanding to people's individual responses to change and provide a range of support mechanisms in line with specific needs. 2.5 Identify and share learning from the implementation of change with others.
3. Handle ambiguity in the change process	3.1 Identify ambiguity in the change process and communicate the need to work with issues that cannot be resolved immediately to others as part of any change process. 3.2 Develop and implement strategies to assist others to cope with apparent ambiguities. 3.3 Identify, evaluate and negotiate recommendations for improving the techniques to manage change.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV514A Facilitate change.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPGEN056 Facilitate change

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- communicating with a diverse range of individuals at different levels in the organisation
- problem solving in the context of managing ambiguity and change
- giving and receiving feedback, including ‘managing up’
- influencing others
- coaching and mentoring others in the change process
- managing the effects of change in the workplace, including work health and safety issues

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, policy and procedures relating to public sector workplaces
- change management models and tools and the application of these in the workplace
- organisational structure and culture
- group dynamics
- emotional intelligence

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

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Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PSPINV001 Plan and initiate an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to identify and confirm possible non-compliance, and plan and initiate a subsequent investigation. It includes planning and activating evidence collection, identifying witnesses and persons of interest.

This unit applies to those working in a range of regulatory work environments involving gathering and managing physical or documentary evidence from a range of sources.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

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

Competency Field

Investigation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Initiate preliminary investigation to confirm non-compliance	1.1 Assess information, confirm likely non-compliance and if matter under investigation falls within jurisdiction. 1.2 Prioritise importance and urgency of the matter for action. 1.3 Initiate documentation for investigation of alleged matter.
2. Plan investigation	2.1 Determine the objectives of the investigation and obtain necessary resources to conduct the investigation. 2.2 Identify and plan for risks associated with the investigation including sensitivities that might affect the organisation. 2.3 Select methods to achieve the investigation's objectives. 2.4 Identify timelines and prioritise tasks. 2.5 Confirm and initiate communication and case management requirements. 2.6 Record investigation planning. 2.7 Obtain approval to commence investigation.
3. Initiate investigation	3.1 Implement evidence recording process. 3.2 Identify, locate and contact possible witnesses to request information. 3.3 Identify and locate responsible parties and record their particulars. 3.4 Contact responsible parties for interview and inform them of the nature of the investigation as required by law. 3.5 Research evidence requirements to establish the type and standard of evidence and necessary resources according to the size of investigation and nature of the offence. 3.6 Select and initiate investigative techniques.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Companion Volume implementation guides are found in VETNet -
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Assessment Requirements for PSPINV001 Plan and initiate an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- acting ethically
- applying legislation, regulations and codes of practice
- using process mapping
- undertaking research, analysis and problem solving in the context of investigating non compliance
- questioning and negotiating meaning
- responding to diversity
- using planning and time management in the context of investigations
- preparing written reports and recommendations requiring accuracy, formal language structures
- using information technology for data analysis, recording and reporting

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- investigation methodology and techniques
- rules and types of evidence
- storage and continuity of evidence
- applicable legislation
- aspects of criminal, civil or administrative law
- jurisdiction, powers and restrictions to investigate
- organisational policy and procedures
- cultural awareness

- confidentiality and privacy issues
- reporting procedures which provide a written or electronic audit trail

Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PSPINV002 Conduct an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to conduct an investigation under commonwealth and/or jurisdictional law, in accordance with an established investigation plan. It includes gathering and managing evidence, identifying persons of interest, reviewing and reporting on progress and briefing/debriefing relevant personnel.

This unit applies to those working in a range of regulatory work environments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and environment in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

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

Competency Field

Investigation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Locate and record information sources	1.1 Identify subjects and suspects involved in the matter under investigation and record details. 1.2 Obtain or verify authority to search, involving other organisations where necessary. 1.3 Collect and analyse information relevant to the investigation. 1.4 Identify and locate persons relevant to the investigation and eliminate persons who are not. 1.5 Access expert skills and knowledge when necessary to further assist staff in areas where they cannot, or are not authorised, to act. 1.6 Anticipate likely defences and include evidence to counter these.
2. Collect and manage information and exhibits	2.1 Collect, label, record and preserve identified and/or corroboratory evidence for later use in proceedings. 2.2 Identify, secure and manage evidence from incoming information. 2.3 Maintain continuity, security and integrity of exhibits. 2.4 Handle, record, store and dispose of exhibits.
3. Review and adjust investigation process	3.1 Monitor and review evidence collection to address gaps and inadequacies. 3.2 Conduct briefings and debriefings of all relevant personnel. 3.3 Conduct investigation with sufficient flexibility to allow for contingencies, modify process of investigation and implement solutions where practicable.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPINV002 Conduct an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- organising and problem-solving
- liaising and negotiating
- communicating with people from diverse backgrounds
- making comparisons and exercising judgment about facts in written materials
- writing reports using formal structures and language
- collecting, labelling, recording and preserving identified and/or corroboratory evidence for later use in proceedings according to exhibit management principles, continuity of possession, legislation and standards

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- rules of evidence and legislation relevant to the jurisdiction
- legislation dealing with offence/s under investigation
- document management systems
- exhibit management principles
- organisational policies, guidelines and regulations
- equal employment opportunity, equity and diversity principles
- legal and ethical considerations in investigations which involve juveniles and indigenous people

Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

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Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PSPINV003 Finalise an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to complete, review and report on the results of an investigation. It includes finalising the investigation, handling complaints and appeals, preparing an investigation report and using investigation outcomes.

This unit applies to those working in a range of regulatory work environments comprising gathering, managing and interpreting documentary evidence to determine appropriate responses including reporting and acting on investigation outcomes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and environment in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

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

Competency Field

Investigation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Address investigation outcomes	1.1 Complete documentation if no breach has occurred or no action is to be taken, including reasons and justification. 1.2 Prepare and submit a record of the investigation and consequent recommendations for action. 1.3 Respond to complaints, appeals and the potential role of the ombudsman. 1.4 Advise relevant personnel on the outcome of the investigation. 1.5 Make recommendation for referral to another organisation as required and document for the organisation's information.
2. Report findings	2.1 Prepare finalisation report in relation to the findings and submission of evidence, with recommendations for subsequent action if relevant. 2.2 Prepare report and refer to relevant personnel for further action.
3. Finalise investigation	3.1 Undertake self-assessment of the conduct of the investigation and provide verbal and written briefings. 3.2 Inform relevant external organisations of outcomes and document this action. 3.3 Update organisational systems regularly, contributing investigation results for the development of statistics, trends and precedents.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPINV003 Finalise an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- undertaking analysis and problem-solving
- engaging in exchanges of sometimes complex oral information
- varying style and language during briefings to suit audience
- writing summaries, briefing papers and reports requiring clarity, accuracy and formality of structure and language
- applying analytical techniques, logic and reasoning to identify and select avenues of inquiry and substantiate these choices

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation relating to the offences under investigation
- investigation principles and the range of investigation techniques available
- organisational guidelines for reporting and information management
- ethical standards
- principles of equal employment opportunity, equity and diversity
- operational safety
- legislation related to anti-discrimination and disability
- different types of criminal activity and their elements
- available resources which may need to be deployed to support the investigation
- security issues and classifications
- legal and ethical considerations in investigations which involve juveniles and indigenous people

- knowledge of case management systems and the range of contexts in which they can be applied
- court procedures and evidentiary in provision of briefs of evidence for use by the prosecution
- role and functions of other agencies who work with policing in the conduct of investigations
- methods and process for subject/suspect identification and profiling

Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PSPPCM001 Carry out basic procurement

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPROC303A Carry out basic procurement. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to plan and undertake basic procurement of goods or services and receive goods or services.

This unit applies to those working in public sector roles whose duties include simple purchasing of low-value goods or services, and coordinating the end-to-end process.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision, and as part of a team, while performing routine tasks, in familiar contexts.

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

Competency Field

Procurement

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan for basic procurement of goods or services	1.1 Confirm procurement requirements and limit of delegated authority. 1.2 Determine the most suitable option for acquiring goods or services considering value for money. 1.3 Identify the approval process. 1.4 Conduct risk planning for the procurement activity.
2. Undertake procurement	2.1 Obtain quotes and approvals for procurement of goods or services with any conflict of interest declared and resolved. 2.2 Assess and select suppliers or service providers in line with the organisation's financial management system and on the basis of best value for money. 2.3 Initiate and conduct procurement in accordance with organisation's probity and governance requirements.
3. Receive goods or services	3.1 Implement quality assurance processes to ensure goods or services meet procurement specifications. 3.2 Resolve non-compliance with specifications within limits of own authority. 3.3 Confirm receipt of goods or services and process accounts for payment. 3.4 Maintain records and meet reporting obligations to provide an audit trail.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC303A Carry out basic procurement.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPPCM001 Carry out basic procurement

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion:

- writing and conveying procurement requirements
- consulting and negotiating with providers
- assessing procurement options and selecting the most suitable option
- assessing goods and services against specifications

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- Commonwealth, state/territory and local government procurement legislation, policies and procedures, including environmental purchasing guidelines
- conflict of interest, gifts and inappropriate relationships with providers relating to procurement of goods and services
- procurement options and methods
- coping with difficulties, irregularities and breakdowns in routine in 3 or more contexts or occasions

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

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Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PSPPCY001 Contribute to policy development

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPOL401A Contribute to policy development. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to contribute to the consultative and validation stages of policy development, provide feedback and contribute to the review of policy.

This unit applies to public sector staff and other stakeholders whose roles include contributing to the policy development process.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, and as part of a team, with occasional supervisory responsibilities. They would perform complex tasks in a range of familiar contexts.

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

Competency Field

Policy

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Contribute to the consultative phase of policy development	1.1 Identify and respond to opportunities to contribute to policy development. 1.2 Communicate information on the policy development process, timelines and expected outcomes to interested parties. 1.3 Gather, record and provide information on policy requirements and existing policies and procedures likely to be impacted.
2. Contribute to the validation stage of policy development	2.1 Analyse draft policy and the likely implications for government service delivery in consultation with those likely to be affected. 2.2 Evaluate and record draft policy implications for work processes and outcomes. 2.3 Identify and record likely implementation issues, dissenting stakeholders and transition requirements. 2.4 Provide feedback supported by evidence on draft policy.
3. Provide feedback on policy development	3.1 Gather, store and analyse information relating to the process of policy development. 3.2 Provide oral or written feedback to the policy developer.
4. Contribute to the review of policy	4.1 Gather, record and analyse information relating to the expected outcomes of the policy before, during and/or following policy implementation. 4.2 Identify and report unanticipated consequences of policy implementation and suggestions for dealing with them.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPOL401A Contribute to policy development.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPPCY001 Contribute to policy development

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. The candidate must demonstrate evidence of performance of the following on at least one occasion:

- reading and evaluating complex and formal documents
- making judgments on impact of policy and legislation on the organisation
- consulting on and validating policy
- adjusting communication to suit different audiences
- undertaking research involving collecting and analysing data for evaluation
- preparing written reports

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- current policies underpinning the work area
- the policy cycle
- organisation and government processes and procedures
- public sector code/s of ethics and code/s of conduct
- principle of community and stakeholder engagement in policy development

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PSPREG001 Carry out inspections and monitoring under guidance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG201A Carry out inspections and monitoring under guidance. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to carry out inspections and monitoring activities in accordance with relevant legislation and regulations, working under guidance. It includes confirming and preparing for inspections and monitoring activities, carrying out inspections and monitoring activities, acting on routine non compliance and providing reports.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work in a team under guidance, performing routine tasks in a range of mostly familiar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Confirm and prepare for inspections and monitoring activities	1.1 Clarify and confirm tasks with other staff members. 1.2 Confirm procedures, timeframes, resources and equipment requirements. 1.3 Confirm legislative requirements, risk management practices and workplace health and safety requirements with senior staff. 1.4 Identify communication strategies and development opportunities to make clients aware of their obligations under relevant legislation with assistance from other staff members. 1.5 Obtain and prepare resources and/or equipment.
2. Carry out inspections and monitoring activities	2.1 Implement risk management strategies as required in accordance with set procedures and timelines. 2.2 Use and maintain resources and/or equipment.
3. Act on routine non compliance	3.1 Provide information and/or education to achieve client compliance in line with the seriousness of the possible breach. 3.2 Take further action as a result of failure to achieve compliance in line with the seriousness of the possible breach. 3.3 Seek guidance to interpret legislation and regulations, and report contraventions accompanied by recommended action. 3.4 Refer serious or complex situations for advice or resolution. 3.5 Seek assistance to determine the elements of offences to be prosecuted under relevant legislation, and collect and provide information and evidence. 3.6 Fulfil court attendance and conduct requirements as required.
4. Provide reports	4.1 Maintain records. 4.2 Provide reports promptly that meet organisational requirements for format and content.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG201A Carry out inspections and monitoring under guidance.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPREG001 Carry out inspections and monitoring under guidance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking observation and analysis
- communicating with a diverse range of clients and staff
- writing reports using standard formats
- operating workplace equipment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation, including WHS, environment, privacy
- organisational policy and procedures
- inspection/examination procedures
- monitoring procedures
- elements of an offence
- responses to routine non-compliance
- risk management practices
- workplace and industry environment

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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PSPREG003 Apply regulatory powers

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG401C Exercise regulatory powers. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to cover the exercise of powers under the organisation's enabling legislation and other relevant legislation for regulation, monitoring, inspection and investigation.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing routine tasks involving a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Establish regulatory powers	1.1 Access and use current information relating to enabling legislation and regulations to maintain up-to-date knowledge of requirements. 1.2 Confirm powers provided under the legislation and the boundaries of those powers. 1.3 Identify and confirm compliance requirements of the legislation, related regulations, standards, codes of practice and policy. 1.4 Identify and confirm acts and omissions that comprise non-compliance or offences under the legislation.
2. Apply enabling legislation	2.1 Identify and analyse circumstances where regulatory powers will be exercised to determine response or measures to apply. 2.2 Identify circumstances requiring the exercise of regulatory powers that are outside own limits and refer to others. 2.3 Identify risks associated with the exercise of regulatory powers and strategies to manage risks. 2.4 Apply enabling legislation consistent with the boundaries and powers contained therein.
3. Utilise other legislation and standards	3.1 Identify other legislation and standards which impact on powers and confirm their requirements. 3.2 Resolve or refer apparently conflicting legislative directions.
4. Work with other organisations	4.1 Identify organisations that have jurisdictions which may overlap and establish and maintain relationships. 4.2 Identify organisations available to provide assistance and advice or take referrals and establish relationships for mutual benefit. 4.3 Follow organisational protocols and procedures when working with other organisations. 4.4 Refer compliance matters to other organisations for action when required. 4.5 Follow lead agency protocols and/or lines of authority during operations involving more than one organisation.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG401C Exercise regulatory powers.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPREG003 Apply regulatory powers

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking research and analysis
- using information technology to access relevant legislation and procedures
- reading complex written materials and applying them to work practices
- using scanning techniques
- engaging in discussion involving exchanges of often complex oral information
- choosing regulatory responses and/or measures to fit the circumstances and justifying those responses against legislation, guidelines, policy and regulations

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- full range of regulatory powers and the limits to those powers
- enabling legislation
- offences under the legislation
- aspects of criminal law, administrative law, industrial law, contract law
- statutory time limits
- terminology used in legislation and procedures
- organisational policies, guidelines and regulations
- public sector legislation including, health and safety and environment relating to the exercise of regulatory powers

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PSPREG005 Assess compliance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG403B Assess compliance. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to assess risk, monitor situations, environments and behaviours, and analyse information to assess compliance with legislation and/or standards. It includes monitoring areas under own jurisdiction, receiving or identifying allegations of non-compliance, and conducting research to determine levels of compliance.

This unit applies to those working in regulatory roles involving compliance assessment.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing routine tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Monitor areas under jurisdiction	1.1 Conduct risk assessment analysis to identify and prioritise areas for monitoring and to identify methodology 1.2 Conduct inspections and/or compliance audits. 1.3 Utilise specialist equipment when required. 1.4 Protect the safety of self and others. 1.5 Facilitate cooperation with other organisations and jurisdictions.
2. Receive or identify allegation of non-compliance	2.1 Record referrals relating to non-compliance. 2.2 Respond to possible and potential breaches promptly. 2.3 Assess preliminary information to establish the offence and validate to confirm the need for action. 2.4 Handle complainants including referral to more senior personnel as required.
3. Determine levels of compliance	3.1 Seek assistance promptly as necessary to obtain advice on methodology to adopt and prevent gaps occurring in evidence collection. 3.2 Select evidence collection methodology according to the purpose, situation and operational guidelines. 3.3 Collect, analyse and secure information and/or samples. 3.4 Ensure information and/or samples are relevant and sufficient for the purpose identified. 3.5 Assess against the requirements of the legislation and identify and document the level of compliance. 3.6 Determine further action consistent with the level of compliance and is record or report.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG403B Assess compliance.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

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Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPREG005 Assess compliance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking research, analysis and problem solving in the context of assessing compliance
- applying regulations and codes of practice
- using information technology for data analysis, recording and reporting
- communicating including questioning and negotiating of meaning in sometimes difficult situations
- reading and applying complex information from legislation

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation
- organisational procedures, guidelines and protocols
- knowledge of own and others' jurisdictions
- risk management in the context of compliance assessment
- application of audit tools
- research and sampling methodologies
- security storage of evidence and/or information
- procedures for recording allegations and/or complaints
- specialist equipment

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
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PSPREG008 Act on non-compliance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG405B Act on non-compliance. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to issue advice, instructions, warnings, notices, fines and other actions in response to non-compliance situations. It includes attending situations where non-compliance is suspected or alleged, and taking action on non-compliance.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work in as part of a team under routine guidance, performing routine tasks in a range of mostly familiar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Attend situations where non-compliance is suspected/alleged	1.1 Follow procedure. 1.2 Maintain personal conduct. 1.3 Protect the safety of self and others. 1.4 Make prompt requests for assistance. 1.5 Carry out activities and actions in accordance with rules of evidence.
2. Take action on non-compliance	2.1 Consider mitigating circumstances. 2.2 Select action on non-compliance to match the seriousness of the offence. 2.3 Inform clients of the action, justification for it and their rights of appeal. 2.4 Take action in accordance with legal requirements. 2.5 Carry out personal actions and/or conduct in accordance with protocols and protect the rights and responsibilities of clients.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG405B Act on non-compliance.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPREG008 Act on non-compliance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking negotiation and conflict resolution
- applying risk management and self-preservation techniques
- using judgment and decision making
- exchanging often complex oral information in a form to suit diverse audiences
- writing requiring accuracy of expression and formality in structure and format

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation
- organisational parameters for decision-making
- range of appropriate actions possible for different offences
- negotiation in the context of achieving compliance
- awareness of social and cultural issues

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

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PSPREG009 Conduct search and seizure

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG408C Conduct search and seizure. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to conduct search and seizure activities. It includes preparing for search and seizure, implementing the search, conducting the seizure, completing post search activities and debriefing.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing routine tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for search and/or seizure	1.1 Identify the purpose of the search and confirm powers under legislation, policies and procedures relating to the search. 1.2 Make assessments of where evidence might be obtained. 1.3 Verify or obtain authority to search and/or seize and advise of intention to search. 1.4 Carry out operational planning to address the range of requirements for a search and/or seizure. 1.5 Perform risk assessment to ensure the search/seizure can be conducted safely. 1.6 Identify the need for assistance with the search and/or seizure and organise.
2. Implement search	2.1 Conduct search according to standard operating procedures to ensure thorough and systematic process is used. 2.2 Use equipment and/or technology and other resources. 2.3 Undertake search in accordance with lead agency requirements, where assistance is obtained. 2.4 Make records of the search process, items and/or evidence uncovered in the search, and subsequent action.
3. Conduct seizure	3.1 Consider alternatives to seizure and record and justify subsequent action. 3.2 Seize or deal with evidence and any related information in accordance with legal requirements and standard operating procedures. 3.3 Appraise, seize record and receipt evidence in accordance with the rules of evidence. 3.4 Remove, secure and dispose of if required, evidence, in accordance with the rules of evidence. 3.5 Protect the safety of self and others. 3.6 Conduct seizure process and complying with the rules of evidence.
4. Complete post search activities	4.1 Record and disseminate outcomes of search and seizure activities to required personnel. 4.2 Identify, record and act upon follow up actions as required. 4.3 Deal with third party claims to title of seized items and/or property where required.

	4.4 Deal with damage to property during the search.
5. Debrief search and seizure	5.1 Seek feedback on own role in search and/or seizure regularly for continuous improvement. 5.2 Evaluate search and seizure outcomes, processes and procedures and recommend and action improvements. 5.3 Assess the value of assistance and/or joint operation relationships and teamwork and recommend and action improvements.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG408C Conduct search and seizure.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPREG009 Conduct search and seizure

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking analysis and observation
- completing records using formality of language and structure
- exchanging often complex oral information in a form to suit diverse audiences
- applying public sector legislation, including work health and safety and environmental procedures, in the context of search and seizure

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- enabling legislation, regulations and guidelines
- search procedures
- organisational procedures, including those dealing with physical evidence or obtaining a warrant, where relevant
- roles of expert and/or other personnel
- procedures for dealing with physical evidence
- rules of evidence
- use of equipment and resources
- public sector legislation and standards

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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PSPREG010 Prepare a brief of evidence

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG409B Prepare a brief of evidence. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to prepare a brief of evidence. It includes analysing evidence, preparing and reviewing admissible evidence, developing a brief of evidence and coordinating witnesses.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Analyse evidence	1.1 Consider all related information, whether likely to be admissible as evidence, or not. 1.2 Cross-check information to confirm origin, authenticity and reliability, and to anticipate challenge/s that may occur. 1.3 Identify and assess gaps and inadequacies to allow further collection of evidence. 1.4 Handle and store information appropriately.
2. Prepare and review admissible evidence	2.1 Prepare witness and expert statements. 2.2 Include all evidence in the brief that is likely to be admissible by the court. 2.3 Separate and retain non-admissible evidence. 2.4 Identify and review similar proofs to confirm that evidence is sufficient to proceed to prosecution. 2.5 Maintain security, recording and continuity of evidence.
3. Develop a brief of evidence	3.1 Plan and prepare brief of evidence according to standards required by the prosecution. 3.2 Include all required information in the brief and meet all legal requirements. 3.3 Provide brief to prosecution and other parties as required by law and organisational requirements. 3.4 Brief counsel on the case when required, and advise any circumstances that may affect the progress and outcomes.
4. Coordinate witnesses	4.1 Identify and use expert witnesses when required and familiarise them with the evidence. 4.2 Organise witness summonses when required. 4.3 Maintain contact with witnesses to ensure cooperation, communication and attendance at proceedings.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG409B Prepare a brief of evidence.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPREG010 Prepare a brief of evidence

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking analysis and research
- undertaking collation and compilation
- writing complex documents reflecting key points of oral statements in written form in witness statements and in the brief of evidence
- writing reports using formal structures and language
- making comparisons and exercising judgment about facts in written materials
- communicating with witnesses from diverse backgrounds

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation relating to preparation of a brief of evidence
- admissible evidence
- burden of proof
- court hearing procedures
- rules of evidence
- requirements of brief of evidence
- principles of disclosure
- anti-discrimination law
- public sector legislation

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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PSPREG011 Give evidence

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG410B Give evidence. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to give evidence in a range of legal proceedings. It includes preparing for proceedings, presenting evidence, and following up outcomes of proceedings.

This unit applies to those working in regulatory roles within the public sector involved in giving evidence in legal proceedings.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently in a range of familiar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for proceedings	1.1 Confirm arrangements for, role and involvement in proceedings. 1.2 Prepare documentation and exhibits. 1.3 Support any witnesses as required, to attend proceedings and give evidence.
2. Present evidence	2.1 Adhere to protocols and rules of evidence relevant to the setting and the organisation involved throughout proceedings. 2.2 Note and incorporate feedback from counsel and/or police and comments by deciding authority. 2.3 Present evidence in a clear, concise and articulate manner. 2.4 Enhance the reputation and image of the organisation through quality and standard of evidence and presentation. 2.5 Provide considered expert evidence on request consistent with qualifications and expertise.
3. Follow up outcomes of proceedings	3.1 Note and file the outcomes of the proceedings and complete reports where required. 3.2 Implement any required actions.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG410B Give evidence.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPREG011 Give evidence

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- presenting evidence clearly and concisely
- writing reports
- taking notes
- communicating with people from diverse backgrounds
- making comparisons and exercising judgment about facts in written materials
- report writing using formal structures and language

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- court prosecution processes
- common law versus judicial precedent versus legislation
- specific powers of the organisation
- court/tribunal/commission structures
- jurisdiction of each court/tribunal/commission
- appeals systems
- role of legal personnel in judicial or quasi-judicial systems
- procedures and protocols in different judicial or quasi-judicial systems
- types of offences
- general principles of criminal liability
- exemptions and defences

- types of evidence admissible in judicial or quasi-judicial systems
- legislative requirements of presenting evidence
- use of notes in court/tribunal/commission
- public sector legislation

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
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PSPREG012 Gather information through interviews

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG411A Gather information through interviews. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to gather information through interviews. It includes preparing for and conducting interviews and reviewing and correlating information.

This unit applies to those working in regulatory roles within the public sector involved in information gathering through interviews.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for interview	1.1 Determine the need for an interview and establish the context and requirements. 1.2 Plan interview to ensure desired outcomes are achieved. 1.3 Make interview arrangements. 1.4 Prepare materials to be used during the interview. 1.5 Seek advice on legislative or administrative issues relating to the conduct of the interview.
2. Conduct interview	2.1 Commence the interview following organisational protocols and comply with legislative requirements. 2.2 Conduct interview in a planned manner, with the sequence evident to others who may use the outcomes. 2.3 Select and use questions that are relevant, comprehensive, appropriate to the situation and the interviewee and adhere to the rules of evidence. 2.4 Use problem solving skills to test, compare and contrast information as it is provided to influence the direction of further questions. 2.5 Record information. 2.6 Maintain personal conduct and take account of cultural and ethical issues.
3. Review and correlate information	3.1 Review and clarify information to ensure its relevance and sufficiency prior to concluding the interview. 3.2 Transcribe information if necessary and deal with sensitive information appropriately. 3.3 Conduct detailed analysis and identify and note incomplete and irregular information or followed up in accordance with the nature of the interview. 3.4 Confirm behavioural characteristics of significance to the purpose of the interview. 3.5 Undertake post-interview activities.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG411A Gather information through interviews.

Links

Companion Volume implementation guides are found in VETNet -
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Assessment Requirements for PSPREG012 Gather information through interviews

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using interviewing techniques and varying style and language structure to suit situation and interviewee(s)
- engaging in exchanges of sometimes complex oral information
- using techniques to deal with difficult interview situations
- using communication techniques, including establishing rapport, listening, probing, reflecting, negotiation, conflict resolution
- using critical analysis, evaluation and deductive reasoning
- using problem solving and decision making related to interviewing
- using judgment, to test the veracity of information and vary questions and interviewing techniques to suit
- preparing interview documentation requiring accuracy of expression and formality in structure and format
- operating technical and electronic equipment, where necessary

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- application of legislation to interviewing including, privacy, ethics, confidentiality and freedom of information

- organisational policies and guidelines relating to interviews
- questioning techniques
- legal and ethical considerations for conducting interviews
- cultural awareness in the context of interviewing
- procedures for using interpreters
- legal and organisational requirements for documentation
- legal requirements relating to recording of information
- public sector legislation

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
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PSPREG013 Undertake inspections and monitoring

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG413A Undertake inspections and monitoring. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to undertake both routine and non-routine inspections and monitoring of a more complex or detailed nature, with discretion to determine appropriate action in accordance with relevant Acts and regulations. It includes planning and organising inspection and monitoring activities, undertaking inspections, acting on non-compliance and providing reports, information and training.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan and organise inspection and monitoring activities	1.1 Confirm outputs and determine inspection and monitoring activities and responsibilities. 1.2 Determine procedures, timeframes, resources and equipment requirements for self and others. 1.3 Obtain and prepare resources and/or equipment. 1.4 Determine legislative requirements, risk management practices and WHS requirements. 1.5 Identify and adjust communication strategies and development opportunities to suit a range of clients in making them aware of their obligations under relevant legislation. 1.6 Review and update procedural and information guides as required.
2. Undertake inspections and monitoring	2.1 Carry out inspections and monitoring activities under general direction. 2.2 Develop and implement risk management strategies as required in accordance with set procedures and timelines. 2.3 Use and maintain resources and/or equipment. 2.4 Provide operational and technical advice when required to subordinate officers.
3. Act on non-compliance	3.1 Provide information and/or education to achieve client compliance in line with the seriousness of the possible breach. 3.2 Take further action as a result of failure to achieve compliance in line with the seriousness of the possible breach. 3.3 Identify compliance requirements of legislation and regulations and report contraventions and recommended action. 3.4 Refer serious or complex situations for advice or resolution. 3.5 Identify the elements of each offence to be prosecuted under relevant legislation, and collect and provide information and/or evidence in accordance with rules of evidence. 3.6 Fulfil court attendance and conduct requirements when required.
4. Provide reports,	4.1 Maintain records and prepare and provide reports.

information and training	4.2 Interpret requirements of relevant legislation and provide information and advice on technical and operational matters. 4.3 Provide on-the-job inspection and/or monitoring training.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG413A Undertake inspections and monitoring.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPREG013 Undertake inspections and monitoring

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking observation and analysis
- communicating with a diverse range of clients and staff
- writing reports using standard formats
- using computers for word processing and manipulation of statistical data
- operating workplace equipment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation
- inspection procedures
- monitoring procedures
- enabling legislation
- elements of an offence
- responses to non-compliance
- workplace and industry environment

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
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PSPREG016 Conduct data analysis

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG416A Conduct data analysis. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to cover activities involved in analysing and matching data from a range of sources. It includes analysing information, and documenting outcomes of the analysis.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently and/or in teams, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Analyse data	1.1 Undertake analysis dependent upon the nature of the data and intended purpose of the analysis. 1.2 Select methods of analysis in accordance with any relevant industry standards, precedents and techniques. 1.3 Identify trends and draw inferences in light of environmental and cultural factors relevant to the particular situation. 1.4 Make the chain of reasoning in formulating inferences clear to ensure transparency to users of the data. 1.5 Take a proactive approach to identify and assess the need for new or changed systems and processes for analysing data to more effectively meet objectives.
2. Document outcomes of analysis	2.1 Recommend actions based upon analysis of data in the context of the purpose of the analysis and the objectives and priorities of the organisation's strategies and plans. 2.2 Make links between the outcomes proposed as a result of the data analysis and the organisation's strategies clear to the intended audience. 2.3 Complete relevant reports promptly and disseminate to appropriate staff and management. 2.4 Incorporate results of data analysis into ongoing review of organisational strategies and plans. 2.5 Prepare documentation that is clear, concise and accessible to all relevant staff.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG416A Conduct data analysis.

Links

Companion Volume implementation guides are found in VETNet -

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Assessment Requirements for PSPREG016 Conduct data analysis

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. The candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking analysis and problem-solving
- reading and applying complex information from legislation
- communicating, including questioning and negotiating meaning
- undertaking planning and time management in the context of data analysis
- preparing written reports and recommendations requiring accuracy, and formal structures and language
- using information technology for data analysis, recording and reporting

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- methods of analysis
- agency structure, services and environment
- data collection and management systems
- the range of analytical techniques appropriate for information analysis
- inductive/deductive reasoning processes
- the influence of human factors on data analysis
- personalities in analysis
- construction of sound inductive arguments
- fallacies in reasoning
- how data analysis outcomes can contribute to the review of national strategies/plans

- public sector legislation

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PSPREG017 Undertake compliance audits

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG417A Undertake compliance audits. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to perform comprehensive compliance audits. It includes assisting in and undertaking preliminary audit planning, undertaking compliance audits as a member of a team, dealing with audit issues, and contributing to the reporting and presentation of audit findings.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Assist in audit planning	1.1 Identify the audit objectives, scope and focus. 1.2 Identify relevant operational and information systems in the audit context. 1.3 Identify audit team roles and key audit techniques. 1.4 Prepare an audit plan that meets organisational requirements and the objectives of the audit. 1.5 Prepare audit documentation. 1.6 Conduct pre audit communication with the client to be audited.
2. Undertake preliminary activities	2.1 Identify concepts, systems and reports relevant to the audit. 2.2 Perform analytical checks are performed. 2.3 Make and consider initial assessment to ensure it is appropriate and accurate. 2.4 Identify appropriate and significant controls and design control tests. 2.5 Undertake risk assessment activities to determine risks and risk treatments necessary.
3. Undertake audit activity as a member of a team	3.1 Identify sampling techniques to suit audit requirements and apply. 3.2 Test and assess controls in accordance with the audit plan 3.3 Conduct substantive testing when necessary. 3.4 Select and use technology in line with audit requirements. 3.5 Prepare audit documentation and working papers according to the established format.
4. Deal with audit issues	4.1 Identify and refer situations requiring specialist input. 4.2 Identify and refer situations requiring referral to other areas or agencies promptly. 4.3 Deal with issues which arise during the audit in a professional manner.
5. Contribute to the reporting and presentation of audit findings	5.1 Prepare audit reports in the approved format. 5.2 Conduct discussions with the client on audit findings in a professional manner. 5.3 Prepare internal reports in the required style and format. 5.4 Make final recommendations on action promptly. 5.5 Receive responses to audit recommendations and finalise the

	audit. 5.6 Record audit findings in information management systems.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG417A Undertake compliance audits.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPREG017 Undertake compliance audits

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- identifying problems and solutions
- using decision-making using sound judgment
- undertaking research and analysis
- evaluating conflicting requirements
- using negotiation and conflict resolution techniques
- engaging in teamwork
- adjusting communication to suit different audiences
- writing ongoing and final reports, and official correspondence
- using scanning techniques
- reading complex and formal documents using information technology for preparing written advice and reports requiring precision of expression

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- knowledge of principal and allied legislation, policies and procedures, including aspects of criminal law and administrative law relating to the outcomes of compliance audits
- principles of auditing as detailed in organisational policies
- duties and responsibilities of auditors
- testing procedures and methods of inquiry

- industry knowledge
- requirements for security of documents and information
- procedures for declaring conflicts of interest
- protocols for reporting fraud, corruption and maladministration
- fundamental ethical principles in the handling of documents and information, natural justice, procedural fairness, respect for persons and responsible care
- other ethics standards, including professional standards
- public sector values/ethics and code of conduct
- public sector legislation

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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PSPREG025 Manage investigations

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG507 Manage investigations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to plan, document and allocate resources to manage and review investigations effectively, in accordance with commonwealth and/or jurisdictional law policy and procedures. It includes planning investigations, preparing documentation to support the investigation, identifying, using and coordinating resources and reviewing investigations.

This unit applies to those working in regulatory roles within the public sector involving investigations.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan investigations	1.1 Prepare a plan that reflects analysis of all available factors to set directions for the investigation. 1.2 Define an investigation's aims and objectives to provide operational focus. 1.3 Conduct risk assessments to identify investigational opportunities and limitations. 1.4 Formulate a security plan to address the investigation's security requirements. 1.5 Prioritise investigatory phases and tasks to inform the sequence of activities and provide for future review of the investigation process. 1.6 Select and authorise methods to achieve the investigation's aims and objectives. 1.7 Establish communication channels with appropriate personnel to facilitate contact in the conduct of the operation. 1.8 Initiate a case management system to facilitate the planning, resolution and review of the investigation. 1.9 Develop plans that are sufficiently flexible and adaptable to accommodate any unforeseen contingencies and/or issues that may arise.
2. Prepare documentation to support the investigation	2.1 Record all relevant information in a chronological and accurate manner. 2.2 Compile operational documentation to provide an ongoing reference for operatives and a formal record for evidentiary purposes. 2.3 Ensure recording procedures comply with security and evidentiary requirements.
3. Identify, use and coordinate resources	3.1 Identify and access available resource requirements to support the operation. 3.2 Identify contingency responses that address any resource limitations. 3.3 Manage resource usage to achieve the desired aim.

	3.4 Monitor and control operational costs.
4. Review investigations	4.1 Review investigation outcomes against the aims and objectives specified in the investigation plan. 4.2 Review procedures for adherence to organisational policy and guidelines. 4.3 Complete post investigation procedures to finalise the investigation. 4.4 Disseminate review outcomes and use to inform future practice.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG507 Manage investigations.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPREG025 Manage investigations

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- writing to prepare documents including investigation plans, tactical plans and resource bids
- managing resources including budgetary, human and physical resources and allocation/access
- investigating skills

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- government and policy environments
- different types of criminal activity and their elements
- available resources which may need to be deployed to support the investigation
- security issues and classifications
- all applicable laws, policy and procedures pertaining to the conduct of investigations within the officer's organisational environment
- investigation principles and case management systems and contexts in which these can be applied
- court procedures and evidentiary requirements

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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PSPREG026 Review and evaluate investigations

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG508 Review and evaluate investigations. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to review and evaluate investigations, in accordance with commonwealth and/or jurisdictional law policy and procedures. It includes monitoring investigation progress, assessing, recording and reporting on investigation status and evaluating and documenting recommendations.

This unit applies to those working in regulatory roles within the public sector involved in a designated investigation role.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing complex tasks in a range of familiar contexts.

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

Competency Field

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Monitor investigation progress	1.1 Monitor the progress of the investigation regularly to ensure tasks are completed and objectives met. 1.2 Identify and address deficiencies and areas requiring further action. 1.3 Communicate feedback on the progress of the investigation regularly to relevant personnel, management, clients and stakeholders.
2. Assess, record and report on investigation status	2.1 Assess the investigation regularly against competing investigations and demands to determine priorities and monitor resource and budgetary expenditure. 2.2 Assess the investigation strategically at regular intervals to ensure that objectives are achievable within resource and legal constraints. 2.3 Record and report critical decisions regarding the investigation to relevant personnel.
3. Evaluate and document recommendations	3.1 Monitor and review organisational responsibilities for resource and budgetary allocations to facilitate achievement of objectives. 3.2 Evaluate and modify communication and coordination between relevant parties where required. 3.3 Review and modify tasks as required. 3.4 Document and forward recommendations arising from review to relevant managers, clients and stakeholders.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG508 Review and evaluate investigations.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPREG026 Review and evaluate investigations

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- writing and preparing investigation plans, tactical plans, resource bids
- managing the organisation's computer and/or manual information management system
- conducting investigations
- organising and planning skills, in particular the skills to coordinate crucial and diverse clients, law enforcement providers and stakeholders
- managing resources including budgetary, human and physical resources and allocation/access
- reasoning and logical analysis, problem-solving and decision-making

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- the broad law enforcement context and the criminal justice system
- organisation's corporate goals and objectives
- legislation relevant to the jurisdiction/s involved in the investigation
- jurisdictional and organisational requirements of agencies, clients, and stakeholder
- organisation's operational priorities
- macro environmental impact upon investigations of serious crime, including government, policy, political, and community interests

- access and deployment mechanisms to ensure optimal economy and efficiency in the use of human, physical and financial resources
- opportunities, risks and constraint assessment which may hamper the investigation
- decision making processes and organisational chain of command
- evaluation and auditing processes

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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PSPREG027 Manage regulatory compliance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG601B Manage regulatory compliance. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage regulatory compliance, a management role with responsibility for regulatory officers who enforce and promote compliance with legislation. It includes interpreting and advising on enabling and related legislation; developing and implementing strategies to promote long term voluntary compliance and develop a culture of compliance in the community; and providing strategic advice on compliance matters.

This unit applies to those working in management roles within the public sector involved in regulatory compliance.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, performing complex tasks in a range of familiar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Interpret and advise on enabling and related legislation	1.1 Resolve or refer non routine or complex matters related to enabling and related legislation. 1.2 Provide advice to clients and staff that is prompt, consistent and constructive, and within level of authority. 1.3 Seek feedback on client level of understanding, and provide additional information or explanation to clarify issues. 1.4 Monitor staff understanding of legislation and procedures is and address professional development needs.
2. Develop and implement compliance strategies	2.1 Identify and implement strategies and measures to influence long term voluntary compliance to suit the audience and the context. 2.2 Provide information that is current and promotes the benefits of compliance to clients. 2.3 Adjust information and strategies in response to feedback gathered from a range of stakeholders.
3. Provide strategic advice on compliance matters	3.1 Confirm client or government information requirements. 3.2 Provide advice based on current information and meets the specific needs of clients in its range, depth and form of presentation. 3.3 Maintain presentation standards. 3.4 Seek feedback on how well the advice and/or information suits its purpose and audience, and use to recommend further action.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG601B Manage regulatory compliance.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

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Companion Volume implementation guides are found in VETNet -

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Assessment Requirements for PSPREG027 Manage regulatory compliance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking planning and information analysis
- engaging in mentoring and coaching
- interpreting complex written materials
- preparing written reports requiring formal structure and language
- providing oral advice to diverse audiences requiring adaptation of style and language
- using active listening and questioning to confirm understanding

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- enabling legislation
- aspects of common law
- strategic management of regulatory compliance
- organisational reporting procedures
- public sector policy and legislation, including WHS and environment relating to the management of regulatory compliance

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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PSPREG029 Manage and lead inspection and monitoring programs

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG603A Manage and lead inspection and monitoring programs. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage and lead inspection and monitoring activities in accordance with relevant Acts and regulations. It includes determining inspection and monitoring program requirements, managing and leading inspection and monitoring programs and managing reporting systems, information and training.

This unit applies to those working in regulatory roles within the public sector involving inspection and monitoring.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Determine inspection and monitoring program requirements	1.1 Determine outputs and performance indicators for programs, and inspection and monitoring responsibilities. 1.2 Determine strategic, operational, technical, financial and administrative requirements. 1.3 Undertake operational and procedural assessments for quality improvement. 1.4 Interpret legislation and regulations and make recommendations on related policies and procedures. 1.5 Interpret and explain risk management practices, workplace health and safety and environmental requirements to staff in accordance with their needs.
2. Manage and lead inspection and monitoring programs	2.1 Provide leadership and assist individuals to deliver agreed outputs. 2.2 Manage inspection and monitoring programs and supervise program performance, resources and expenditure. 2.3 Develop policy and procedures for dealing with non-compliance through information, development or extension activities and prosecution. 2.4 Manage compliance programs as required in accordance with set procedures and timelines. 2.5 Manage implementation of the performance management system for inspection and monitoring staff. 2.6 Enforce legislative requirements, risk management practices, workplace health and safety and environmental procedures.
3. Manage reporting systems, information and training	3.1 Manage records management and reporting systems in accordance with performance indicators. 3.2 Prepare high-level correspondence and advice, submissions and reports. 3.3 Prepare evidence for legal action under relevant legislation. 3.4 Monitor inspection and monitoring training and develop and implement initiatives to improve staff performance.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG603A Manage and lead inspection and monitoring programs.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPREG029 Manage and lead inspection and monitoring programs

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- demonstrating leadership and performance management in the context of inspection and monitoring
- undertaking risk management and problem-solving
- communicating with a diverse range of clients and staff
- writing reports, submissions and Ministerial correspondence, requiring discretion and judgment to determine content and style audience approach
- dealing with referrals from other staff on matters that are more difficult, or of potential interest to external parties including the media, public or political parties
- using computers for word processing and records management

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- interpretation, application, evaluation and review of enabling legislation and regulations
- performance and procedural assessment strategies
- performance indicators
- organisational policy and procedures
- inspection procedures
- monitoring procedures
- responses to complex/serious non compliance

- elements of an offence
- rules of evidence
- workplace and industry environment
- public sector legislation, including WHS, environment, privacy

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
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PSPTIS100 Apply codes and standards to professional judgement

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPTIS603A Apply codes and standards to professional judgement. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to apply current and relevant standards of professional and ethical behaviour by translators and interpreters in complex settings and interactions. The unit requires knowledge of professional codes of ethics and the development and maintenance of professional judgement. It requires the ability to consider a wide range of professional issues and to reflect on and continuously develop a highly informed approach to practice.

This unit applies to those working as translators and interpreters in a range of complex or specialised settings and contexts.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and industry codes and standards for ethical translating and interpreting adhered to.

Those undertaking this unit would work independently using support resources as required, while performing complex tasks in a range of specialised contexts.

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

Competency Field

Translating and interpreting

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Research ethical and professional issues	1.1 Maintain detailed knowledge of ethical and professional practice and issues using reliable sources of information. 1.2 Maintain productive professional relationships to facilitate awareness of current issues. 1.3 Monitor and analyse trends to anticipate developments and directions in the field. 1.4 Research industry discussion of professional ethical codes applied to the practitioner role.
2. Develop professional practices and knowledge	2.1 Analyse applicable codes of ethics and conduct and their relationship to work practices and the exercise of professional judgement. 2.2 Integrate developments and trends impacting on professional practice into work performance. 2.3 Identify innovative approaches for maintaining and improving professional judgement and development.
3. Apply professional standards, knowledge and judgment to practice	3.1 Reflect on and evaluate professional practices in work goals and plans. 3.2 Apply and promote ethical standards, codes and practices with clients, colleagues and others. 3.3 Identify and examine factors that impact on professional and ethical decision making and exercise professional judgement in choosing resolution strategies. 3.4 Collaborate in professional relationships to enhance own practice and the provision of peer support. 3.5 Apply standards of ethical practice when contributing to professional debates, forums and providing feedback to colleagues. 3.6 Evaluate quality and success of ongoing professional judgement in meeting planned, professional and career outcomes.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels, indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning					Reading					Writing					Oral communication					Numeracy NA				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPTIS603A Apply codes and standards to professional judgement.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPTIS100 Apply codes and standards to professional judgement

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the candidate must demonstrate evidence of performance of the following on at least two occasions.

- applying critical professional judgement to achieve constructive ethical and strategic work outcomes
- applying ethical codes and standards to practice, including in situations where there are:
 - potential conflicts of interest
 - conflict between client requirements and industry standards
 - tensions between personal and client or colleague values
 - differences in expectations caused by cultural influences
 - dilemmas caused by tensions between personal and professional standards of practice and values
- reflecting on practice and justifying judgements and decisions

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified, the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- industry standards of professional behaviour and presentation relating to practice
- policy, cultural, technological and economic trends impacting on translating and interpreting
- networks relevant to own professional practice
- professional techniques, strategies and responsibilities of translators and interpreters
- types and sources of professional resources

- ethical issues and their implications for professional judgement and decision making
- relevant professional codes of ethics and conduct

Assessment Conditions

Assessment of this unit of competency must include use of scenarios, case studies, experiences and examples of interactions with colleagues and clients that illustrate issues of professional judgements and ethical decision making.

Consideration must be given to holistic assessment for this unit. Refer to advice in the Companion Volumes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

PUACOM012B Liaise with media at a local level

Modification History

Release	TP Version	Comments
3	PUA12 V2.1	Editorial changes.
2	PUA12 V2	Layout adjusted. Application added.
1	PUA00 V8.1	Primary release.

Unit Descriptor

This unit covers the liaison with media at a low level incident and providing information about local events.

Application of the Unit

This unit applies to workers of local public safety groups who are delegated the responsibility to liaise with media in both emergency and non-emergency situations.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of

performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine media requirements	1.1 Organisational protocols are followed when <i>liaising with the media</i>. 1.2 The media's potential interest is assessed and arrangements are made to meet needs where appropriate. 1.3 Operational responsibilities are balanced against the provision of information to the <i>media</i>.
2. Provide information to the media	2.1 A positive image of the organisation is maintained when liaising with the media. 2.2 Every opportunity is used to promote the organisation, its services and personnel. 2.3 Relevant and succinct information is supplied to media when operational responsibilities are under control and when organisational representative is available to talk to the media.
3. Publicise an event	3.1 Relationship is established with media contacts. 3.2 Event details and support materials are gathered and presented in a logical, relevant and concise manner to the media. 3.3 Information provided to media is recorded and maintained.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- attention to detail
- communicating facts in a fluent, clear and interesting manner
- empathy with victims and operational personnel
- liaison with media and other organisation personnel
- media presentation
- prioritisation between operational responsibilities and provision of information to

media

- public speaking
- retaining professionalism under duress

Required Knowledge

- organisational protocols relating to media liaison, for example legal and organisation requirements relating to:
 - confidentiality
 - libel
 - accuracy
 - discrimination
- role of media in disseminating information
- requirements of media to present information in a newsworthy/informative manner
- requirements of different media:
 - newspapers
 - magazines
 - radio
 - television (local, regional, national media)
- communication skills
- establishing media relationship

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

It is essential for this unit that competence be demonstrated in providing information to media whilst managing operational responsibilities.

Consistency in performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of and specific resources for assessment

Context of assessment

On the job or in a simulated work environment.

Specific resources for assessment

No special requirements.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- Organisation*** may include
- Fire
 - Police
 - State Emergency Service
 - Emergency Management

- Organisational protocols*** may include
- organisational policies and procedures
 - personal presentation being as neat as possible considering the operational circumstances
 - ensuring media liaison person is fully briefed and prepared
 - acknowledge support of other organisations
 - seeking advice from headquarters where appropriate
 - limiting comments on role of own service
 - relevant Federal and State legislation and regulations

- Liaising with the media*** may include
- print (local, community, daily newspapers, magazines)
 - television (live or pre-recorded)
 - radio (live or pre-recorded)

- Operational responsibilities*** may include
- preservation of life and property, which is the principal concern to all public safety personnel
 - presenting information relevant to the public

- Event*** may include
- long service to organisation
 - medal presentation
 - awarding of certificates
 - donations/sponsorships/fundraising
 - recruiting
 - new equipment
 - VIP visit
 - open day
 - training
 - unusual rescues
 - self help information

- Media's potential interest*** may include:
- enormous media event
 - standard report
 - human interest
 - in the public's interest

- Media's requirements*** may include:
- deadlines
 - capabilities

- visual and verbal requirements
- types of medium
- variation
- journalists
- amenities
- briefing area
- access to media liaison person
- bilingual personnel and bilingual information
- Media** may include:
 - representatives from mainstream, community and ethnic television
 - print and broadcast media
- Organisational positive image** may include:
 - promote the relevance and efficiency of the service
 - report the facts
 - heroism of personnel
 - organisational personnel are co-operative and responsive
 - organisational personnel well presented
 - handling media in most positive manner in even the most adverse conditions/circumstances
- Media opportunity** may include:
 - opportunity to promote the services
 - provide educational information to the public
 - airplay
- Relevant and succinct information** may include:
 - information that according to protocol is available for public release
 - report facts and avoid speculation
 - do not supply classified information
 - use language that can be readily understood by all to avoid misinterpretation

Unit Sector(s)

Not applicable.

RGRADM301 Assist with race meeting operations

Modification History

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

Application

This unit of competency describes the skills and knowledge required to assist stewards and race meeting operations staff before the start of a race meeting, provide administrative support and liaise with racing participants.

The unit applies to individuals who work in teams under the direction of stewards in the greyhound, harness and thoroughbred racing codes.

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

Pre-requisite Unit

Nil

Unit Sector

Administration (ADM)

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. Provide assistance to stewards	1.1 Work with team members to determine the stewards' requirements for race meetings 1.2 Check telephones and other methods of communication for working order, and report issues to relevant personnel
2. Provide assistance to race meeting operations	2.1 Prepare relevant documentation and records within the nominated timeframe and check for accuracy and currency

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
staff	2.2 Provide information and support during a race meeting
3. Liaise with racing participants and others	3.1 Accommodate requests from racing participants for information, services and other assistance 3.2 Prepare and allocate passes and tickets according to workplace procedures 3.3 Maintain records of club membership according to workplace procedures 3.4 Identify and direct special guests to the appropriate area 3.5 Collect funds and distribute payments according to workplace policies

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	Recognise the structures and key features of a range of familiar texts used, including membership records and meeting documentation
Writing	Complete workplace documentation accurately using correct technical, racing-specific terminology
Oral communication	Use questioning and active listening skills to participate in verbal exchanges with colleagues and racing participants for a range of purposes associated with job role
Numeracy	Calculate funds and payments
Navigate the world of work	Understand the nature and purpose of own role and associated responsibilities, and recognise and follow implicit and explicit workplace policies and procedures
Interact with others	Recognise the importance of building rapport to establish effective working relationships
Get the work done	- Take responsibility for organising own workload, identifying ways of sequencing and combining elements for greater efficiency - Use workplace technology effectively to keep club membership

Skill	Description
	records

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRADM301 Assist with race meeting operations	RGRADM301A Assist with race meeting operations	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>

Assessment Requirements for RGRADM301 Assist with race meeting operations

Modification History

Release	Comments
Release 1	This version released with the 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 completed the following duties according to safe operating procedures and within the nominated timeframe, for at least two race meetings:

- assisted stewards and prepared stewards' room
- assisted race operations staff, providing relevant documentation and information
- liaised with racing participants to:
 - collect funds and distribute payments
 - prepare and allocate passes and tickets
 - identify and direct guests
 - maintain club membership records
- worked effectively in a team to meet race meeting requirements.

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:

- race meeting rules, operations and processes
- communication procedures with stewards, racing officials and other relevant people
- types of and process for checking working order of telephones and other communications equipment commonly used in race meetings
- scope of responsibility for own role
- workplace procedures for:
 - maintaining records of club membership
 - preparing passes and tickets
 - collecting funds and distributing payments

- types of information or services that may be requested by participants and race meetings operations staff
- types of race documentation and reports that need to be passed on to stewards, operations staff and racing participants.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a race meeting or an environment that accurately reflects performance in a real race meeting setting
- resources, equipment and materials:
 - typical resources and workplace documentation required for race meeting operations
- relationships:
 - access to stewards, racing officials or other relevant people.

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>

RGRADM302 Supervise use of track and race club facilities

Modification History

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

Application

This unit of competency describes the skills and knowledge required to implement the organisation's policies on facilities usage, staff supervision, security of race club property and the conduct of licensed personnel.

The unit applies to individuals who work with racing personnel and race club facilities in the greyhound, harness and thoroughbred racing codes.

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

Administration (ADM)

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. Prepare to work	1.1 Allocate track and race club facility duties to licensed and registered personnel and industry officials 1.2 Identify potential hazards, assess risks and implement control measures according to workplace health and safety legislative

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	requirements and racing industry safety requirements 1.3 Select and use personal protective equipment (PPE) and ensure correct staff usage of PPE 1.4 Verify location and operation of emergency equipment before starting track facility supervision 1.5 Check equipment and machinery for safe and efficient operation and attach correct industry signage to damaged or non-functioning equipment warning people to not use the equipment or machinery
2. Oversee use of facilities	2.1 Select tracks for trackwork according to race club policy 2.2 Supervise trackwork to ensure processes are conducted according to operations and maintenance procedures and workplace safety policies to minimise the risk of accident and injury 2.3 Monitor the use of other race club facilities to reduce risk of injury or damage to staff and animals
3. Monitor visitors	3.1 Verify visitor access to restricted areas according to track security protocols and safety requirements for engagement of contractors 3.2 Install signage and barriers in restricted areas 3.3 Supervise crossings or other areas of potential contact with animals according to welfare principles of racing animals, race club security, the rules of racing and track conditions
4. Report damage and incidents	4.1 Update equipment and machinery logbooks and incident reports, and report damaged or non-functioning equipment according to workplace policy 4.2 Make arrangements to repair damaged or non-functioning equipment according to workplace procedures and supervisor instructions

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

Skill	Description
Reading	Select and interpret information on workplace policies and safety procedures from a range of written texts
Writing	Complete workplace records and forms accurately using technical, racing-specific terminology
Oral communication	Use questioning and active listening skills to participate in verbal exchanges with racing staff and visitors for a range of purposes associated with job role
Navigate the world of work	Understand the nature and purpose of own role and associated responsibilities, and recognise and follow implicit and explicit workplace policies and procedures
Interact with others	Recognise the importance of building rapport to establish effective working relationships with staff and industry personnel
Get the work done	Take responsibility for organising own workload, identifying ways of sequencing and combining elements for greater efficiency

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRADM302 Supervise use of track and race club facilities	RGRADM302A Supervise use of track and race club facilities	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>

Assessment Requirements for RGRADM302 Supervise use of track and race club facilities

Modification History

Release	Comments
Release 1	This version released with the 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 completed the following duties on at least three occasions:

- supervised staff and allocated track and race club facility duties
- checked safety requirements, including:
 - operation of equipment and machinery
 - use of personal protective equipment
 - potential hazards and risks
 - emergency equipment
- communicated effectively with licensed and registered personnel, industry officials and contractors regarding the use of tracks and facilities
- monitored visitor access and security, including:
 - installing signage and barriers in restricted areas
 - supervising crossings or other areas of potential contact with animals
- completed equipment and machinery logbooks and incident reports
- organised the repair of damaged or non-functioning equipment.

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 practices and club policies for track and facility supervision
- rules and policies relating to licensed personnel, permit holders and others authorised to undertake work on training and race courses
- principles and rules relating to animal welfare for racing animals, including race club security and track conditions

- types of equipment commonly used at tracks, and procedures for operation and maintenance
- personal protective equipment required and how to use and maintain the equipment
- applicable workplace health and safety legislative requirements
- racing industry safety requirements for tracks and facilities, including requirements for engagement of contractors.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racetrack or an environment that accurately reflects performance in a real racetrack setting
- resources, equipment and materials:
 - typical resources, equipment and materials found at racetracks and race club facilities
- relationships:
 - access to staff to supervise.

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>

RGRADM402 Prepare for race meeting special events

Modification History

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

Application

This unit of competency describes the skills and knowledge required to prepare for and oversee clean-up after race meeting special events.

The unit applies to individuals who supervise others and organise race meeting special events in the greyhound, harness and thoroughbred racing codes.

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

Administration (ADM)

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. Plan for a special event	1.1 Clarify special event requirements with race club personnel according to customer requirements, cultural arrangements and organisational protocols 1.2 Prepare work roster with monthly, weekly and daily objectives for

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	the work team 1.3 Discuss client requirements with contractor, and order equipment
2. Prepare the site plan	2.1 Prepare site plan for allocation of client and contractor venues 2.2 Verify compliance of contractors, clients and staff with WHS, environmental, race club and other requirements 2.3 Prepare emergency evacuation plan and erect signage 2.4 Manage access for contractors to avoid potential site congestion and public access according to workplace health and safety requirements
3. Arrange for clean-up activities following the event	3.1 Instruct staff to check inventory for return of all race club equipment 3.2 Arrange reporting procedures for damage to equipment or infrastructure and inform staff how to initiate repairs according to workplace procedures 3.3 Determine safety checks following the event for the removal of all items, equipment and contractor supplies according to workplace requirements before the site can be open for regular access

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 information describing race meeting special events, and identify key issues and follow-up action requirements
Writing	Use clear, specific and industry-related terminology to complete and update workplace documentation
Oral communication	Issue verbal instructions and discuss requirements with racing staff and contractors on a range of subjects
Navigate the world of work	Understand the nature and purpose of own role and associated responsibilities, and recognise and follow implicit and explicit workplace policies and procedures

Skill	Description
Interact with others	• Recognise the importance of building rapport to establish effective working relationships • Play a lead role in situations requiring effective collaboration, demonstrating effective negotiation skills
Get the work done	• Take responsibility for identifying and managing issues, including site congestion and public access • Implement actions as per plan, making adjustments if necessary and addressing unexpected issues • Take personal responsibility for identifying and managing risk factors

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRADM402 Prepare for race meeting special events	RGRADM402A Prepare for race meeting special events	Updated to meet Standards for Training Packages. Changes to elements and 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>

Assessment Requirements for RGRADM402 Prepare for race meeting special events

Modification History

Release	Comments
Release 1	This version released with the 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 completed each of the following activities for at least two race meeting special events:

- planned for special events
- prepared site plan to meet requirements
- prepared emergency evacuation plans
- supervised post-race clean-up.

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:

- specific customer requirements for special events, including access arrangements and cultural requirements and protocols
- types of equipment and procedures for their operation and maintenance
- inventory requirements and methods for tracking and monitoring
- signs of faulty equipment, machinery and infrastructure
- techniques for preparing rosters and time management in the completion of workplace tasks
- racing industry safety requirements and safe operating procedures relating to:
 - identifying and preventing hazards
 - controlling and minimising risks
 - eliminating hazardous substances and materials
 - safe use and operation of equipment and machinery
 - safe manual handling procedures
 - features of emergency evacuation plans
- engagement of contractors.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing workplace or an environment that accurately reflects performance in a real race meeting setting
- resources, equipment and materials:
 - typical resources and workplace documentation required for race meeting operations
 - resources required for special events
- relationships:
 - access to staff, contractors or other relevant people.

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>

RGRCMN201 Investigate job opportunities in racing and related industries

Modification History

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

Application

This unit of competency specifies the outcomes required to identify the structure of and investigate employment opportunities in the racing industry and the industries associated with or linked to racing. It applies to greyhound, harness and thoroughbred racing codes.

The unit applies to individuals who are new entrants or seeking job opportunities in the racing and related industries.

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

Pre-requisite Unit

Nil

Unit Sector

Common (CMN)

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. Research the structure of the racing industry	1.1 Recognise sectors of racing industry 1.2 Outline the structure of racing in each sector 1.3 Identify functional areas within each racing sector
2. Profile racing	2.1 Investigate the number of people employed in racing to identify

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
employment opportunities and related responsibilities	potential areas of employment opportunities 2.2 Interpret general work conditions within functional areas of racing 2.3 Review job responsibilities in essential racing job functions 2.4 Identify employment opportunities in racing-related industries
3. Explore race day operations and employment opportunities	3.1 Outline a range of race day operations 3.2 Examine the role of stewards in race day operations 3.3 Identify the role of the rules of racing and methods used to ensure integrity of racing 3.4 Identify race day safety procedures 3.5 Identify employment opportunities for race days

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 key information in print and online texts, including the rules of racing
Numeracy	Interpret numerical information when investigating numbers of racing employees
Oral communication	Use questioning and active listening skills to investigate the structure of and potential employment opportunities in sectors of the racing industry
Navigate the world of work	Recognise the relationships between industry roles and responsibilities, protocols and rules of racing
Get the work done	- Apply basic research methods to determine subject matter - Operate a range of equipment and technology to extract information - Organise thoughts and information in a systematic manner

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRCMN201 Investigate job opportunities in racing and related industries	RGRCMN002A Investigate job opportunities in racing and related industries	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>

Assessment Requirements for RGRCMN201 Investigate job opportunities in racing and related industries

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 one occasion, the individual has:

- researched and identified the overall structure of the racing industry, including sectors, functional areas and associated racing-related industries
- profiled racing job opportunities and related responsibilities for at least one functional area in one racing code
- explored race day activities and summarised employment opportunities.

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:

- employment areas and opportunities within the racing industry and allied industries
- racing industry codes or sectors
- racing-related industries
- structure and hierarchy of the racing industry, including:
 - horse or greyhound training establishments (public and private trainers)
 - national and state controlling bodies for each racing code
 - race club organisations
 - racing organisations
- functional areas of racing, including:
 - racing administration
 - race day operations
 - steward and integrity services
 - track maintenance
 - training operations
- overview of racing industry ethics and integrity

- general work conditions in the racing industry
- basic purpose and requirements of the rules of racing
- roles in race day operations and staff roles relevant to racing code
- the management of integrity of racing, including:
 - the penalties when rules of racing are contravened
 - establishing and applying rules of racing
 - investigating racing-related incidents
 - licensing or registering participants
 - overseeing integrity of services staff
 - overseeing racing by stewards and integrity services staff
- safety procedures required on race day, including:
 - allocation of security staff
 - designation of restricted areas
 - evacuation procedures
 - identification of race day licensed or registered persons
 - provision of first aid services and equipment
 - stewards' responsibilities
 - starter responsibility
 - safety issues, including the movement of horses or greyhounds
- tools and techniques for investigative work.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - range of racing sector work sites, such as administration buildings, racing kennels, racing stables, racetracks and race meetings
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to investigate racing and related job opportunities, including internet and racing websites, racing magazines and related publications
- specifications:
 - work instructions and related documentation
- relationships (internal and/or external):
 - access to stewards, racing officials and other relevant persons.

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>

RGRCMN203 Comply with racing industry ethics and integrity

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 comply with racing industry ethics and behave with integrity regarding the rules of racing and related protocols.

The unit applies to individuals who work in the racing industry in greyhound, harness or thoroughbred codes.

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

Pre-requisite Unit

Nil

Unit Sector

Common (CMN)

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. Determine current community expectations in regards to racing	1.1 Recognise the different community viewpoints in regards to the use of animals for sport 1.2 Determine the potential animal welfare issues for each of the lifecycle stages of animals used for sport and how these might be prevented or minimised
2. Demonstrate ethical practice	2.1 Identify the key requirements and purpose of local and national rules of racing, including inquiries and appeals processes and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	procedures 2.2 Identify protocols and practices related to working ethically and with integrity relevant to own work role 2.3 Abide by community expectation, workplace practices and legislation relating to animal welfare 2.4 Carry out directions and requests from stewards and officials according to workplace policy 2.5 Comply with appeals, inquiry and compliance processes and procedures in racing
3. Promote the interests of racing and conform to industry practices	3.1 Provide information about racing that is positive and accurate and does not breach the rules of racing 3.2 Use information sensitively and in the best interests of the racing industry 3.3 Outline and observe the Principal Racing Authority's social media policy, including regulations and legislation related to non-discriminatory language and behaviour 3.4 Apply personal grooming and presentation requirements for job role
4. Maintain productive industry relationships	4.1 Recognise community interests in racing and ensure that personal commentary, opinion and behaviour is non-discriminatory and does not cause damage to the image of racing 4.2 Conduct open, honest and ethical dealings with industry organisations and individual stakeholders, and treat the ideas and opinions of others with politeness and respect

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	Select information on workplace policies, community views on racing, animal welfare and safety procedures from a range of written texts both online and in hard copy

Skill	Description
Oral communication	Interact verbally with racing staff to confirm understanding for requirements and basic concepts relating to community views on racing and industry policy
Navigate the world of work	- Understand the nature and purpose of own role and associated responsibilities relating to the rules of racing - Recognise and follow explicit organisational policies and procedures relating to ethics and integrity
Interact with others	- Consult with others on work processes, industry protocol and animal welfare issues - Use racing industry protocols and practices for communicating with a range of racing personnel
Get the work done	Take responsibility for organising own activities to ensure ethical practices and compliance with the rules of racing

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRCMN203 Comply with racing industry ethics and integrity	RGRCMN001A Comply with the rules of racing and related protocols	Updated to meet Standards for Training Packages. Changes to elements and performance criteria for clarity.	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>

Assessment Requirements for RGRCMN203 Comply with racing industry ethics and integrity

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:

- located information about racing industry ethics and integrity, including:
 - relevant state or territory Principal Racing Authority (PRA) and workplace policies, including social media policy
 - relevant sections of the rules of racing
 - animal welfare principles, practices and regulations
- applied the directives of the relevant PRA, stewards and/or other officials in at least two racing-related activities
- engaged in at least two positive interactions with racing stakeholders on issues relating to racing industry ethics and integrity and animal welfare.

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:

- PRA and racing industry standards and expectations relating to ethics and integrity, including:
 - rules of racing relating to ethics and integrity for relevant code
 - animal welfare
- animal welfare issues at different lifecycle stages
- strategies used to prevent or minimise animal welfare issues
- strategies for addressing community viewpoints regarding the use of animals in sport
- community viewpoints regarding the use of animals for sport and issues relating to animal welfare
- role of stewards in relation to integrity, ethics and animal welfare
- types of ethical and unethical conduct in racing
- appeals and inquiries processes and procedures

- social media policy for relevant PRA and/or workplace
- protocols and procedures for communicating with stewards, racing officials and tribunal members
- regulations and legislation related to non-discriminatory language and behaviour.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - relevant racing sector work site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - relevant state/territory PRA's social media policy
 - rules of racing
 - racing ethics issues
- specifications:
 - relevant workplace documentation and resources
- relationships:
 - real racing personnel and community members or realistic scenarios or role-plays for interactions relating to racing industry ethics and integrity.

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>

RGRCMN305 Participate in racing protests and inquiries

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 recognise rights and responsibilities, seek advice and provide clear and accurate information at inquiries and protests based on the rules of racing.

The unit applies to individuals from the harness and thoroughbred codes of the racing industry, who participate in protests and inquiries.

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

Pre-requisite Unit

Nil

Unit Sector

Common (CMN)

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. Participate in protests	1.1 Identify the protest process for the relevant racing code, including who can lodge a protest and the possible outcomes of a protest 1.2 Verify nature of protest and review video footage or other evidence related to the incident 1.3 Present evidence, as a protestor or defendant, and argue the case relevant to the rules of racing

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Prepare for inquiries	2.1 Ensure the nature of inquiry is known and understood, and source the relevant rules of racing 2.2 Confirm inquiry participants and request permission to present witnesses or to have an advocate present
3. Participate in inquiries	3.1 Ensure rights, responsibilities and inquiry procedures are understood and observed 3.2 Ensure personal presentation and methods of address in inquiry are appropriate 3.3 Verify nature of the charge and plea options 3.4 Provide clear and accurate information in a manner that complies with workplace policies

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	Recognise the key features of a range of texts relating to protests and inquiries, the rules of racing and racing authority regulations
Writing	Use appropriate language and racing terminology when preparing statements for protests and inquiries
Oral communication	Interact verbally with a range of personnel to prepare for and participate in protests and inquiries
Numeracy	Review, analyse, compare and contrast numerical data that may be embedded in documents relevant to protests and inquiries
Navigate the world of work	Take responsibility for planning and organising own research to prepare for and participate in protests and inquiries
Interact with others	- Work cooperatively with colleagues so as to be informed about racing issues and community views on racing - Recognise importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate with whom, why and how

Skill	Description
Get the work done	• Address protests and inquiries in a calm, considered manner by providing objective, factual information • Understand the importance of secure information and privacy in relation to own work

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRCMN305 Participate in racing protests and inquiries	RGRPSH417A Participate in protests, inquiries and appeals	Updated to meet Standards for Training Packages. Changes to title, elements and performance criteria to remove appeals from unit.	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>

Assessment Requirements for RGRCMN305 Participate in racing protests and inquiries

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:

- interpreted rules of racing to verify the nature of charges and plea options relevant to one protest and one inquiry
- prepared or reviewed evidence to support or defend the case
- participated in at least one protest in the relevant racing code
- participated in at least one inquiry in the relevant racing code.

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, practices and processes for protests and inquiries
- relevant rules of racing relating to the protest and inquiry
- rights and responsibilities relating to protest and inquiry procedures
- roles and responsibilities of protest and inquiry participants
- witnesses that can be called and who can act as an advocate
- personal responsibility for conduct relating to the relevant rules of racing
- protocols and procedures for communicating with stewards and other people involved in the protest or inquiry
- personal grooming and presentation requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - relevant racing sector work site or an environment that accurately represents workplace conditions

- resources, equipment and materials:
 - relevant workplace documentation and resources
 - realistic case studies
- relationships:
 - real personnel or realistic scenarios or role-plays for participating in protests and inquiries.

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>

RGRCMN402 Participate in media interviews for racing

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 work effectively with the media. It identifies the various forms of media and the benefits of working cooperatively with the media, as well as strategies for dealing with both positive and negative publicity.

It applies to individuals from the greyhound, harness or thoroughbred codes of the racing industry, who participate in press conferences and impromptu interviews.

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

Pre-requisite Unit

Nil

Unit Sector

Common (CMN)

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. Prepare for interviews	1.1 Clarify purpose of interview, the media used and workplace policy in relation to interviews 1.2 Clarify obligations of racing personnel to racing authority and rules of racing when participating in media interviews 1.3 Consider obligations and code of conduct of journalists when

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	agreeing to participate in formal and informal interviews 1.4 Clarify topic and confirm authority to comment before the commencement of the interview 1.5 Prepare information for planned interviews by predicting questions and preparing answers and reading workplace documentation on topics that are relevant to the purpose for the interview, racing authority regulations, the rules of racing and ethical practices 1.6 Practice interview techniques with colleagues prior to the commencement of the interview 1.7 Ensure personal presentation and public speaking skills are appropriate for media type and format
2. Participate in interviews	2.1 Present information in a relevant and succinct format for media source and potential audience 2.2 Demonstrate appropriate non-verbal communication skills during interviews 2.3 Use appropriate communication strategies to manage direction and purpose of the interview by deflecting critical remarks or questions and providing information in a systematic manner 2.4 Manage impromptu interviews to provide relevant information, while complying with racing protocols and rules of racing according to workplace policy 2.5 Apply strategies to build a rapport with media personnel to enhance interview technique
3. Review interview performance	3.1 Seek feedback on interview performance from appropriate personnel 3.2 Review information given to ensure the rules of racing or racing authority protocols were not breached 3.3 Review own performance and identify potential improvements for future interviews

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	Recognise the structures and key features of a range of familiar texts, including workplace policy on media interviews, the rules of racing and racing authority regulations
Oral communication	- Practise answering questions with racing colleagues to prepare for communication with media interviewer - Provide clear information on topic and answer questions succinctly when interacting verbally with media interviewers - Use tone and pace appropriate for audience and non-verbal communication to enhance presentation skills
Interact with others	Work cooperatively with colleagues so as to be informed about racing issues and community views on racing
Get the work done	- Take responsibility for planning and organising own research to meet planned and unplanned media interviews - Use various media technology, including social media - Address interview-related communication in a calm, considered manner by providing objective, factual information that supports workplace perspectives

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRCMN402 Participate in media interviews for racing	RGRCMN402A Participate in media interviews for racing	Updated to meet Standards for Training Packages. Changes to elements and 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>

Assessment Requirements for RGRCMN402 Participate in media interviews for racing

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:

- clarified topic and considered workplace obligations and responsibilities prior to agreeing to a media interview
- prepared a list of potential questions that may be asked or issues that may be discussed in a media interview about two current topics
- practised interview techniques with colleagues, on at least two occasions, including:
 - providing accurate verbal information in a structured and succinct manner
 - deflecting critical remarks or questions
 - using non-verbal communication skills
- participated in a real media interview or realistic role-play on at least one occasion, demonstrating appropriate personal speaking and presentation skills and interaction with interviewer
- obtained feedback on own performance.

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:

- workplace and racing industry communication practices, protocols and obligations for participating in media interviews
- relevant rules of racing and controlling body or Principal Racing Authority regulations relating to media interview topic or content
- different forms of media, including social media
- types of interview formats, including formal and informal formats
- basic overview of code of conduct for journalists and media interviewers
- personal grooming and presentation requirements
- verbal and non-verbal communication skills relevant to interview technique

- communication strategies for:
 - answering and dealing with difficult questions and criticisms
 - dealing with impromptu interview situations
 - building rapport
 - obtaining feedback on interview performance.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - relevant racing sector work site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - workplace and racing industry communication protocols relating to media interviews
- specifications:
 - relevant workplace documentation and resources
- relationships:
 - real racing personnel and media interviewers or realistic role-plays and scenarios.

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>

RGRCMN403 Participate in 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 participate in racing industry appeals processes and protocols related to the rules of racing

The unit applies to individuals engaged in greyhound, harness or thoroughbred codes who may be required to communicate with appeal panel members, lawyers, licensed personnel and racing officials.

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

Pre-requisite Unit

Nil

Unit Sector

Common (CMN)

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. Prepare to appeal a decision	1.1 Research rights of individual to appeal a decision 1.2 Seek advice on merit of appeal from appropriately experienced or qualified personnel 1.3 Define the reasons for appealing a decision based on the rules of racing 1.4 Lodge appeal according to rules of racing and within specified

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	timeframes
2. Conduct research prior to an appeal	2.1 Gather evidence to support reasons for appeal 2.2 Research protocols used in appeal process
3. Present at appeal hearing	3.1 Dress suitably and address tribunal members and others appropriately 3.2 Ensure written statements and documents are relevant and legible 3.3 Ensure verbal evidence and statements are succinct and relevant to appeal 3.4 Ensure other evidence or witnesses produced are relevant to appeal

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	Research and interpret key information relating to appeal procedures in the rules of racing
Writing	Write, edit and proofread documents to ensure clarity of meaning, and accuracy and consistency of information, for an appeals process
Oral communication	Present information relating to an appeal clearly and succinctly using language and terminology appropriate for audience and appeal situation
Navigate the world of work	- Apply relevant industry rules and regulations pertaining to rights, responsibilities and dress codes - Identify rights, responsibilities and procedures of appeals
Interact with others	Communicate with stewards, officials, co-workers and others using racing industry communication techniques appropriate for audience and the appeal process
Get the work done	- Gather and organise evidence relevant to the appeal and test with expert personnel - Complete procedures within nominated timeframes - Address less predictable problems and initiate standard procedures

Skill	Description
	in response, applying problem-solving processes in determining a solution

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRCMN403 Participate in racing industry appeals	RGRCMN403A Participate in racing industry appeals	Updated to meet Standards for Training Packages. Minor changes to performance criteria for clarity. Merging of two units for industry racing appeals	Equivalent unit
RGRCMN403 Participate in racing industry appeals	RGRPSH417A Participate in protests, inquiries and appeals	Updated to meet Standards for Training Packages. Minor changes to performance criteria for clarity. Merging of two units for industry racing appeals	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>

Assessment Requirements for RGRCMN403 Participate in racing industry appeals

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 two occasions, the individual has:

- conducted research and investigated the opportunity and right to appeal a racing industry decision
- prepared documentation to lodge an appeal
- collected evidence to support reasons for appeal
- presented at a racing appeal forum, meeting expectations for personal presentation and communication of relevant information.

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:

- relevant rules of racing relating to reason for appeal
- methods to research appeal situations
- appeals processes and procedures, including:
 - rights of individuals to lodge an appeal
 - rules of racing and specified timeframes for appeals
 - systems for appeals in different racing sectors
 - application for stay of proceedings timeframe
 - costs
- types of evidence considered relevant to support an appeal, including:
 - betting sheets and fluctuations
 - inquiry transcripts
 - stewards' reports
 - swab materials

- videos
- presenting at an appeal, including:
 - personal grooming
 - presentation requirements
 - protocols and procedures for communicating with stewards and appeal panel members
- the role of stewards in an appeal, including:
 - stewards' rights and obligations
 - conducting an investigation
 - hearing an inquiry
- determining a resolution.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - relevant racing sector site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - appeals forms
 - access to an appeals situation
 - opportunity to participate in an appeals process
- specifications:
 - work instructions and related documentation
 - relevant regulations, policies and procedures
 - rules of racing.

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>

RGRPSG201 Handle greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to safely catch, control and lead greyhounds.

The unit applies to all individuals who may be required to handle greyhounds as part of their job function in the greyhound industry.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

Nil.

Unit Sector

Performance services greyhounds (PSG)

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. Identify greyhounds	1.1 List a range of features to identify an individual greyhound 1.2 Use industry terminology to identify and describe individual

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	greyhounds
2. Safely approach, catch and lead greyhounds	2.1 Identify observed individual greyhound behaviours and known level of education before handling 2.2 Use handling methods that ensure the wellbeing of the greyhound 2.3 Use safe and effective catching techniques to secure greyhounds 2.4 Fit greyhound with catching and leading gear 2.5 Demonstrate safe and effective greyhound leading techniques according to industry standards 2.6 Lead the greyhound in a range of different environmental conditions, singly and with other dogs
3. Control greyhounds in public areas	3.1 Identify hazards and evaluate risks associated with handling greyhounds in public areas 3.2 Use safe leading, lifting and holding techniques appropriate to the individual dog to minimise distress in line with welfare requirements, and to control greyhounds in public areas

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	Read and research greyhound identifying features and rules of racing and codes of practice in relation to health and welfare of greyhounds
Navigate the world of work	Take responsibility for following explicit procedures and health and safety requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG201 Handle greyhounds	RGRPSG201A Handle greyhounds	Updated to meet Standards for Training Packages	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>

Assessment Requirements for RGRPSG201 Handle greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- caught, lead and controlled at least three greyhounds in a variety of environments
- handled greyhounds safely according to animal welfare requirements
- evaluated and controlled the risks associated with catching and handling greyhounds
- identified and used different items of greyhound handling gear in a correct manner
- described features of greyhounds using industry terminology
- recognised and responded to greyhound behaviours.

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 and practices of greyhound handling
- communication procedures, including reporting lines within kennel and wider racing industry
- industry terminology related to handling greyhounds
- normal and abnormal greyhound behaviour
- purpose of using different items of greyhound handling gear
- relevant rules of racing pertaining to greyhound handling
- reporting requirements in relation to handling greyhounds safely
- senses, communication traits and behaviour patterns of greyhounds
- racing industry animal welfare requirements
- WHS requirements relating to handling greyhounds
- racing industry safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - racing greyhounds
 - catching and leading gear
- specifications:
 - current industry best practice information for greyhound handling and related animal welfare 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>

RGRPSG202 Transport greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to load and unload greyhounds in vehicles and ensure their safety and welfare during transport.

The unit applies to individuals who prepare greyhounds for transportation, carry out that transportation and unload greyhounds at the destination.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Prepare for and load greyhounds	1.1 Plan travel requirements according to requirements and industry codes of practice and animal welfare policies 1.2 Check weather and traffic conditions relevant to planned journey

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Conduct vehicle and trailer safety check 1.4 Check ventilation and cooler operation of dog vehicles 1.5 Organise and check required equipment for transporting greyhounds including personal protective equipment 1.6 Inspect greyhounds and report illness or injury to supervisor 1.7 Apply bedding and dog clothing appropriate for weather conditions 1.8 Safely load greyhounds
2. Monitor greyhounds during transportation	2.1 Monitor greyhounds for comfort and safety while travelling 2.2 Provide rest and relief stops according to racing industry standards 2.3 Identify, and appropriately manage, effects of travel on the behaviour and condition of greyhounds
3. Conduct post-transport procedures	3.1 Safely unload greyhounds 3.2 Inspect greyhounds and report illness or injury to the supervisor 3.3 Care for greyhounds according to supervisor's instructions and safe work practices and animal welfare codes of practice 3.4 Check bedding and gear and report any damage to supervisor 3.5 Check and clean vehicle and trailer and report any defects to supervisor

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
Oral Communication	Use clear and concise language to report verbally to supervisor, and to clarify instructions
Get the work done	Navigate effectively to reach destination in a safe manner

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG202 Transport greyhounds	RGRPSG202A Transport greyhounds	Updated to meet Standards for Training Packages. Inclusion of prerequisite, <i>RGRPSG201 Handle greyhounds.</i>	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>

Assessment Requirements for RGRPSG202 Transport greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- planned and implemented at least three journeys and for each journey:
 - complied with workplace safety policies when working with greyhounds
 - evaluated risks associated with transporting greyhounds
 - identified and used different items of greyhound handling gear
 - used safe handling and work practices when dealing with greyhounds.

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 and practices for transporting greyhounds
- normal or abnormal greyhound behaviour
- symptoms and signs of greyhound illness, injury or distress
- industry terminology related to handling greyhounds
- methods of checking greyhound physical condition during and after transport
- purpose of handling gear items and personal protective equipment
- racing industry animal welfare requirements, including the Five Domains model of animal welfare
- range of transport conditions, including temperature, time, duration and mode of travel, and their potential effects on greyhound health and welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents workplace conditions

- resources, equipment and materials:
 - a vehicle that is used to transport greyhounds
 - live greyhounds
 - workplace resources typically found in a greyhound establishment
- specifications:
 - greyhound industry codes of practice.

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>

RGRPSG203 Promote and enhance greyhound behaviour

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to interpret the behaviour of individual greyhounds and to achieve an understanding of factors affecting behaviour.

This unit applies to all individuals who work directly with greyhounds in the greyhound industry.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services greyhounds (PSG)

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. Apply knowledge of canine behaviour	1.1 Source and interpret information on greyhound behaviour and its implications for the training and management of greyhounds 1.2 Apply knowledge of canine behaviour to specific training methods, systems and techniques 1.3 Review greyhound establishment layout and the implications for

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	greyhound behaviour and welfare 1.4 Suggest modifications to layout to enhance greyhound welfare and behaviour 1.5 Modify the behaviour of a greyhound to perform a specific task using knowledge of canine cognition and learning
2. Use knowledge of behaviour to improve the welfare of greyhounds	2.1 Identify and comply with the codes of practice that relate to the welfare of greyhounds 2.2 Identify problem behaviours in greyhounds, including likely causes, treatment and prevention

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	Collect, read and analyse sufficient information about greyhound behaviour to meaningfully apply the knowledge to own interactions with greyhounds

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG203 Promote and enhance greyhound behaviour	RGRPSG301A Supervise handling of greyhounds	Content of <i>RGRPSG301A Supervise handling of greyhounds</i> has been incorporated into: <i>RGRPSG208 Promote and enhance greyhound</i>	No equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		<i>health and welfare</i> • <i>RGRPSG209</i> <i>Ethically rehome a greyhound</i> • <i>RGRPSG203</i> <i>Promote and enhance greyhound behaviour</i>	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

Assessment Requirements for RGRPSG203 Promote and enhance greyhound behaviour

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- accurately interpreted canine and greyhound behaviour including:
 - body language
 - vocalisation
 - locomotory behaviour
 - interactions with other dogs
- applied knowledge of canine behaviour to greyhound handling and training
- used knowledge of how environment can affect behaviour to describe best practice
- used knowledge of canine behaviour to analyse current handling, training, transport and housing of at least three greyhounds and made recommendations for improvements that enhanced both the welfare and behaviour of individual greyhounds.

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:

- behavioural needs and patterns of greyhounds
- current research in sufficient depth to be able to apply the results of the research to the management, handling, housing and training of greyhounds with regards to:
 - canine cognition
 - ethology
 - behaviour and learning
- effects on the behaviour and welfare of greyhounds with regards to:
 - the environment
 - housing
 - handling

- training
- greyhound behavioural signals including:
 - body language
 - vocalisation
 - locomotory behaviour
 - interactions with other dogs
- the relationship between greyhound behaviour and greyhound welfare
- Five Domains model of animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - typical workplace resources, including live greyhounds
 - access to resources on canine and greyhound behaviour
- specifications:
 - greyhound industry codes of practice for animal welfare.

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>

RGRPSG204 Attend greyhounds during and after exercise routines

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare, handle and exercise greyhounds, of all ages, and conduct post-exercise care procedures.

The unit applies to individuals who may be required to attend greyhounds during exercise routines. This may include kennel hands and trainers.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Prepare greyhounds for exercise	1.1 Identify greyhounds to be exercised 1.2 Identify greyhound social traits, behaviour and illnesses, prior to preparation for exercise 1.3 Prepare for greyhound exercise activities according to industry standards 1.4 Identify exercise hazards and personal protective equipment requirements and apply risk control measures in accordance with WHS
2. Exercise greyhounds	2.1 Lead and control greyhounds, before undertaking exercise activities 2.2 Interact positively with the greyhound whenever it is handled 2.3 Implement a process of desensitisation and habituation in relation to the greyhound being fitted with exercise gear 2.4 Conduct exercise activity with greyhounds, of various ages, according to the goals of the activity
3. Perform post-exercise procedures	3.1 Effectively cool down the greyhound post-exercise and supply water to drink to prevent heat stress or dehydration 3.2 Implement post-exercise assessment of greyhound for injuries, distress, health and fitness 3.3 Report signs of greyhound illness, injury or distress to supervisor and refer to veterinarian if required 3.4 Report any irregularities with greyhound exercise gear to supervisor according to workplace policy and safety requirements

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
Oral Communication	Report irregularities, hazards or defects in gear to supervisor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG204 Attend greyhounds during exercise routines	RGRPSG204A Attend greyhounds during exercise routines	Updated to meet Standards for Training Packages. Title changed to reflect unit content. Inclusion of prerequisite, <i>RGRPSG201 Handle greyhounds</i> .	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>

Assessment Requirements for RGRPSG204 Attend greyhounds during and after exercise routines

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that, on at least three occasions, the individual has:

- complied with WHS and industry animal welfare standards when working with greyhounds
- attended at least one greyhound during exercise routines, and performed pre-and post-exercise checks on the greyhound.

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 and practices for attending greyhounds
- different exercise programs
- characteristics of healthy greyhounds and the signs of common greyhound illnesses or injuries
- Five Domains model of animal welfare
- greyhound behaviour
- industry terminology related to greyhound exercise procedures
- workplace health and safety
- techniques to use when exercising groups of greyhounds
- personal protective equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

- a greyhound establishment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - exercise gear
 - range of ages of greyhounds.

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>

RGRPSG205 Attend greyhounds at race meetings

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare greyhounds for racing, following kennelling and pre- and post-race procedures.

The unit applies to individuals who are required to attend greyhounds at race meetings. This may include kennel hands and trainers.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Prepare greyhounds for race meetings	1.1 Prepare healthy greyhounds for race meetings, according to the rules of racing and animal welfare requirements 1.2 Follow industry and workplace requirements for personal presentation, at race meetings
2. Follow kennelling procedures	2.1 Follow racing officials' instructions and provide documentation relating to greyhound performance

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.2 Present greyhound for inspection when requested by stewards or officials 2.3 Carry out workplace kennelling duties, according to animal welfare requirements
3. Follow pre-race procedures	3.1 Collect greyhound from kennel, at specified time, and ethically control, during pre-race processes 3.2 Catch, lead, control and parade greyhound and follow parade official's directions 3.3 Follow starting official's directions, prepare greyhound for start, and place greyhound safely into starting box 3.4 Carry out pre-race duties according to animal welfare requirements
4. Complete post-race procedures	4.1 Carry out post-race and rehydration procedures, according to safety procedures and the relevant rules of racing 4.2 Check greyhound for any post-race injury or stress and report to owner or trainer for action 4.3 Return greyhounds to home kennels and report any observations to owner or trainer 4.4 Check gear for damage, and clean and store according to workplace 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	Read and follow any officials' written instructions
Writing	Use clear, specific and industry-related terminology to record basic information about greyhound performance
Oral Communication	Ask questions to clarify and confirm instructions
Get the work done	Make routine decisions and implement standard greyhound

Skill	Description
	parading procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG205 Attend greyhounds at race meetings	RGRPSG205A Attend greyhounds at race meetings	Updated to meet new Standards for Training Packages. Inclusion of prerequisite, <i>RGRPSG201 Handle greyhounds</i> .	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>

Assessment Requirements for RGRPSG205 Attend greyhounds at race meetings

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit. There must be evidence that the individual has:

- attended a greyhound at a trial at least twice
- attended a greyhound at a race meeting on at least three occasions.

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 and practices for attending greyhounds
- animal welfare codes of practice
- characteristics of healthy greyhounds
- common greyhound illnesses or injuries
- communication procedures during race day operations
- grooming methods and equipment for race meetings
- industry terminology related to greyhound racing procedures
- methods of checking greyhound physical condition pre- and post-race
- pre- and post-race care and welfare requirements of racing greyhounds
- race meeting procedures and industry codes of practice
- relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound racing establishment
 - a greyhound race track
- resources, equipment and materials:

- racing greyhounds.

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>

RGRPSG206 Catch and control greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to safely identify, catch and control an individual greyhound, after a race or trial, and report incidents and observations.

The unit applies to individuals who are authorised to perform the duties of a greyhound catcher, at a trial or race.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Prepare to catch greyhounds	1.1 Follow rules of racing, and protocols and procedures that are related to greyhound welfare and catching pen operations 1.2 Select and use personal protective equipment according to requirements and follow pre-race catching preparations 1.3 Identify hazards in catching area and use strategies to minimise risk of injury, according to WHS and animal welfare policies 1.4 Watch race from catchers' designated area and identify welfare issues that may affect individual greyhounds
2. Conduct post-race greyhound activity	2.1 Collect specified greyhound and ethically restrain, following catching pen supervisor or steward instructions 2.2 Inspect greyhound for injury, cramp or fatigue 2.3 Report race incidents or observations to greyhound's trainer or handler

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
Oral Communication	Discuss issues with others in clear language, using industry terminology
Navigate the world of work	Understand the nature and purpose of own role and associated responsibilities, and recognise and follow explicit organisational policies and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG206 Catch and control greyhounds	RGRPSG206A Perform duties of greyhound catcher	Title changed for clarity. Inclusion of prerequisite	No equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		<i>RGRPSG201 Handle greyhounds.</i>	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

Assessment Requirements for RGRPSG206 Catch and control greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- caught and controlled greyhounds after a race or trial, on at least three occasions, including:
 - identified and fitted greyhound gear
 - identified individual greyhounds.

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 and practices for catching greyhounds
- WHS and animal welfare and ethics codes of practice and requirements
- identification features of individual greyhounds, including sex, colour, markings, and ear brands, and how to use each of these to check the identity of an individual greyhound
- importance of correct identification for racing integrity
- characteristics of healthy greyhounds
- industry terminology related to greyhound racing procedures
- post-race care and welfare requirements of racing greyhounds
- race day and trial catching pen procedures
- relevant rules of racing
- personal protective equipment
- racing industry safety requirements
- safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - racing greyhounds.

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>

RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to comply with greyhound racing industry ethics and to behave with integrity regarding the rules of racing and related protocols. It requires an understanding of the effects of noncompliance on the image of racing and on licensed or registered individuals.

The unit applies to all individuals who participate in the greyhound racing industry, including owners, breeders, educators, trainers, assistants and trial track operators.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services greyhounds (PSG)

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. Meet integrity	1.1 Identify licensing schemes, codes of practice and legislative

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
requirements	requirements related to animal welfare in the greyhound industry 1.2 Interpret the rules of racing as they apply to own role, and follow their requirements 1.3 Determine acceptable and non-acceptable behaviour and practices 1.4 Display integrity in own behaviour, including reporting observed breaches to appropriate authorities 1.5 Follow directions and carry out requests given by stewards and officials
2. Demonstrate ethical practice	2.1 Demonstrate open, honest and ethical dealings with stakeholders and other organisations 2.2 Place industry goals above self-interest or gain and promptly declare perceived or actual conflicts of interest 2.3 Demonstrate commitment to ethical animal welfare practices and report any breaches to appropriate authorities
3. Operate within social licence conditions	3.1 Interpret context and changes in community expectations of the greyhound racing industry 3.2 Identify factors that affect public perceptions of the greyhound racing industry 3.3 Model ethical practice in all actions to enhance public confidence in racing integrity
4. Participate ethically in industry communication	4.1 Build confidence and show commitment to integrity when communicating with individuals and public 4.2 Provide accurate information about racing that complies with the rules of racing 4.3 Conduct open, honest and ethical communication with industry organisations and individual stakeholders 4.4 Follow the Principal Racing Authority social media policy, including regulations and legislation related to non-discriminatory language and behaviour 4.5 Treat the ideas and opinions of industry staff, licensees and other stakeholders with politeness and respect 4.6 Deal with sensitive and private information according to applicable Principal Racing Authority privacy and information policies, and relevant legislation

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.7 Deal with conflict openly and honestly to never jeopardise race integrity or animal welfare

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	Select information on workplace policies, community views on racing, animal welfare, and the rules of racing from a range of written texts, both online and in hard copy
Oral Communication	Discuss with racing staff the requirements of work roles and basic concepts relating to community views on racing, and industry policy
Learning	Build knowledge about community views on animal welfare, and how to model ethical behaviour

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice	RGRCMN001A Comply with the rules of racing and related protocols	Content used to create greyhound specific 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>

Assessment Requirements for RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has demonstrated a commitment to integrity in the greyhound racing industry and followed ethical practices over a period of time that included having:

- demonstrated a knowledge and understanding of acceptable and unacceptable behaviour on at least three occasions
- demonstrated the ability to recognise and report unethical behaviour and breaches of integrity on at least three occasions
- provided examples of compliance and non-compliance with social media policies in response to three scenarios.

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 racing industry ethics and integrity, including the behaviours that constitute ethical and unethical conduct in racing
- animal welfare and ethics codes of practice and requirements
- roles and powers of registration and licensing bodies
- the concept of a social licence and what it means for the greyhound industry
- ethical and integrity issues confronting greyhound industry participants
- acceptable and non-acceptable behaviour and practices in greyhound racing
- appeals and inquiries processes and procedures
- range of different communication channels used in the industry, including private, public, online and on-the-record
- industry standards and expectations
- own roles and responsibilities in relation to other industry personnel
- protocols and procedures for communicating with stewards and racing officials
- regulations and legislation related to non-discriminatory language and behaviour

- rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents workplace conditions
- specifications:
 - access to the rules of racing, and relevant codes of practice for greyhound racing and for greyhound health and welfare.

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>

RGRPSG208 Promote and enhance greyhound health and welfare

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to care for greyhounds and protect their health and welfare through the creation and maintenance of comfortable physical and mental environments.

The unit applies to all individuals who have a greyhound in their care.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Check health and welfare of greyhounds	1.1 Identify and recognise the characteristics of a healthy greyhound 1.2 Identify and recognise and report symptoms of common greyhound illnesses and injuries and signs of distress to supervisor/trainer/owner 1.3 Recognise and report the characteristics of a greyhound in a positive, negative or neutral mental state
2. Provide appropriate nutrition and access to food and water	2.1 Identify the range of feeds appropriate for the nutritional requirements of greyhounds 2.2 Determine the feed and water requirements for an individual racing greyhound, taking into account age, gender, body mass and health of the dog and its career. 2.3 Ensure access to and security of food for all greyhounds 2.4 Observe individual greyhound eating and drinking patterns and report variations to supervisor/trainer/owner
3. Provide a comfortable physical and social environment	3.1 Comply with racing kennel operations related to the care, welfare and management of greyhounds 3.2 Clean and maintain kennels, the kennel environment and yards according to sanitation requirements and industry codes of practice 3.3 Identify workplace safety hazards and take the appropriate actions to rectify 3.4 Identify any signs of discomfort and/or distress of greyhounds and take the appropriate actions to rectify 3.5 Provide greyhounds with access to activities that involve choice and variety to enable behavioural expression 3.6 Follow an enrichment and exercise plan for greyhounds at different life stages
4. Groom and bathe greyhounds	4.1 Choose appropriate grooming and bathing equipment for greyhounds and use to groom and bathe greyhounds 4.2 Catch, lead and control greyhounds and groom and prepare greyhounds for race meetings according to WHS policy 4.3 Check greyhounds for illness or injury during grooming and report or record findings promptly

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
Writing	Use clear, specific and industry-related terminology to provide basic reports on greyhound health and behaviour
Oral Communication	Discuss health and welfare issues with colleagues clearly using industry terminology
Numeracy	- Measure greyhound feed to ensure each greyhound is fed appropriately - Calculate and record greyhound food intake when required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG208 Promote and enhance greyhound health and welfare	RGRPSG301A Supervise handling of greyhounds	Content of <i>RGRPSG301A Supervise handling of greyhounds</i> has been incorporated into: <i>RGRPSG208 Promote and enhance greyhound health and welfare</i> <i>RGRPSG209 Ethically rehome a greyhound</i> <i>RGRPSG203 Promote and enhance greyhound behaviour</i>	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>

Assessment Requirements for RGRPSG208 Promote and enhance greyhound health and welfare

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- promoted and enhanced greyhound health and welfare when working with at least three greyhounds, including:
 - identified the difference between healthy and unhealthy, distressed or injured greyhounds
 - prepared and provided correct quantities of quality feed and water according to individual greyhound requirements
 - provided a comfortable physical environment
- worked safely, using safe handling within industry standards.

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 greyhound health and welfare
- anatomical and physiological structures and functions related to animal health and wellbeing and enrichment strategies
- animal behaviour characteristics of the greyhounds, age, health status and social needs
- physical, social and food-related enrichment activities
- Five Domains model of animal welfare
- behavioural signs of anxiety and distress in greyhounds including:
 - positive, negative and neutral and the actions to address this
- WHS and animal welfare codes of practice and requirements
- characteristics of healthy greyhounds and sick, distressed or injured animals
- characteristics of greyhounds in positive, negative and neutral mental states
- effective actions to address negative mental states

- common feedstuffs and methods of determining quality and calculating appropriate quantity
- greyhound feeding and drinking patterns
- methods of grooming and bathing greyhounds
- industry terminology related to greyhound illnesses or injuries, identification, feeding and grooming
- characteristics of good kennel design, bedding arrangements, temperature control and other environment arrangements that enhance greyhound health and welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents real workplace conditions
- resources, equipment and materials:
 - live greyhounds
 - a range of resources required for caring for greyhounds typically found at a greyhound establishment.

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>

RGRPSG209 Ethically rehome a greyhound

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare a greyhound for rehoming. It requires the ability to determine options, modify greyhound lifestyle and environment, and prepare and lodge required documentation.

The unit applies to individuals who are greyhound owners and others in the greyhound racing industry who prepare greyhounds for retirement, including those working in greyhound adoption programs.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Recognise greyhound retirement options	1.1 Identify greyhound racing industry protocols for racing greyhound retirement

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.2 Identify and follow ethical considerations in determining options for greyhounds, when it is determined that they are not suitable to race 1.3 Assess suitability of retiring greyhounds as pets, for breeding or other options 1.4 Seek advice from workplace supervisors or colleagues on a preferred option or the need for behaviour assessment services 1.5 Identify factors in the early months of life and throughout the life cycle that will have an impact on greyhound rehoming, later in life 1.6 Identify potential adoption or fostering agencies 1.7 Investigate the availability and access to greyhound behaviour assessment services or other specialist services
2. Prepare greyhound for rehoming	2.1 Modify greyhound daily living, exercise and feeding routines in order to prepare for rehoming 2.2 Observe how the greyhound responds to the changes in routines and record any observations to behavioural changes
3. Lodge documents pertaining to greyhound retirement	3.1 Lodge formal documentation relating to greyhound retirement with greyhound industry 3.2 Investigate adoption options and contact state greyhound adoption body 3.3 Assist with matching individual dogs with specific homes

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
Writing	Use clear, specific and industry-related terminology to complete basic documentation on greyhound retirement
Oral Communication	Discuss retirement and rehoming options with colleagues and individuals associated with greyhound adoption programs, in clear language using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG209 Ethically rehome a greyhound	RGRPSG301A Supervise handling of greyhounds	Content of <i>RGRPSG301A Supervise handling of greyhounds</i> has been incorporated into: • <i>RGRPSG208 Promote and enhance greyhound health and welfare</i> • <i>RGRPSG209 Ethically rehome a greyhound</i> • <i>RGRPSG203 Promote and enhance greyhound behaviour</i>	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>

Assessment Requirements for RGRPSG209 Ethically rehome a greyhound

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- participated in the process of ethically rehoming at least one greyhound.

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:

- procedures and practices for rehoming greyhounds
- greyhound adoption programs and fostering agencies and their role
- greyhound nutrition as it relates to rehoming
- community safety expectations of local laws relating to greyhounds and other pets
- how to identify need for behaviour assessment services or other specialist services
- principles of how greyhounds learn
- greyhound behaviour, including negative and positive physical/functional states or situations and their associated negative and positive effects on the greyhound (Five Domains Model).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents real workplace conditions
- resources, equipment and materials:
 - greyhound and resources appropriate for greyhounds transitioning to retirement.

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>

RGRPSG301 Rear greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to rear greyhounds.

The unit applies to individuals who rear greyhounds for racing.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Maintain kennels	1.1 Establish and implement kennel routines and procedures, according to industry standards 1.2 Clean facilities and disinfect kennels 1.3 Maintain greyhound housing to industry and animal welfare codes of practice standards 1.4 Apply WHS protocols, according to animal welfare standards 1.5 Establish protocols to meet legislative, local authority requirements and to comply with industry codes of practice
2. Manage early development of growing greyhounds	2.1 Establish and monitor greyhounds in group and individual housing systems 2.2 Develop and implement procedures for socialisation, enrichment and training of young greyhounds according to industry standards and greyhound welfare principles 2.3 Identify when a greyhound is ready for education 2.4 Catch, lead and control young greyhounds and provide them with exercise opportunities 2.5 Familiarise greyhounds with approved equipment used in training and racing greyhounds
3. Monitor wellbeing of greyhounds	3.1 Identify and recognise the characteristics of a healthy greyhound 3.2 Identify, recognise and report symptoms of common illnesses and injuries 3.3 Implement general health maintenance and preventative treatment procedures for greyhounds according to health and safety practices 3.4 Develop and implement a nutrition program according to greyhound welfare policies and determine the need for veterinary assistance or other specialist advice 3.5 Observe and report variations of individual greyhound eating and drinking patterns 3.6 Administer medications and treatments, according to veterinary instructions or other specialist advice
4. Develop and maintain kennel records	4.1 Identify workplace contractual records and establish a boarding contract, where necessary 4.2 Maintain administrative and medical records according to industry standards

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	Gain information from codes of practice and animal welfare standards relating to rearing racing greyhounds
Writing	Use clear, specific and industry-related terminology to complete and update workplace administrative and medical records
Oral Communication	Conduct discussion that displays knowledge about rearing greyhounds in a manner that is clearly understood
Navigate the world of work	Understand the nature and purpose of own role and associated responsibilities, and recognise and follow implicit and explicit workplace policies and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG301 Rear greyhounds	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>

Assessment Requirements for RGRPSG301 Rear greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- caught, led, and controlled at least three young greyhounds, one at a time, including:
 - complied with workplace health and safety policies while dealing with greyhounds
 - implemented socialisation, training, and enrichment programs for three young greyhounds.

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:

- rules of racing, local racing policies, regulations and codes of practice, including the ability to find these and to identify any aspects that apply to rearing a greyhound
- principles of greyhound health and welfare:
 - characteristics of healthy greyhounds and sick, distressed or injured animals
 - Five Domains model of animal welfare
 - common feeds and methods of determining quality and quantity
 - greyhound feeding and drinking patterns
 - kennel design and benefits or disadvantages of group and individual housing systems
 - legislation, regulations and codes of practice in relation to animal welfare requirements which must be followed in a greyhound establishment
 - cleaning procedures and infection control
- principles of early learning and development in greyhounds:
 - behaviours required before breaking-in and how they can be trained and encouraged in young greyhounds
 - common greyhound equipment and how to introduce it and its use to young greyhounds, including familiarisation and desensitising
 - methods of encouraging chasing behaviours in young greyhounds
 - importance of regular handling and its links to racing success

- socialisation and enrichment needs of individual greyhounds and how to tailor programs to maximise racing success.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents real workplace conditions
- resources, equipment and materials:
 - racing greyhounds
 - workplace resources typically found in a greyhound establishment
- specifications:
 - greyhound industry codes of practice.

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>

RGRPSG302 Assess health and provide first aid for greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to monitor greyhound health and welfare, before and after exercise or races.

The unit applies to all individuals who have greyhounds in their care.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Assess health and condition of greyhounds	1.1 Identify signs of a healthy and fit greyhound 1.2 Identify and recognise signs of greyhound ill health, injury or distress 1.3 Follow workplace procedures for greyhound specialist treatment

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	referral
2. Respond to injuries, illnesses or distress in greyhounds	2.1 Catch, handle and control sick or injured greyhounds, using fear-free techniques according to industry standards for safe greyhound handling 2.2 Follow first aid and disease control policies and procedures with respect to obligations to greyhounds, owners, regulations and duty of care 2.3 Comply with rules relating to prohibited substances and alternative treatments 2.4 Apply basic first aid treatment to greyhounds following industry standards, and refer greyhounds to the workplace veterinary practice when required
3. Monitor greyhound health and welfare before and after exercise or races	3.1 Implement pre- and post-exercise or race assessment of greyhound for injuries, distress, health and fitness 3.2 Report signs of greyhound illness, injury or distress to officials where required

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
Learning	Gather information and update knowledge of greyhound health and welfare, and greyhound behaviour and temperament
Reading	- Interpret a range of texts relating to the health and welfare of greyhounds - Interpret information on greyhound first aid treatments and prohibited substances
Oral Communication	Interact verbally with others when reporting signs of greyhound injury, illness or distress

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG302 Assess health and provide first aid for greyhounds	RGRPSG302A Assess health and provide first aid for greyhounds	Revised to meet Standards for Training Packages. Inclusion of prerequisite, <i>RGRPSG201 Handle greyhounds</i> .	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>

Assessment Requirements for RGRPSG302 Assess health and provide first aid for greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- distinguished between a healthy and fit greyhound and a greyhound that is ill, injured or in distress, on at least three occasions, this includes:
 - identifying and describing physical findings of a fit and health greyhound
 - identifying and describing physical findings that may suggest a sick or injured greyhound
- provided first aid for at least three greyhounds in an environment that accurately represents workplace scenarios, including applying first aid procedures for the following:
 - bleeding control
 - fractures, sprains and strains
 - heat stress
 - collapse or seizure.

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 and practices for greyhound health and first aid
- fear-free techniques for greyhound handling
- communication procedures within the greyhound establishment
- common behaviour traits of healthy, sick, injured or distressed greyhounds
- common illnesses and injuries in greyhounds
- disease control and reporting requirements
- greyhound first aid and emergency care
- industry terminology related to handling and treating greyhounds
- signs of lameness in greyhounds and first aid treatment, prior to veterinary attention
- signs of shock in greyhounds, and related first aid treatment

- types of first aid treatments and when they are to be used
- rules relating to prohibited substances and alternative treatments
- when to seek veterinary assistance
- own limitation for providing medical care.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment, greyhound race track or veterinary clinic, or an environment that accurately represents real workplace conditions
- resources, equipment and materials:
 - live greyhounds
 - first aid materials and equipment.

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>

RGRPSG303 Meet nutritional needs of greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare rations for greyhounds and assess the range of feed, additives and supplements in relation to industry quality regulations.

The unit applies to individuals who are responsible for the health of greyhounds.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Determine nutrition requirements	1.1 Determine nutrition requirements for each greyhound tailored to the age, gender, body mass and health of the dog and its career 1.2 Formulate individual rations appropriate to greyhound's condition, workload and stage of life

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Investigate ways in which food can be used as a method of enriching the greyhound's environment
2. Assess range of feed, additives and supplements for greyhounds	2.1 Select feed for an animal on the basis of quality, nutrition and cost 2.2 Assess supplements and feed additives on the basis of active ingredients, price and nutritional needs of specific greyhounds 2.3 Check selected supplements and feed additives for rules of racing and animal welfare compliance
3. Monitor kennel feeding practices	3.1 Assess individual greyhounds for condition and nutritional needs and discuss greyhounds' conditions and general behaviour with relevant kennel staff 3.2 Ensure water and feeding infrastructure ensures access to and security of food 3.3 Monitor and record individual greyhounds' eating behaviour, feed intake and work level, according to nutritional principles for greyhound welfare 3.4 Modify feeding practices in response to outcomes of monitoring

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	Identify texts relating to greyhound feed and supplements and analyse information
Writing	Use clear, specific and industry-related terminology to record details regarding greyhound eating behaviour
Numeracy	Use ratios to correctly use nutritional supplements and formulate rations
Get the work done	Take responsibility for organising own workload, identifying ways of sequencing and combining elements for greater efficiency

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG303 Meet nutritional needs of greyhounds	RGRPSG303A Determine nutritional requirements for racing greyhounds	Updated to meet Standards for Training Packages Title changed to reflect unit's focus on the educational knowledge of nutrition Inclusion of prerequisite, <i>RGRPSG201 Handle greyhounds</i> .	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>

Assessment Requirements for RGRPSG303 Meet nutritional needs of greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements, performance criteria and foundation skills of this unit. There must be evidence that the individual has:

- met the nutritional requirements of at least three greyhounds.

Knowledge Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. This includes knowledge of:

- principles and practices of greyhound nutrition
- economic value of various feeds, and methods used to measure feed value, including weighing feeds
- nutritional value of various types of feed and feed supplements, including:
 - sources and importance of energy, protein, fibre, minerals, trace elements and vitamins, in a feed ration
 - how to recognise quality feed
- greyhound digestive system and reactions to different feeds
- ways in which food can be used as environmental enrichment
- relationship between food and dental health, including dental hygiene
- industry terminology related to handling, caring and feeding greyhounds
- interactions between feed and supplements that may result in contravention of industry regulations
- methods used to measure greyhound weight and condition
- nutritional principles in respect to greyhounds' age, condition and needs at different stages of life
- relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - live greyhounds
 - common types of greyhound feeds and supplements
 - weighing equipment.

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>

RGRPSG304 Participate in greyhound racing inquiries and appeals

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to recognise rights and responsibilities, seek advice and provide clear and accurate information at inquiries and appeals, based on the rules of racing.

The unit applies to individuals from the greyhound racing industry, who participate in inquiries and appeals.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services greyhounds (PSG)

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. Prepare for inquiries	1.1 Clarify the nature of the inquiry and source the relevant rules of racing

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.2 Confirm inquiry participants and request permission to present witnesses or to have an advocate present
2. Participate in inquiries	2.1 Clarify rights and responsibilities and follow inquiry procedures 2.2 Verify nature of the charge and plea options 2.3 Check that personal grooming and presentation are in line with industry expectations 2.4 Provide clear and accurate information to the inquiry
3. Prepare for appeals	3.1 Seek advice before lodging appeal within statutory timeframe 3.2 Lodge appeal according to the relevant rules of racing 3.3 Apply for stay of proceedings where appropriate
4. Participate in appeals	4.1 Clarify rights and responsibilities and observe appeals procedures 4.2 Check transcripts of previous inquiries related to appeal for accuracy and follow up, where required 4.3 Present accurate, relevant and legible written statements and documents 4.4 Provide succinct and relevant verbal evidence and statements to the appeal
5. Interpret outcomes	5.1 Read and interpret the determination from the relevant race tribunal 5.2 Debrief with supervisor, chief steward or other integrity or investigating staff

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	Read and interpret workplace policy on inquiries and appeals, the rules of racing, and racing authorities' regulations
Writing	Use appropriate text and racing terminology when preparing

Skill	Description
	statements for inquiries and appeals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG304 Participate in greyhound racing inquiries and appeals	RGRPSG304A Participate in greyhound inquiries and appeals	Updated to meet Standards for Training Packages Title changed to emphasise focus on greyhound racing.	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>

Assessment Requirements for RGRPSG304 Participate in greyhound racing inquiries and appeals

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- participated as an observer in at least one inquiry and one appeal
- participated in at least two simulated inquiries and two appeals
- read and interpreted the determination from each of the relevant race tribunals.

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 and practices for inquiries and appeals
- communication procedures within inquiries and appeals
- personal grooming and presentation requirements
- processes and procedures for inquiries and appeals
- protocols and procedures for communicating with stewards and appeal panel members
- relevant national and local rules of racing
- witnesses who can be called and who can act as an advocate.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - documentation relating to inquiries and appeal scenarios.

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>

RGRPSG305 Coordinate greyhound breeding

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan and monitor greyhound mating and breeding programs and evaluate outcomes.

The unit applies to individuals who coordinate greyhound breeding, who may be owners or may be greyhound breeders. The individual is overseeing the process and ensuring it is followed.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your state Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

Nil.

Unit Sector

Performance services greyhounds (PSG)

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. Determine breeding plans	1.1 Assess and clarify individual breeding program objectives and requirements according to industry, legislation, regulations animal welfare and ethics codes of practice and requirements 1.2 Apply industry breeding regulations and animal welfare

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	requirements 1.3 Identify resources required to support breeding requirements
2. Select animals for breeding	2.1 Use basic genetic concepts to help meet individual breeding program objectives according to animal welfare and ethical breeding procedures 2.2 Assess pedigree information and anatomical traits to determine suitability for breeding 2.3 Select animals for breeding according to industry standards, industry performance indicators and industry accepted breeding techniques 2.4 Ensure examinations and tests to confirm suitability of selected animals for breeding are carried out when required
3. Monitor breeding programs	3.1 Communicate, orally and in writing, breeding program strategies and procedures to staff, and provide training opportunities as required 3.2 Oversee the identification of potential risks to animals during breeding, birth and early life, evaluate options for managing the risk, and prepare in case of emergencies 3.3 Oversee the provision of gestational nutrition, health and emergency care to greyhounds 3.4 Identify external influences on eventual success, and develop procedures and protocols to minimise their effects 3.5 Prioritise and implement changes necessary to achieve breeding program objectives
4. Evaluate breeding programs	4.1 Review and evaluate breeding program processes and outcomes against industry performance indicators and update breeding plans based on outcomes 4.2 Assess and update criteria used to select animals for breeding to meet the requirements of the breeding program and industry requirements 4.3 Coordinate the maintenance of breeding records according to industry codes of practice, breeding program requirements and workplace 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	Evaluate and integrate research and documentation about success factors for greyhound breeding
Oral communication	Use clear speech to clarify directions given to those implementing the breeding plan and keep open lines of communication to deal with issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG305 Coordinate greyhound breeding	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>

Assessment Requirements for RGRPSG305 Coordinate greyhound breeding

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that, on at least one occasion, the individual has:

- developed, monitored, evaluated and updated greyhound breeding programs using anatomical traits and industry performance indicators to analyse success.

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 and practices of greyhound breeding
- anatomical and physiological structures and functions related to the reproduction, care and wellbeing of greyhounds
- animal welfare and ethics in relation to breeding and breeding animals
- Five Domains model of animal welfare
- basic genetic concepts and breeding strategies such as out-crossing, line breeding and in-breeding and their possible effects on outcome
- industry performance indicators of a successful breeding program
- types of external influences on potential success during early development, rearing and primary education of greyhounds, and how these effects can be minimised
- how to critically evaluate the performance of individuals involved in providing services related to breeding, including contract whelpers and rearers
- tests and examinations used to determine suitability of animals for breeding, readiness for breeding, and to determine pregnancy
- industry approved methods of breeding, breeding strategies and reproductive traits related to greyhounds
- industry expectations in relation to breeding success and breeding stock welfare
- industry terminology related to greyhound health and breeding processes and events
- industry legislation, regulations and codes of practice that apply to the coordination of greyhound breeding.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents real workplace conditions
- resources, equipment and materials:
 - greyhounds
 - workplace resources typically found in a greyhound establishment
- specifications:
 - greyhound industry codes of practice.

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>

RGRPSG306 Determine care and treatment needs of greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to follow illness and injury management plans for greyhounds.

The unit applies to individuals who care for greyhounds.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Plan greyhound health and emergency care procedures	1.1 Arrange greyhounds' housing according to industry rules and regulations 1.2 Assess the health status of individual greyhounds 1.3 Recognise signs and symptoms of infectious diseases of

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	greyhounds and implement control measures 1.4 Plan for suitable personal protective equipment to be used 1.5 Plan measures to prevent re-occurrence and minimise risk of infection 1.6 Develop health and emergency care protocols and programs according to industry standards and relay them to staff
2. Undertake health management programs for greyhounds	2.1 Implement parasite control and vaccination programs according to greyhound health care policies and industry standards 2.2 Compile and update greyhound health records
3. Determine treatment for greyhounds	3.1 Determine health care and management of individual greyhounds 3.2 Discuss prognosis for common illnesses and injuries with relevant persons 3.3 Determine need for veterinary assistance or other specialist advice 3.4 Evaluate treatment options and select preferred option for common injuries and illnesses according to specialist advice
4. Administer treatment and monitor greyhound progress	4.1 Administer medication and treatments according to fear free handling and safe greyhound health care practices and industry standards 4.2 Monitor greyhound, post-treatment, for signs of treatment effectiveness and recovery and update health records 4.3 Assess and monitor withdrawal times for prohibited substances 4.4 Dispose of waste material according to industry standards
5. Follow greyhound illness and injury management plans	5.1 Identify the impact of medications and therapies on greyhounds' body systems 5.2 Provide care and treatment for injured or sick greyhounds according to veterinary directions and animal welfare principles 5.3 Recognise greyhound healing processes following illness or injury 5.4 Report post-treatment information to trainer/supervisor so that prevention strategies can be planned and implemented

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	Evaluate and integrate facts and ideas to construct meaning from texts relating to the care and treatment of greyhounds
Writing	Use clear, specific and industry-related terminology to complete and update workplace documentation including health records

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG306 Determine care and treatment needs of racing greyhounds	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>

Assessment Requirements for RGRPSG306 Determine care and treatment needs of greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- cared for, treated and implemented a health management program for at least three greyhounds, including:
 - administered or supervised administration of non-prescription and prescribed medication
 - identified and applied different therapies or medications in the correct manner.

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 and practices of greyhound care and treatment
- techniques for fear-free handling
- Five Domains model of animal welfare
- common illnesses and injuries in greyhounds
- impact of common medications or therapies
- key features and functions of greyhound body systems
- prohibited substances and withdrawal periods
- racing industry animal welfare requirements
- relevant rules of racing
- restraining techniques for greyhounds
- identifying features and functions of greyhound body systems
- signs and symptoms of greyhound illnesses and injuries
- types of medications and therapies
- greyhound anatomy and physiology
- signs of behavioural changes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - greyhounds
 - greyhound treatment resources
- specifications:
 - greyhound industry standards and codes of practice.

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>

RGRPSG307 Train and race greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare greyhounds that have already undergone primary education/breaking-in for participation in races.

The unit applies to individuals who train racing greyhounds.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Identify requirements for successful greyhound racing	1.1 Determine greyhound health and fitness for racing, according to industry rules and regulations and animal welfare legislation 1.2 Identify behaviours required for racing, according to industry standards, safe practices and the rules of racing 1.3 Identify behavioural elements of racing that are amenable to training and modification 1.4 Determine industry benchmarking of performance and indicators of success 1.5 Identify behaviours associated with racing kennel activities and routines 1.6 Identify industry grading and nomination policies
2. Plan and implement a racing training program for greyhounds	2.1 Assess individual greyhound behaviour, skills, health and fitness 2.2 Determine training strategies to achieve desirable behaviours and fitness 2.3 Develop training plans for individual greyhounds, according to industry standards 2.4 Familiarise greyhounds with equipment used in training and racing and kennel activities and routines 2.5 Provide enrichment and socialisation activities for individual greyhounds 2.6 Conduct training according to training plans, industry standards, including WHS, animal welfare and ethics requirements 2.7 Maintain training records according to industry and workplace procedures
3. Race greyhounds	3.1 Plan racing schedule for individual greyhounds 3.2 Attend race meetings and comply with race-day procedures and requirements 3.3 Provide pre- and post-race care to greyhounds, according to industry standards and WHS standards 3.4 Assess and record greyhound recovery
4. Review performance and modify greyhound training plan	4.1 Review greyhound performance in line with industry benchmarks for racing greyhounds and animal welfare and ethics requirements 4.2 Assess variables and seek specialist advice on issues that impact on greyhound performance and identify areas of potential improvement

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.3 Seek specialist advice and identify injury and illness that may impact on greyhound performance, and modify training program 4.4 Revise future training plans and update records, according to industry standards and animal welfare and ethics requirements
5. Comply with greyhound racing rules and regulations	5.1 Determine local racing policies and participate in procedures that comply with rules relating to training, race-day and trial procedures 5.2 Participate in procedures that comply with rules relating to prohibited, permanently prohibited and exempted substances 5.3 Maintain treatment records, according to industry standards

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	Evaluate and integrate facts and ideas from reading texts to investigate types of learning and behaviour of racing greyhounds
Writing	Use clear, specific and industry-related terminology to complete and update workplace documentation
Oral Communication	Discuss information about training and racing greyhounds, in a manner that is clearly understood

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG307 Train and race greyhounds	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>

Assessment Requirements for RGRPSG307 Train and race greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- trained and raced at least one greyhound, from initially determining suitability for racing, through all aspects of training, through to participation in the first race and review of race performance.

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:

- codes of practice and legislation pertaining to greyhound racing
- prohibited substances
- principles and practices of greyhound training:
 - abnormal behaviour indicating less than optimum physical and behavioural wellbeing
 - application of learning theory and behaviour modification techniques to behaviour in the racing context
 - behaviours required for successful racing outcomes
 - enrichment and socialisation needs of greyhounds
 - equipment used in training and its use
 - common illnesses and injuries in greyhounds, including industry specific anatomical terminology
 - methods of rectifying and modifying undesirable behaviour in the kennel environment
 - types of learning and behaviour modification techniques
 - how to modify training programs to address specific issues
 - normal greyhound behaviour and individual variations in behaviour
 - role of enrichment and socialisation in training and educating a greyhound
 - safe and humane methods for greyhound handling
 - fitness conditioning of racing greyhounds

- principles of planning training and racing programs for greyhounds
- stages of training and education for greyhounds for racing
- industry grading and racing knowledge:
 - grading policies and nomination procedure
 - industry terminology related to trialling and racing greyhounds, including type and class of race
 - local racing related policies
 - race day and trial day procedures
 - rules of racing related to grading and racing of racing greyhounds
 - track features and race distances.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment or an environment that accurately represents real workplace conditions
- resources, equipment and materials:
 - racing greyhounds
 - workplace resources typically found in a greyhound establishment
- specifications:
 - greyhound industry standards and rules of racing.

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>

RGRPSG308 Whelp greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to whelp greyhounds.

The unit applies to individuals who prepare greyhounds for whelping, monitor the breeding female, and assist with delivery of greyhound puppies.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Prepare for greyhound whelping	1.1 Estimate and record anticipated greyhound whelping date 1.2 Identify the whelping area 1.3 Thoroughly clean the whelping area 1.4 Line the whelping box with appropriate bedding

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.5 Prepare the whelping box and bedding in a warm, dry, quiet place, according to industry rules and regulations animal welfare and ethics codes of practice and requirements 1.6 Prepare an action strategy that includes access to veterinary support in the case of difficulties presenting
2. Monitor greyhound whelping	2.1 Arrange for the breeding greyhound female to become accustomed to the box several weeks before whelping 2.2 Monitor breeding greyhound female's general health, appetite, restlessness and nesting behaviour, according to greyhound health and animal welfare and ethics codes of practice and requirements
3. Assist with greyhound whelping	3.1 Ensure that the breeding greyhound female is in a safe and accessible place at the time of whelping 3.2 Clear membranes from the pups, if the breeding greyhound female is unable to 3.3 Tie off and treat the umbilical cord, if the greyhound breeding female does not chew through it 3.4 Watch the breeding greyhound female closely between delivering puppies and monitor bonding 3.5 Record the time each pup is born and the colour, sex and weight of each pup 3.6 Assist pups to attach to a nipple if necessary 3.7 Ensure appropriate temperature of the new born pups is maintained
4. Conclude greyhound whelping	4.1 Enable the breeding greyhound female to have a toilet break and give her a clean-up 4.2 Encourage the breeding greyhound female to have some food and water 4.3 Maintain whelping area and box and replace bedding as required 4.4 Ensure the breeding greyhound female is settled and all the pups are suckling 4.5 Arrange for a post-whelping check with a veterinarian and the safe disposal of stillborn pups, if required, and according to workplace processes and legislative requirements
5. Complete greyhound	5.1 Complete whelping notice and lodge with relevant state authority

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
registration processes	5.2 Complete and lodge litter registration forms with relevant state authority

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
Get the work done	Solve problems as they arise, during and after birth of pups

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG308 Whelp greyhounds	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>

Assessment Requirements for RGRPSG308 Whelp greyhounds

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit. There must be evidence that the individual has:

- assisted with the birth of at least one litter of puppies through all the stages outlined in this unit of competency.

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:

- greyhound health and welfare principles
- whelping procedures and practices
- procedures to access veterinary support and when a veterinarian is required
- materials and equipment for whelping
- physiological needs of pregnant and whelping breeding females
- stages and length of pregnancy in greyhounds
- recommended methods of maintaining temperature for newborn pups
- dealing with orphan puppies
- disposing of deceased puppies
- recognition of healthy and unhealthy puppies
- anatomical and physiological terminology, glossary of terms and nomenclature related to greyhound/dog reproduction
- housing requirements for mother and young – part of gestational care
- normal and abnormal animal behaviour post whelping
- infection control procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

- a greyhound establishment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - a breeding female greyhound
 - materials and equipment needed for greyhound whelping.

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>

RGRPSG309 Educate a greyhound

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to educate a young greyhound and prepare it for a racing career.

The unit applies to individuals who educate young greyhounds for the greyhound racing industry.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

RGRPSG201 Handle greyhounds

Unit Sector

Performance services greyhounds (PSG)

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. Identify greyhound types of learning and behaviour	1.1 Identify greyhound breed specific behavioural patterns and determine normal and abnormal behaviour in greyhounds 1.2 Determine types of learning and behaviour modification techniques for greyhounds

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Identify developmental milestones in young greyhounds 1.4 Identify enrichment and socialisation needs of greyhounds, according to industry standards and animal welfare and ethics requirements
2. Transition greyhound to a kennel environment	2.1 Familiarise greyhounds with racing kennel activities and routines 2.2 Apply a variety of workplace approved behaviour modification techniques to condition young greyhounds to kennel routines and procedures
3. Develop and implement training plans for young greyhounds	3.1 Determine individual greyhound behaviour, skills, health and fitness 3.2 Select training strategies to achieve desirable behaviours and fitness in the context of primary education according to racing policies, regulations, codes of practice and the rules of racing and animal welfare and ethics requirements 3.3 Familiarise greyhounds with equipment used in training and racing 3.4 Develop physical fitness and chasing behaviour in young greyhounds 3.5 Seek specialist advice where appropriate

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
Writing	Use clear, specific and industry-related terminology to complete and update workplace documentation relating to greyhound education
Oral Communication	Conduct discussion with peers, supervisors and greyhound owners that displays knowledge about educating greyhounds in a manner that is clearly understood

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG309 Educate a greyhound	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>

Assessment Requirements for RGRPSG309 Educate a greyhound

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- educated at least two greyhounds, including:
 - adapted exercise and training programs according to individual greyhound responses, fitness and ability
 - applied a variety of behaviour modification techniques to condition behaviours associated with racing and with kennel routines and procedures
 - modified programs to address specific issues.

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:

- rules of racing, local racing policies, regulations and codes of practice, including the ability to find these and to identify any aspects that apply to educating a greyhound
- Five Domains model of animal welfare
- principles and practices for educating greyhounds
- abnormal behaviour indicating less than optimum physical and behavioural wellbeing
- application of learning theory and behaviour modification techniques to behaviour in the context of educating a greyhound
- behaviours required for successful racing outcomes
- common illnesses and injuries in young greyhounds, including industry specific anatomical terminology
- methods to develop fitness in young greyhounds
- equipment used in educating greyhounds and its use
- normal greyhound behaviour and individual variations in behaviour
- role of enrichment and socialisation
- safe and humane methods for greyhound handling
- sources of specialist advice in regards to injury, illness or behavioural problems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a greyhound establishment where greyhounds are educated, or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - young racing greyhounds in education
 - workplace resources typically found in a greyhound establishment
- specifications:
 - greyhound industry codes of practice.

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>

RGRPSG401 Relate anatomical and physiological features to the care and treatment of greyhounds

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 identify basic anatomy and physiology of greyhounds, relate anatomy and body systems to the performance of racing greyhounds and follow illness and injury management plans provided by veterinarians for greyhounds, including the practical care and management of racing greyhounds.

The unit applies to trainers and others in the greyhound racing industry responsible for relating anatomical and physiological features to the care and treatment of greyhounds.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority for current licence or registration requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services greyhounds (PSG)

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. Relate anatomy and body systems to performance of racing	1.1 Identify key anatomical features and functions of the greyhound musculoskeletal system 1.2 Identify common illnesses, injuries and conditions of other body

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
greyhounds	systems in racing greyhounds 1.3 Identify the impact of illness, injury and conditions on performance of racing greyhounds
2. Follow illness, injury and condition health management plans	2.1 Implement health management plan in response to illness, injury or conditions in greyhounds, providing care and treatment according to directions 2.2 Apply safe handling and work practices when caring for and treating greyhounds 2.3 Recognise the impact of medications and therapies on body systems and healing processes relating to greyhound illness, injury or condition 2.4 Administer or supervise the correct administration of non-prescription and prescribed medication according to directions on medication labels and/or instructions provided by veterinarian 2.5 Adhere to the rules of racing and animal welfare requirements in the correct use of therapies and medications, including prohibited substances

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	- Critically analyse complex documentation from a variety of sources and consolidate information relating to greyhound body systems to determine health care requirements - Interpret documentation, including relevant rules of racing, material safety data sheets and medication labels
Oral communication	Participate in verbal exchanges with kennel staff, greyhound health specialists and others using questioning and active listening techniques to gather and relay information related to the care and treatment of greyhounds
Navigate the world of work	Take responsibility for adhering to safe work practices, animal welfare principles and the relevant rules of racing relating to the

Skill	Description
	care of greyhounds
Get the work done	Analyse complex anatomical and physiological relationships in greyhound body systems to understand the nature of injury or health problems and implement treatments

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG401 Relate anatomical and physiological features to the care and treatment of greyhounds	RGRPSG401A Relate anatomical and physiological features to the care and treatment of greyhounds	Updated to meet Standards for Training Packages. Changes to elements and 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>

Assessment Requirements for RGRPSG401 Relate anatomical and physiological features to the care and treatment of greyhounds

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 related anatomical and physiological features to the care and treatment of at least two different greyhounds, including for each:

- identified common illnesses, injuries and/or conditions and related them to the relevant anatomical feature and body system
- identified and correctly used appropriate therapy or medication according to the health management plan
- provided care according to the rules of racing, advice provided by veterinarians, safe handling practices and animal welfare requirements.

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:

- ethical conduct standards of relevant controlling body or Principal Racing Authority
- communication procedures within kennel and wider racing industry
- industry terminology related to caring for and treating racing greyhounds
- common greyhound behaviour and temperament
- basic features and functions of greyhound body systems, including the musculoskeletal system
- common injuries associated with racing greyhounds, including:
 - tearing or straining of muscles (gracilis, long head of triceps and tensor fascia latae mm.)
 - tarsal or carpal sprains
 - fractures of bones (central tarsal, accessory carpal, metacarpals)
 - injuries of the phalanges and webbing

- healing processes that relate to successful return to normal function, including appropriate incapacitation periods to provide adequate rest and recovery
- when to consult and refer to a veterinarian
- types of prescribed medications
- types of therapies
- impact of medications or therapies
- permanently banned treatments and substances
- concept of drug-free racing and knowing withholding times of certain medications
- prohibited substances and prohibited substance rules
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- relevant rules of racing
- restraining techniques for greyhounds.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas, such as commercial kennels, and training and racetracks
- resources, equipment and materials:
 - a variety of greyhounds
 - materials and equipment relevant to assessing individual's ability to relate anatomical and physiological features to the care and treatment of greyhounds
- 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>

RGRPSH101 Catch and handle quiet horses under supervision

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 identify horses and horse behaviour; safely catch, lead and tie up a well-educated, quiet, calm, consistent and obedient horse; fit common items of gear and rugs; and clean and store gear all whilst under the supervision of an experienced person competent in horse handling skills.

The unit applies to individuals who are new or inexperienced workers in various horse industries who are required to identify, catch and handle horses safely while working under direct supervision in working environments including stables, yards and paddocks.

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 licensing or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Use general horse industry terminology	1.1 Identify points of the horse, external body parts and features by name and location

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.2 Describe horses using common horse industry terminology
2. Safely catch and handle horses	2.1 Assess hazards and potential risks to self, others and the horse, and take steps to minimise 2.2 Identify and prepare catching and handling gear for use 2.3 Interpret horse behaviour signals prior to approaching horses 2.4 Approach horses safely and catch 2.5 Lead and control horses within stables, yards and paddocks 2.6 Tie up or release horses using safe handling techniques and according to animal welfare principles
3. Fit and remove rugs to and from horses	3.1 Identify correct rugs for individual horses 3.2 Complete procedures for fitting and removing rugs according to instructions from supervisor
4. Fit and maintain specified gear	4.1 Identify stable or paddock gear for individual horses accurately 4.2 Complete procedures for fitting and removing stable or paddock gear according to instructions from supervisor 4.3 Clean and store exercise, stable and paddock gear according to workplace procedures 4.4 Report signs of wear and damage of gear to stable supervisor

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
Oral communication	- Use active listening and questioning to clarify and confirm supervisor instructions - Use common industry terminology accurately in horse catching and handling tasks
Navigate the world of work	Follow workplace procedures, including safety and animal welfare requirements, relating to own role and work area

Skill	Description
	Demonstrate a duty of care to self and others when working with horses
Interact with others	Support others in identifying, catching and handling horses according to instructions
Get the work done	Plan and sequence tasks and assemble resources required to catch and handle quiet horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH101 Catch and handle quiet horses under supervision	RGRPSH101A Catch and handle quiet horses under supervision	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRPSH101 Catch and handle quiet horses under supervision

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 caught and handled at least two different well-educated horses with compliant and calm temperaments, under supervision, including:

- followed instructions, safe work practices and animal welfare requirements, and reported problems promptly
- caught, handled and cared for horses according to supervisor's instructions
- fitted rugs to horses and removed rugs from horses
- identified, selected and correctly fitted a range of gear
- tied up and released horse safely.

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:

- horses:
 - common breeds of horses
 - points of the horse
 - basic colours and markings of horses
 - common social behaviour and body language of horses
- gear and equipment:
 - horse catching and handling gear
 - common stable and paddock gear
 - horse rugs
 - personal protective equipment (PPE) for handler
- basic industry terminology related to handling and caring for horses
- communication procedures to seek information, advice or assistance

- safe work principles and practices:
 - common hazards and risks in interacting with horses
 - common safe horse handling techniques
 - approaching and catching
 - leading and controlling
 - tying up
- racing industry animal welfare principles and requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling area in a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various well-educated horses with compliant and calm temperaments assessed as suitable for the skills and experience of the individual
 - equipment and gear for catching and handling horses
 - personal protective equipment (PPE) correctly fitted and appropriate for activity for individual
- specifications:
 - work instructions and workplace procedures for catching and handling quiet horses.

Assessors of this unit must:

- carry out a risk assessment of the individual's characteristics, experience and level of horse handling skills to ensure that handler and horse combination is safe.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH102 Perform basic stable duties

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 work with well-educated, calm, consistent and compliant horses to clean and maintain the stable environment, feed and water horses, identify and use basic grooming equipment, and recognise signs of healthy and unhealthy horses as well as common illnesses and injuries in horses.

The unit applies to individuals who carry out basic, routine stable duties under supervision in the racing industry harness or thoroughbred codes.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Perform basic stable maintenance duties	1.1 Identify and maintain stable facilities according to stable routine 1.2 Select stable and yard cleaning equipment, including personal

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	protective equipment, according to task 1.3 Clean bedding and box following stable procedures 1.4 Identify workplace hazards and report to stable supervisor
2. Feed and water horses	2.1 Identify and assess quality of common feeds, and report contaminated feed to stable supervisor 2.2 Prepare feed and water for stable and/or yard 2.3 Provide feed in a safe manner, following safe horse handling and stable procedures
3. Apply basic grooming practices	3.1 Identify types and functions of grooming equipment items and select for specific grooming purpose 3.2 Tie up horses and groom according to instructions, using safe horse handling techniques 3.3 Check horses for external parasites, fungi, injuries and other abnormalities and report to supervisor according to stable procedures 3.4 Clean grooming equipment after use according to workplace practices
4. Contribute to monitoring health and welfare of horses	4.1 Apply principles of animal welfare when working with horses 4.2 Observe and identify signs of healthy and unhealthy horses 4.3 Identify and report signs of common illnesses and injuries in horses according to workplace practices

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 signage and key information in stable routines
Numeracy	Measure quantities of feed accurately
Oral communication	Use active listening and questioning skills to clarify and confirm supervisor instructions

Skill	Description
Navigate the world of work	Follow stable procedures and industry requirements relating to safety and animal welfare
Interact with others	Cooperate and support others in the performance of basic stable duties
Get the work done	Follow instructions and safe operating procedures to complete duties in designated timeframes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH102 Perform basic stable duties	RGRPSH102A Perform basic stable duties	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRPSH102 Perform basic stable duties

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 carried out basic stable duties working with well-educated, calm, consistent and compliant horses on at least three occasions, including:

- applied safe work practices when performing basic stable duties, including:
 - identifying and reporting hazards and risks relating to tasks
 - using personal protective equipment
- performed basic stable cleaning and maintenance duties
- provided feed and water to horses
- carried out basic grooming of horses
- contributed to monitoring horse health and welfare, including observing signs of illness, injury and disease
- reported problems promptly.

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 following instructions in performing basic stable duties
- layout of stable facilities and location of equipment
- bedding types and use
- horse feeds, including indicators of quality and contaminated feeds
- types and purpose of grooming equipment
- checking procedures and basic indicators of external parasites, fungi, injuries, common illnesses and other abnormalities
- stable procedures for:
 - seeking information, advice or assistance
 - cleaning

- feeding
- grooming
- principles of safe work practices, including:
 - safe horse handling skills
 - hazard identification and risk assessment
- racing industry animal welfare requirements for ethical and humane treatment of animals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a stable and safe handling areas
- resources, equipment and materials:
 - various well-educated, calm, consistent and compliant horses
 - horse grooming equipment
 - feed and feeding equipment
 - cleaning equipment and materials
 - personal protective equipment correctly fitted and appropriate for activity for individual
- specifications:
 - work instructions and stable procedures and routine.

Assessors of this unit must:

- carry out a risk assessment of the individual's characteristics, experience and level of horse handling skills to ensure that handler and horse combination is safe.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH201 Handle racehorses in stables and at trackwork

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 identify, safely catch, handle and control racehorses, and fit with appropriate gear.

The unit applies to individuals employed as stablehands, strappers, trainers and others authorised to handle standardbred or thoroughbred horses in work environments of racing stables, paddocks, yards, racetracks and public areas.

Competencies attained in this unit apply to the harness and thoroughbred codes of the industry. Consequently, when performance criteria are applied they will relate to the harness or thoroughbred code, and statements of attainment will reflect this distinction.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Identify physical	1.1 Describe key features used to identify racehorses, including body

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
features of racehorses	type, height, colour and markings, using racing industry terminology 1.2 Recognise individual racehorse features using racing industry standards, terminology, microchips, brands and registration documentation
2. Apply knowledge of racehorse behaviour	2.1 Describe common behaviours of racehorses and identify common and specific causes of those behaviours 2.2 Observe and interpret basic body language and common behaviours of racehorses in different situations 2.3 Identify responses of different horses to a range of different handling cues 2.4 Identify areas of personal risk and risks to horses and others, in various environments, including stables and training and racetracks 2.5 Interpret and respond appropriately to horse body language and behaviours and maintain awareness of all horses at all times
3. Safely approach, catch and lead racehorses	3.1 Check and clarify supervisor instructions for tasks involving approaching, catching and leading racehorses, including raising safety risks or concerns 3.2 Identify known temperament, behaviour and level of education of racehorses prior to handling 3.3 Assess risks associated with catching and leading a variety of racehorses in different environments 3.4 Identify, select and correctly fit appropriate horse gear and personal protective equipment for catching and leading racehorses 3.5 Approach, catch and lead racehorses using safe handling practices and body language that minimises adverse horse reactions
4. Select and correctly fit gear for trackwork	4.1 Select and correctly fit appropriate personal protective equipment 4.2 Identify and select gear for relevant racing code, and check for wear 4.3 Prepare horses for trackwork, including grooming and checking shoes and general health of horse 4.4 Fit horses with nominated approved gear within industry standard timeframes and prepare for work 4.5 Remove, check, clean and store gear according to stable 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>
5. Control racehorses in training at stables and trackwork	5.1 Assess risks associated with handling racehorses in public areas 5.2 Use safe leading, holding and controlling techniques for racehorses according to industry practices and animal welfare principles 5.3 Lead horses into cross ties and confined spaces, and secure using safe handling techniques 5.4 Carry out post-trackwork procedures safely according to supervisor's instructions 5.5 Minimise risk to self and others around racehorses in stables and trackwork environments

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 stable forms, signage and instructions related to job role, including identification of horses and tasks
Oral communication	- Use active listening and questioning techniques to clarify and confirm supervisor instructions - Use industry terminology to describe racehorses and handling gear and equipment
Navigate the world of work	- Follow workplace procedures, including safety and animal welfare requirements, relating to own role and work area - Demonstrate a duty of care to self and others when working with racehorses
Get the work done	- Assemble resources and follow clearly defined instructions, seeking assistance when necessary - Assess safety hazards and risks associated with catching, leading and handling racehorses; monitoring and responding to safety at all times

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the individual, accessibility of the item, and local industry and regional contexts) are included.

Gear for relevant racing code must include all items from the following list for the relevant code:	• Harness code gear: • bridles • bits • driving boots: knee, tendon and bell • head checks • hobbles • hobble shorteners • lugging poles • jog vehicles • pull up blinds • reins • removable deafeners • removable hoods • saddles • shoes • sulkies • head collars • leads • leading bits • towels • scrapers • rugs. - or • Thoroughbred code gear: • mounted track saddle • towel • saddle blanket • breastplate • bridle • martingale.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH201 Handle racehorses in stables and at trackwork	RGRPSH201A Handle horses	Updated to meet Standards for Training Packages. Changes relating to merging two units to reflect job task.	No equivalent unit
RGRPSH201 Handle racehorses in stables and at trackwork	RGRPSH208A Attend horses at trackwork	Updated to meet Standards for Training Packages. Changes relating to merging two units to reflect job task.	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>

Assessment Requirements for RGRPSH201 Handle racehorses in stables and at trackwork

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:

- read brands and identified and distinguished at least four individual racehorses correctly using racing industry practices and terminology
- confirmed, clarified and followed supervisor instructions
- carried out a basic risk assessment prior to handling each racehorse, including applying knowledge of horse behaviour and body language
- approached, caught, led and controlled, under supervision, three different racehorses, of different ages and temperaments, including:
 - in stables
 - onto training track
 - into cross ties
- prepared at least four horses for trackwork, including grooming and checking health and shoes
- selected and correctly fitted trackwork gear to four different racehorses, of different ages and temperaments, within industry accepted timeframes, and fitted own personal protective equipment
- carried out post-trackwork procedures, including cooling down, removing gear, hosing and health checking for at least four different horses.

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:

- features and basic industry terminology used to identify horses, including:
 - physical features, including colour, markings, brands and size
 - gender

- age – by reading brands
- registration documentation
- microchip
- common racehorse characteristics, including:
 - temperament, behaviour and social traits, including undesirable traits
 - body language
 - response to commonly used cues
 - specific characteristics and responses of individual horses
- racing industry safety requirements for interacting with horses, including:
 - safe operating procedures
 - hazard identification and risk control associated with catching and leading horses
 - remaining attentive and avoiding distractions including mobile phones and other devices while handling horses
 - applying knowledge of horse behaviour
 - use of personal protective equipment
 - applying relevant road safety rules
 - complying with rules of racing, and stable and training track policies, protocols and etiquette
- approved working and racing gear for relevant code, and personal protective equipment for handler, including:
 - purpose of gear and personal protective equipment
 - correct fit for safety and comfort
 - indicators of condition – wear or damage
 - procedures for repair or replacement
- basic principles of animal welfare and relevant rules of racing related to own work role and responsibilities in the racing industry
- racing industry techniques for:
 - approaching and catching horses
 - leading horses
 - holding and controlling horses
 - fitting appropriate gear for racing code and preparing for trackwork
- purpose of different items of catching and leading gear and personal protective equipment
- racing work environments and related risks when handling horses, including in:
 - stables – stalls, tie-ups and confined spaces
 - track
 - public areas
 - yards
- communication procedures within stable and wider racing industry, including reporting requirements in relation to handling horses safely.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas, such as racing stables and racetracks
- resources, equipment and materials:
 - a variety of standardbred or thoroughbred horses assessed as suitable for the experience and skill of the individual and the activity
 - personal protective equipment that is appropriate for activity and correctly fitted for individual
 - gear and tack appropriate for racehorse and activity
- specifications:
 - work instructions and related documentation
- relationships:
 - interactions with supervisor
 - other people and racehorses in the vicinity of the assessment activity.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH202 Assist with transportation of horses

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 work under direction and follow instructions to safely prepare horses for road transportation; load and unload horses; monitor horse health, welfare and behaviour during transportation; and conduct post-transport procedures.

The unit applies to stablehands, strappers, trainers and others authorised to assist with the transportation of horses, and who operate in work environments of racing stables, racecourses and public areas.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH201 Handle racehorses in stables and at trackwork.

Unit Sector

Performance services horse (PSH)

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. Prepare for loading	1.1 Check and clarify supervisor instructions for tasks requiring the

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
and unloading	loading, unloading and transporting of horses 1.2 Check for hazards and identify and raise with supervisor potential safety risks to handler and horse when loading and unloading 1.3 Organise gear and equipment required for transporting racing horses, including personal protective equipment, and check for defects 1.4 Fit gear to horse correctly prior to loading under supervision 1.5 Check and prepare racing horses correctly for transport, according to instructions and within nominated timeframe
2. Load and unload racing horses	2.1 Load or unload horses to be transported safely according to instructions under supervision 2.2 Position horses according to individual horse requirements and transport configurations 2.3 Apply procedures and follow instructions for dealing with difficult situations in loading and unloading 2.4 Refer difficulties in loading and unloading to supervisor
3. Conduct post-transport procedures	3.1 Inspect horses and report on how well the horse travelled and signs of illness or injury to supervisor 3.2 Care for horses according to supervisor's instructions 3.3 Check transport vehicle or float for gear and equipment and assist with clean-up

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	Read and interpret workplace documentation, including transport instructions
Writing	Complete workplace forms and documentation legibly using workplace formats
Oral communication	Use active listening and questioning techniques to clarify and confirm supervisor instructions

Skill	Description
	Use industry terminology to describe horses, gear and equipment used for handling horses
Navigate the world of work	Understand regulatory and racing industry requirements relating to safety and animal welfare, and associated responsibilities with own role
Interact with others	Work collaboratively with others to achieve joint outcomes
Get the work done	Follow clearly defined instructions and sequencing; monitor own progress loading and unloading racehorses, and seek assistance when necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH202 Assist with transportation of horses	RGRPSH202A Assist with transportation of horses	Updated to meet Standards for Training Packages. Changes to elements and performance criteria to reflect job task.	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>

Assessment Requirements for RGRPSH202 Assist with transportation of horses

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:

- carried out a basic risk assessment prior to each activity, including observing and identifying horse body language
- followed instructions and communicated clearly with supervisor, including raising safety risks or concerns
- prepared the horse and equipment ready for safe loading and unloading for transport
- loaded and unloaded the horse safely from the transport vehicle following workplace procedures
- inspected horses post-travel and reported on condition to supervisor in a timely manner.

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:

- basic industry terminology related to handling and transporting horses
- communication procedures within stable and wider racing industry
- common horse behaviour, social traits and vices relating to loading and unloading on transport
- common horse injuries and indicators of wellbeing or distress relevant to transporting
- purpose of using appropriate personal protective equipment
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- vehicles, configuration and equipment used for transporting horses:
 - horse position and securing
 - horse requirements
 - transport configurations

- workplace procedures for:
 - organising and fitting gear and equipment
 - checking and preparing horses for transport
 - dealing with difficult situations during loading and unloading
 - checking and cleaning vehicle and float.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas, such as racing stables and racetracks
- resources, equipment and materials:
 - a variety of harness or thoroughbred horses assessed as suitable for the experience and skill of the individual
 - personal protective equipment that is appropriate for activity and correctly fitted for individual
 - gear and tack appropriate for horse and transportation activity
 - materials and equipment, including transport vehicles
- specifications:
 - work instructions and related documentation
- relationships:
 - interactions with supervisors
- timeframes:
 - according to the job requirements.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH203 Perform basic driving tasks

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 perform basic driving skills using a well-educated standardbred horse and assistance from another person and/or technology such as a double-seated sulky. It includes protecting the welfare of people and horses and providing post-exercise care of horses.

The unit applies to individuals who perform routine harness-related tasks under supervision within the harness racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH201 Handle racehorses in stables and at trackwork.

Unit Sector

Performance services horse (PSH)

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. Protect safety and welfare of people and	1.1 Select and wear appropriate personal protective equipment

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
horses	according to workplace policies and procedures 1.2 Follow safety instructions, including venue-specific requirements 1.3 Identify potential hazards, minimise risks and report problems to supervisor
2. Provide pre-exercise care of horse	2.1 Catch and secure horses following safe handling procedures 2.2 Carry out pre-exercise grooming according to workplace practice 2.3 Check the wear and suitability of designated gear, and ensure correct fit
3. Apply basic driving skills	3.1 Mount sulky and control horse as instructed while aided by an assistant to release horse from tie-up rail 3.2 Demonstrate and maintain effective driving position 3.3 Use aids to control movement, speed and direction of a horse at walk and trot 3.4 Dismount sulky and control horse while aided by an assistant to secure horse at tie-up rail 3.5 Discuss goals to improve driving skills with supervisor
4. Provide post-exercise care of horse	4.1 Remove gear and warm down horse according to workplace practice 4.2 Carry out post-exercise grooming according to workplace procedures 4.3 Release horse using safe procedures 4.4 Clean equipment and check for wear and breakage, and then store in an appropriate manner according to workplace 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	Interpret key information in written instructions and workplace or venue requirements

Skill	Description
Oral communication	Use clear language and industry terminology appropriate for audience to convey information
Learning	Seek feedback to identify gaps in knowledge and skills
Navigate the world of work	Follow workplace procedures, including safety and animal welfare requirements, associated with own role
Interact with others	Follow accepted communication practices and protocols in stable and wider racing industry when working with others
Get the work done	Follow clearly defined instructions to identify and sequence tasks and assemble equipment required for basic driving and care for horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH203 Perform basic driving tasks	RGRPSH203A Perform basic driving tasks	Updated to meet Standards for Training Packages. Minor change to performance criteria for clarity. Prerequisite added.	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>

Assessment Requirements for RGRPSH203 Perform basic driving tasks

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 performed the following activities on at least three occasions with at least two different well-educated standardbred horses, including for each:

- carried out a safety check and reported problems to supervisor
- cared for horse pre-exercise and post-exercise
- demonstrated basic driving tasks and manoeuvres using:
 - aids to control speed and direction of a horse at walk and trot
 - different items of driving apparel
 - different items of gear
 - safe basic driving skills.

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:

- items to cover in safety checks and risk assessment:
 - potential hazards – exercise area
 - fit and condition of tack and personal protective equipment
 - horse condition and body language
 - weather conditions
- principles and practices of harness driving:
 - aids to control the speed and direction of a horse
 - equipment for measuring horse condition and fitness
 - common horse behaviour, social traits and body language
 - driving skills

- common pre-exercise care
- common post-exercise care, including cooling horses
- racing industry standards and expectations relevant to performing basic driving tasks:
 - communication procedures within stable and wider racing industry
 - purpose of using appropriate racing industry-approved personal protective equipment
 - racing industry animal welfare requirements
 - racing industry safety requirements, including safe operating procedures and hazard and risk checks
 - workplace procedures for harness driving and the relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a jog track or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various well-educated standardbred horses assessed as suitable for the skills and experience of the driver
 - racing industry-approved personal protective equipment for individual, correctly fitted and appropriate for activity, including protective vest, boots and helmet
 - jog cart or sulky, preferably double-seated
 - tack and equipment for basic driving
 - access to a mentor/trainer driver.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH204 Prepare to drive jog work

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 prepare new or inexperienced drivers for the specific requirements of controlling horses in trackwork using well-educated standardbred horses, at beginner driver speed, not trackwork speed.

The unit applies to individuals who perform routine tasks under supervision within the harness racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH203 Perform basic driving tasks.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH203 Perform basic driving tasks	RGRPSH201 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Identify trackwork requirements	1.1 Recognise and use industry terminology relating to exercising standardbred horses 1.2 Measure trackwork speeds and distances 1.3 Verify trackwork instructions 1.4 Clarify reasons for any subsequent modifications to instructions with supervisor 1.5 Check gear and equipment, including personal protective equipment according workplace policies and procedures
2. Complete warm-up and cool-down procedures	2.1 Complete pre-drive safety checks according to workplace practices 2.2 Carry out warm-up and cool-down exercises in line with safe practices and according to workplace procedures 2.3 Carry out post-exercise activities for horse and gear according to workplace procedures
3. Control horses before, during and after exercise	3.1 Mount sulky safely 3.2 Exercise horses as instructed by supervisor 3.3 Recognise gaits of the horse on and off the horse 3.4 Dismount sulky safely 3.5 Use safe horse handling techniques under supervision, for nervous or excited horses

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 key information in written instructions and workplace or venue requirements
Oral communication	Use questioning and active listening skills to clarify and confirm instructions

Skill	Description
Navigate the world of work	Follow workplace procedures, including work health and safety and animal welfare requirements, associated with own role
Interact with others	Follow accepted communication practices and protocols in stable and wider racing industry when working with others
Get the work done	Follow clearly defined instructions to identify and sequence tasks and assemble equipment required for jog drive work and care for horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH204 Prepare to drive jog work	RGRPSH204A Prepare to drive jog work	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>

Assessment Requirements for RGRPSH204 Prepare to drive jog work

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 performed the following activities on at least three occasions with at least two different well-educated standardbred horses, including for each:

- carried out pre-drive trackwork requirements, including safety check
- carried out warm-up and cool-down exercises
- demonstrated basic drive jog trackwork control of horse in driving manoeuvres at beginner driver (not trackwork) speeds, covering:
 - entered and exited the sulky safely
 - adjusted driving methods according to responses of the horse, including driving off safely
 - controlled reins and speed and direction of horse
 - used appropriate driving apparel
 - used appropriate items of gear
 - used aids to control speed and direction of horse at walk and jog.

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:

- track and jog work requirements, including distances, speed and track features and surface condition
- features to check in a pre-drive safety check, including:
 - potential hazards in exercise area
 - condition of track
 - fit and condition of horse tack and personal protective equipment
 - horse condition and behaviour

- weather conditions
- principles and practices of jog work:
 - aids to control speed and direction of a horse
 - common horse behaviour, social traits and vices
 - industry terminology related to driving horses at trackwork
- racing industry standards and expectations relevant to drive jog work:
 - purpose of using appropriate personal protective equipment
 - racing industry animal welfare requirements
 - harness racing industry safe operating procedures
 - assessing and controlling risks related to activity and interacting with horses
 - relevant rules of racing and road safety.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing track or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various well-educated, standardbred horses assessed as suitable to the skills and experience of the individual
 - racing-approved gear and equipment for individual, horse and activity
 - sulky or jog cart.

Assessors of this unit must:

- carry out a risk assessment of the individual's characteristics, experience and level of horse handling skills to ensure that handler and horse combination is safe.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH205 Perform basic riding skills in the racing industry

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 achieve basic riding skills on a well-educated, compliant and manageable horse. It includes protecting the welfare of people and horses and providing pre-exercise and post-exercise care of horses.

The unit applies to individuals who are new or inexperienced in riding horses and who need to attain basic riding skills while working in workplace environments of racing stables, paddocks, yards, racecourses and public areas.

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

The prerequisite unit of competency for this unit is:

- RGRPSH201 Handle racehorses in stables and at trackwork.

Unit Sector

Performance services horse (PSH)

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. Protect the safety and welfare of people and	1.1 Confirm and follow supervisor instructions, including those

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
horses	relating to safety and venue-specific requirements 1.2 Identify potential hazards and minimise risks to self, others and horse 1.3 Select, correctly fit, and maintain appropriate personal protective equipment according to workplace policies and procedures 1.4 Check the fit, wear and suitability of horse gear according to workplace procedures
2. Provide pre-exercise care of horses	2.1 Identify, catch and secure horse following safe handling procedures and supervisor instructions 2.2 Carry out pre-exercise grooming according to workplace procedures
3. Apply basic riding skills	3.1 Saddle horse with designated gear, ensuring correct and comfortable fit 3.2 Mount the horse safely according to supervisor's instructions 3.3 Perform warm-up procedures according to instructions 3.4 Identify and use aids to control movement, speed and direction of a horse at walk, trot and canter 3.5 Follow basic riding instructions 3.6 Maintain a balanced riding position using appropriate saddle and stirrup length 3.7 Dismount horse safely
4. Ride and control horse safely	4.1 Follow instructions and procedures for safety of self, horse and other horses and riders in the vicinity 4.2 Ride alone and in pairs at varying paces using aids appropriate to the horse's training 4.3 Ride within safety zones when riding in company 4.4 Assess potential risks and take appropriate action to reduce impact 4.5 Report problems and seek feedback on riding skill progress
5. Provide post-exercise care of horses	5.1 Perform warm-down and remove riding gear from horse according to workplace procedures 5.2 Perform post-exercise grooming 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>
	5.3 Release horse safely following workplace practices 5.4 Clean equipment and check and report wear and/or breakage according to workplace policies 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	Interpret key information in workplace instructions
Oral communication	Use appropriate concepts and terminology when communicating with supervisor
Navigate the world of work	Recognise organisational expectations and follow explicit protocols and procedures when riding
Get the work done	- Assemble resources and follow clearly defined instructions, seeking assistance when necessary - Assess safety hazards and risks associated with riding horses; monitoring and responding to safety at all times

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH205A Perform basic riding tasks	Updated to meet Standards for Training Packages. Merging of two units. Prerequisite added.	No equivalent unit
RGRPSH205 Perform basic	RGRPSH206A Develop riding	Updated to meet Standards for Training	No equivalent unit

riding skills in the racing industry	skills for flatwork	Packages. Merging of two units. Prerequisite added.	

Links

Companion Volumes, including Implementation Guides, are available at VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

Assessment Requirements for RGRPSH205 Perform basic riding skills in the racing industry

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, and with a minimum of two different well-educated, compliant and manageable horses of different ages and temperaments, the individual has:

- carried out pre-ride requirements, including:
 - clarified instructions
 - carried out a basic safety check
 - organised, checked and fitted racing-approved personal protective equipment and horse gear according to instructions
- caught and prepared the horse for riding
- performed riding skills safely and effectively according to supervisor instructions and safe riding practices, including:
 - safely mounted and dismounted the horse
 - correctly held and adjusted reins
 - adjusted girth and stirrup length while mounted
 - used aids to control movement, speed and direction of horse
 - maintained balance while performing rising trot on the correct diagonal
 - maintained a balanced forward seat in two-point and three-point riding position at canter, identifying correct lead on both reins
 - took up a bridge rein, demonstrating shortening and lengthening of the rein while trotting
 - rode alone and in company of others
- rode and controlled the horse safely in the following gaits:
 - trotted the horse for a minimum of 800 metres or two minutes
 - cantered the horse in a two-point position bridging the reins for a minimum of 800 metres or for two minutes, carrying a whip

- performed post-riding procedures on horse and equipment and released the horse safely.

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:

- communication procedures within supervisor and stable
- characteristics of horses:
 - basic industry terminology
 - common behaviour, social traits and vices of horses
 - types of responses to cues
 - specific, known characteristics of individual horses to be ridden
- types of approved horse gear, including:
 - bridles and relevant components of bridles
 - common bits used for racing
 - rings and running martingales
 - breastplates
 - double clip leads
 - saddles, stirrup leathers, stirrup irons, girths and surcingles
 - saddlecloths and packing
 - corrective gear
 - signs of gear wear and breakage and reporting
- riding techniques relevant to racing industry, including:
 - two-point and three-point, forward seat position
 - bridging the reins
- racing industry safety and animal welfare requirements, including:
 - safe workplace procedures
 - identifying hazards and risks
 - types and purpose of personal protective equipment
 - relevant road and track safety rules
- pre-exercise and post-exercise care and grooming
- basic riding skills, including:
 - riding horses singly or in company
 - retrieving and bridging reins
 - saddling horses
 - stopping and changing direction
 - understanding and correctly using aids
 - warm-up and warm-down procedures for horse
 - controlling horse movement, speed and direction

- avoiding 'getting on heels' and estimating safe riding distance from other horses at different paces:
 - when walking, maintaining approximately two horse lengths
 - when trotting, maintaining approximately four to six lengths
 - when cantering, maintaining approximately more than six lengths
- safe zones, including:
 - identifying and keeping clear of young or intractable horses
 - techniques for slowing or manoeuvring horses seeking to encroach on space of others
 - width between riders.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling and controlled riding areas, such as racing stables, and enclosed arena or fenced slow work track
- resources, equipment and materials:
 - a variety of well-educated, compliant and manageable horses of different ages and temperaments, assessed as suitable for the experience and skill of the individual and the activity
 - personal protective equipment (PPE) that is appropriate for activity and correctly fitted for individual
 - gear and tack appropriate for horse and activity
- specifications:
 - work instructions and related documentation
- relationships:
 - interactions with supervisor and other relevant people.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH207 Perform racing stable duties

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 clean and maintain the stable environment, identify and report workplace hazards, provide feed and water to horses, groom horses and monitor basic horse health and welfare.

The unit applies to individuals who perform routine stable duties in the harness or thoroughbred codes of the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH201 Handle racehorses in stables and at trackwork.

Unit Sector

Performance services horse (PSH)

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. Perform stable duties and identify potential	1.1 Review racing stable operations and procedures to ensure understanding and compliance

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
hazards	1.2 Identify, select and correctly fit appropriate personal protective equipment according to safe work practices 1.3 Clean stables and yards and replace bedding according to stable routine 1.4 Clean, sweep or rake stable environment and yards 1.5 Identify and report hazards in the workplace to nominated person according to workplace policies and procedures
2. Provide feed and water to horses	2.1 Identify common feedstuffs accurately 2.2 Prepare and provide feed and water according to stable routine 2.3 Identify, remove and report contaminated feed according to workplace policies and procedures 2.4 Observe and report variations to individual eating and drinking patterns 2.5 Ensure correct feed and additives are prepared and fed to the correct horse, knowing and understanding consequences of errors
3. Groom horses	3.1 Assess hazards and potential risks to self, others and horse and take steps to minimise prior to handling and grooming horses 3.2 Position and tie up horses in preparation for grooming, using safe horse handling techniques 3.3 Groom horses according to instructions 3.4 Check horses for illness or injury during grooming, and report irregularities according to workplace policies and procedures 3.5 Clean and maintain grooming tools according to workplace procedures 3.6 Clean and dress horse hooves following stable routine
4. Monitor basic health and welfare of horses	4.1 Observe, identify and report signs of a healthy or unhealthy horse according to workplace procedures 4.2 Follow stable hygiene and quarantine practices according to workplace procedures 4.3 Check horse hooves and legs for soreness, inflammation and lameness and report to nominated person according to workplace policies 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	Interpret work instructions and information in stable routines and procedures
Writing	Record information about stable duties and events accurately, following workplace procedures
Numeracy	Measure quantities of feed and additives accurately
Oral communication	Use active listening and questioning skills to confirm and clarify instructions
Navigate the world of work	Follow stable procedures and racing industry requirements relating to safety and animal welfare; recognising and taking responsibility for own role and work area
Interact with others	Work collaboratively with others to perform stable duties effectively
Get the work done	Plan and sequence own tasks and assemble equipment to complete duties in designated timeframes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH207 Perform racing stable duties	RGRPSH207A Perform stable duties	Updated to meet Standards for Training Packages Change of title and minor changes to performance criteria for clarity and safety Prerequisite added	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>

Assessment Requirements for RGRPSH207 Perform racing stable duties

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 carried out routine stable duties, including:

- followed instructions and stable routines and recorded basic information on at least three occasions
- applied safe work practices when performing stable duties, including:
 - carried out a basic safety check to identify hazards and risks
 - identified, selected and used correct personal protective equipment
 - used safe horse handling work practices when interacting with horses
 - safely and securely removed horses to clean stable or yards
 - followed safe operating procedures
- cleaned at least three boxes according to stable routine
- groomed and cleaned feet of at least three horses according to instructions, using appropriate tools
- provided feed and water to at least three horses, receiving specific feeds or additives according to instructions
- monitored basic health and welfare of horses in stable.

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:

- common horse behaviour, social traits and vices relevant to stable duties
- characteristics of healthy horses
- horse housing requirements and types and purpose of boxes and bedding materials
- horse feeding, including:
 - purpose of common horse feedstuffs and additives
 - consequences to horse of incorrect feeding, including quantities, additives and mixes

- indicators of quality and contaminated feeds
- horse feeding and drinking patterns
- horse grooming, including:
 - purpose of grooming
 - types and purpose of grooming equipment
 - grooming techniques
 - health and hoof checking
- safe work practices, including:
 - purpose of using appropriate personal protective equipment
 - identifying workplace hazards and controlling risks associated with chemicals, heavy loads, machinery, equipment, other people and horses
 - racing stable safe operating procedures
- racing stable operations, including:
 - procedures and routines
 - hygiene and quarantine practices
 - communication and reporting protocols
 - relevant rules of racing and animal welfare requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing stable and yard or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various harness or thoroughbred horses assessed as suitable for the skills and experience of the individual
 - horse grooming equipment
 - feed (including contaminated or spoiled feed) and feeding equipment
 - personal protective equipment correctly fitted and appropriate for activity for individual
- specifications:
 - instructions and stable procedures and routine.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH209 Attend horses at race meetings and trials

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 prepare horses for race meetings and trials, and perform post-race meeting duties.

The unit applies to individuals who perform routine tasks under supervision within the harness or thoroughbred racing industry.

Competencies attained in this unit apply to the harness and thoroughbred codes of the industry. Consequently, when performance criteria are applied they will relate to the harness or thoroughbred code, and statements of attainment will reflect this distinction.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH201 Handle racehorses in stables and at trackwork.

Unit Sector

Performance services horse (PSH)

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. Prepare horses for race meeting or trial	1.1 Prepare horses prior to race meeting or trial as instructed 1.2 Select and pack race gear for relevant code according to instructions 1.3 Follow workplace requirements for personal presentation 1.4 Follow industry safe horse handling practices and identify risks relevant to tasks
2. Attend race meetings or trials	2.1 Carry out pre-race or pre-trial duties for care of horses following officials instructions 2.2 Groom horses prior to race or trial following officials instructions 2.3 Provide assistance in saddling or harnessing horses following officials instructions 2.4 Parade horses prior to race (thoroughbreds only)
3. Provide post-race or post-trial care of horses	3.1 Complete post-race or post-trial procedures according to race result 3.2 Inspect horses for injury, and cool down according to stable routine 3.3 Prepare horses and gear for return to stables as instructed 3.4 Attend and present horse for swabbing process according to racing official's instructions 3.5 Return horses to stables and re-check for post-race injury

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 key information in written instructions and workplace procedures, attending horses at race meetings and trials
Oral communication	Use clear language and industry terminology appropriate for audience to convey and report information
Navigate the world	Follow workplace procedures, including work health and safety and

Skill	Description
of work	animal welfare requirements, associated with own role
Interact with others	Follow accepted communication practices and protocols in stable and wider racing industry when working with others
Get the work done	Follow clearly defined instructions to identify and sequence tasks and assemble equipment required for attending horses at race meetings and trials

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the individual, accessibility of the item, and local industry and regional contexts) are included.

Race gear for relevant code must include all items from the following list for the relevant code:	- Harness code gear: - bridles - bits - driving boots: knee, tendon and bell - head checks - hopples - hobble shorteners - lugging poles - pull up blinds - reins - removable deafeners - removable hoods - saddles - shoes - sulkies - head collars - leads - leading bits - towels - scrapers - rugs. - or - Thoroughbred code gear: - mounted race saddle

	• packing • saddlecloth • breastplate • tongue tie • bridle • boots or bandages • blinkers • winkers • ear muffs • pacifiers.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH209 Attend horses at race meetings and trials	RGRPSH209A Attend horses at race meetings and trials	Updated to meet Standards for Training Packages. Minor changes to performance criteria to strengthen safety. Prerequisite added.	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>

Assessment Requirements for RGRPSH209 Attend horses at race meetings and trials

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 attended to a minimum of two standardbred or thoroughbred horses at minimum of two:

- race meetings and/or trials events; or
- simulated race meetings at a racecourse, plus attended a race meeting as an observer if not employed or licensed to work at a race meeting.

For each race meeting, there must be evidence that the individual has:

- carried out instructions and reported to supervisor and racing officials
- cared for the standardbred or thoroughbred horse using safe handling techniques, including:
 - packed appropriate gear for specific horse
 - groomed and prepared horse for race meeting or trial
 - assisted with saddling or harnessing process
 - paraded horse (thoroughbreds only)
 - performed post-race procedures, including cooling down and drying
- attended to and presented at least one horse for post-race swabbing procedure and completed required paperwork or undertaken a realistic role-play.

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:

- safe work practices and safety checks covering:
 - potential hazards and risks
 - horse condition and behaviour

- fit and condition of horse gear and personal protective equipment
- remaining attentive and avoiding distractions including mobile phones and other devices while handling horses
- principles and practices of attending horses relevant to racing code:
 - common race injuries
 - common racehorse behaviour traits
 - industry terminology relating to race meetings and trials
 - pre-race duties
 - personal presentation and personal protective equipment requirements
 - types, fit and condition of race gear
 - main irregularities with horses and gear
 - swabbing procedures and reasons for swabbing and responsibilities of attendants
 - post-race procedures
- racing industry standards and expectations relevant to attending horses at race meetings and trials:
 - communication procedures within stable, race meeting venue and wider racing industry
 - effective working relationships, including teamwork
 - racing industry animal welfare requirements
 - racing industry safety requirements, including safe operating procedures
 - relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing stables and racetracks conducting trials and race meetings
- resources, equipment and materials:
 - various standardbred or thoroughbred racing horses assessed as suitable for skill and experience of individual
 - approved racing standard personal protective equipment, correctly fitted and appropriate for activity for individual
 - tack or gear and equipment for race meeting and trials
- specifications:
 - work instructions and workplace and/or race meeting procedures.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH211 Work effectively in the horse racing industry

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 complete daily activities, communicate with others and maintain workplace records. It includes knowledge of animal welfare and safety requirements when interacting with horses.

The unit applies to individuals who perform routine tasks under supervision within the harness and thoroughbred codes of the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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 and complete daily work activities	1.1 Clarify and confirm own role and responsibilities with supervisor 1.2 Identify, prioritise and complete work tasks within designated timeframes

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Identify and report factors affecting the achievement of task instructions promptly with supervisor 1.4 Operate equipment as required to complete work tasks within designated timeframes 1.5 Perform daily routines according to workplace procedures, and work health and safety and environmental requirements
2. Work ethically with horses	2.1 Identify horses and handle ethically according to relevant animal welfare regulations and rules of racing 2.2 Ensure interactions with horses are performed in a manner that optimises horse health and welfare
3. Communicate effectively with team members	3.1 Respond to workplace directions in a timely manner 3.2 Communicate with team members in a professional and courteous manner 3.3 Use questioning and active listening techniques to determine team member requirements
4. Maintain workplace records	4.1 Gather workplace data as instructed 4.2 Complete records accurately according to workplace practices

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 key information in written instructions and workplace procedures
Navigate the world of work	Follow workplace procedures, including workplace health and safety and animal welfare requirements, associated with own role and area of work
Interact with others	- Follow accepted communication practices and protocols using industry terminology for responding and reporting to others - Recognise common differences in other people and use basic strategies to work collaboratively

Skill	Description
Get the work done	- Follow clearly defined instructions to identify, sequence and prioritise tasks to achieve work outcomes in designated timeframes - Take responsibility for routine decisions and problem solving within own role and work area

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH211 Work effectively in the horse racing industry	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>

Assessment Requirements for RGRPSH211 Work effectively in the horse racing industry

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, on at least three occasions, carried out routine daily activities in a racing environment, including:

- organised activities and followed safe work practices and procedures, including environment and sustainability procedures
- responded to requests and instructions promptly
- interacted and communicated with team members to assist with daily activities
- completed and maintained relevant work-related documents or records
- used safe horse handling skills when interacting with horses according to animal welfare principles.

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:

- workplace policies, procedures and requirements:
 - health and safety
 - assessing and controlling risks in own work area or role
 - emergency procedures
 - safe horse handling techniques and procedures
 - safe work, environmental and sustainability practices
- horse racing industry standards and expectations:
 - communication procedures and systems
 - workplace technology relevant to own work area and responsibilities
 - workplace recordkeeping systems
- key features of animal welfare requirements and codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various standardbred or thoroughbred horses assessed as suitable for the skills and experience of the individual
 - personal protective equipment for individual that is correctly fitted and relevant to activity
 - gear and equipment relevant to daily activity
- specifications:
 - work instructions and procedures relating to daily activity undertaken in the performance evidence.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH301 Implement stable operations

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 implement daily stable operations, and follow rules and regulations for racing.

The unit applies to individuals who have experience handling racehorses and who work under broad direction, using practical skills and specialised knowledge within a racing stable workplace in the harness or thoroughbred codes.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Define job responsibilities of senior stable hands	1.1 Identify the obligations and responsibilities of trainers in relation to the operation of a racing stable 1.2 Comply with specific job responsibilities according to the rules

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	and regulations of racing and the obligations of racing employees
2. Comply with stable policies	2.1 Follow workplace policies and procedures for the correct use and security of medications 2.2 Comply with workplace health and safety requirements and emergency plans for stable 2.3 Follow procedures for reporting, managing and monitoring horses 2.4 Maintain workplace conditions to comply with rules of racing and workplace health and safety requirements
3. Monitor daily operations in racing stable	3.1 Verify the arrival of rostered staff and confirm duties for the day 3.2 Confirm and clarify amendments to normal routines with trainer 3.3 Verify completion of gear and equipment maintenance 3.4 Monitor supplies and prepare orders according to stable policies and procedures 3.5 Update and maintain stable records according to workplace 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	- Interpret key information in written instructions and workplace procedures - Locate key information in medication records, supply orders and other stable documents
Writing	Complete stable records and reports accurately
Numeracy	- Calculate quantities for feed, supplies and medications - Interpret and adjust staff rosters and feed ordering schedules
Navigate the world of work	Take responsibility for adherence to procedures, including workplace health and safety and animal welfare requirements, relating to own role

Skill	Description
Interact with others	Follow accepted practices and protocols and make adjustments for reporting and communicating with a range of personnel
Get the work done	- Plan and organise multiple activities and actively monitor horses in own work area - Make decisions and implement standard procedures for routine tasks; reporting or seeking advice on more complex and non-routine situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH301 Implement stable operations	RGRPSH301A Implement stable operations	Updated to meet Standards for Training Packages. Minor changes to performance criteria for clarity.	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

Assessment Requirements for RGRPSH301 Implement stable operations

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 carried out stable operations on at least three occasions, including:

- complied with stable policies and procedures, including safe work and animal welfare procedures and relevant rules of racing
- monitored daily operations in racing stable, including:
 - staff rosters and duties
 - equipment maintenance
 - supplies and orders
 - condition of horses
 - use of prescribed medications
- reported problems promptly and updated and maintained records.

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:

- role and responsibilities of senior stable hands
- principles and practices of stable operations:
 - contingency and emergency plans
 - gear and equipment maintenance
 - indicators of common horse illnesses and injuries
 - procedures for using medications
 - stable supplies and ordering processes
 - stable security
- staff duties and routines

- racing industry standards and expectations relevant to stable operations:
 - communication procedures within stable and wider racing industry
 - racing industry animal welfare requirements
 - racing industry and workplace health and safety requirements, including safe operating procedures and horse handling techniques
 - relevant rules of racing related to stable operations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing stable or an environment that accurately reflects performance in a real stable workplace setting
- resources, equipment and materials:
 - various standardbred or thoroughbred horses to monitor
 - personal protective equipment, correctly fitted and relevant to activities
 - rosters, supply lists and other documentation required for stable operations
- specifications:
 - workplace procedures for stable operations.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH302 Supervise handling of horses

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 direct, assist and oversee others to identify and safely catch, control and handle horses.

The unit applies to individuals who have experience handling horses and who work under broad direction, using both practical skills and specialised knowledge of safe horse handling techniques, within the harness or thoroughbred racing industry codes.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Prepare others for handling horses	1.1 Determine competence of other workers with regard to handling individual horses 1.2 Follow workplace health and safety practices for matching the

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	skills and experience of handlers to task and horses 1.3 Explain and demonstrate use of personal protective equipment and different gear to control and handle horses 1.4 Provide opportunities for practice and skill development for inexperienced staff according to workplace training processes
2. Direct, assist and oversee others to identify and safely catch, control and handle horses	2.1 Assess hazards and potential risks to self, others and the horse in catching and handling horses, and take steps to minimise 2.2 Delegate tasks according to current competence and animal and staff welfare 2.3 Direct others regarding catching, controlling and general handling of horses according to stable procedures 2.4 Provide assistance to others in identifying and handling horses

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
Learning	Keep own skills and knowledge up-to-date by supervising and assessing the skills of others
Oral communication	Give clear instructions and feedback about safe horse handling techniques and procedures
Navigate the world of work	- Take responsibility for adherence to workplace procedures, including work health and safety and animal welfare requirements, associated with own role and area of work - Take responsibility for decisions about delegating and supervising others in horse handling activities
Get the work done	- Plan, organise and monitor safe horse catching and handling activities, taking risk factors into consideration - Make decisions quickly and intuitively if problems with safety occur

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH302 Supervise handling of horses	RGRPSH302A Supervise handling of horses	Updated to meet Standards for Training Packages. Changes to elements and performance criteria for clarity and to address safety.	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>

Assessment Requirements for RGRPSH302 Supervise handling of horses

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 worked with at least two individuals, over a minimum of two occasions, to carry out safe horse catching and handling procedures, including for each occasion:

- evaluated risks associated with catching and handling horses
- assessed capabilities of each individual to perform specific tasks
- gave clear instructions about safe operating procedures and safe horse handling techniques
- provided opportunities for staff to practice skills development for:
 - catching, leading and handling horses
 - leading and handling horses in enclosed spaces
 - using different items of handling gear appropriate to horse catching and handling activities
- supported and assisted individuals in catching and handling horses safely.

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 and practices of safe horse handling:
 - safe handling techniques for horses
 - industry terminology related to handling horses
 - common horse behaviour, body language and social traits
- safe work practices for matching individuals to activities involving interactions with horses:
 - assessing horse suitability for handlers
- gear and equipment:

- types of personal protective equipment and purpose of using appropriate personal protective equipment
- range and purpose of gear for catching and handling horses safely
- demonstration techniques for use of gear and equipment and safe horse catching and handling
- basic strategies for staff management or supervision, including features of effective teamwork
- racing industry standards and expectations relevant to supervising handling of horses:
 - racing industry animal welfare requirements
 - racing industry safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various standardbred or thoroughbred horses
 - staff or other individuals to supervise in activity
 - appropriate personal protective equipment, gear and equipment for individual, horse and activity
- specifications:
 - instructions and workplace procedures for safe horse handling and animal welfare
- relationships:
 - at least two individuals to supervise.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH303 Organise and oversee transportation of horses

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 schedule transport; organise staff, equipment and horses; and monitor transport arrangements.

The unit applies to individuals who work under broad direction using practical skills and specialised knowledge of safe horse handling and transportation, within a racing workplace.

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.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Schedule transportation of horses	1.1 Prepare calendar of events requiring horse transportation in line with workplace requirements 1.2 Investigate destinations, including distance, route and venue

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	requirements 1.3 Calculate numbers of horses and approximate load capacities for relevant destinations to determine type of vehicle or carrier required 1.4 Book workplace vehicle or external carrier, after confirming costs, conditions and insurance arrangements 1.5 Arrange schedules to minimise health and safety risks associated with transporting horses and optimise horses' preparedness to race or trial 1.6 Identify and comply with workplace health and safety, animal welfare and biosecurity requirements associated with transporting horses 1.7 Document transport arrangements, including horse identification details, pickup and delivery times, and any special requirements for long haul journeys according to workplace procedures
2. Organise staff, equipment and horses for transportation	2.1 Roster employees to have horses ready to travel to and from race or trial event 2.2 Notify required personnel of pickup and return times and any special requirements for individual horses, including for poor travellers and difficult loaders 2.3 Notify personnel of required equipment and resources to be transported with horses 2.4 Coordinate movement of horses to loading area, confirm horse identification and equipment to be loaded, and oversee loading of horses
3. Oversee transport arrangements	3.1 Ensure completion and accuracy of relevant documentation according to workplace and regulatory requirements 3.2 Communicate regularly with staff and/or contractors to confirm clarity and understanding of arrangements 3.3 Follow up with staff and/or contractors to identify any issues relating to transporting horses 3.4 Report incidents or procedural problems in transportation according to workplace procedures 3.5 Report horse behaviour or welfare problems related to transportation promptly to relevant personnel

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 key information in schedules, workplace procedures and external carrier conditions
Numeracy	Calculate distances, travel, and loading and unloading times to prepare transport schedule
Navigate the world of work	Recognise importance of legislative and workplace procedures, including workplace health and safety, animal welfare and biosecurity requirements, and expectations relating to own role and area of responsibility
Get the work done	Plan, organise and monitor safe horse handling and transportation activities, taking risk factors into consideration, assessing options and resolving within limits of work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH303 Organise and oversee transportation of horses	RGRPSH303A Supervise transportation of horses	Updated to meet Standards for Training Packages. Changes to clarify intent of unit relevant to job role.	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>

Assessment Requirements for RGRPSH303 Organise and oversee transportation of horses

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 organised and monitored the transportation of horses on at least three occasions, including for each occasion:

- prepared the schedule and organised the transportation of one or more horses from one location to another
- organised arrangements for staff, equipment and horses
- monitored transport operations
- completed documentation and reports accurately and in a timely manner.

Note: One of the above occasions must include organising more than one horse to attend a race meeting.

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:

- workplace procedures and regulations regarding transport of horses, including:
 - animal welfare
 - biosecurity
 - workplace health and safety
- types of horse carriers/vehicles, load capacities and overview of costs
- factors to consider when transporting horses, including:
 - distances and route – traffic, road conditions
 - venue or racetrack requirements
 - weather conditions
 - horse welfare, comfort and safety
 - cost

- scheduling methods and software options
- horse characteristics:
 - common horse behaviour, social traits and vices during transportation
 - keeping records of individual horses' travel issues
 - symptoms and signs of stress, illness or injury impacting on or as a result of transport arrangements
- workplace documentation requirements, including for:
 - insurance
 - use of external carriers
 - long haul travel
 - invoicing of owners
 - employee rostering and recording of wage allowances
- racing industry standards and expectations relevant to the transportation of horses:
 - types and purpose of personal protective equipment for staff loading and unloading horses
 - safe handling techniques
 - racing industry animal welfare requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - business equipment or technology for scheduling transportation
 - vehicle to transport horses
 - various horses for transporting
- specifications:
 - work instructions or other required workplace documentation.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH304 Identify factors that affect racehorse fitness and suitability to race

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 identify signs of fitness in horses, detect abnormalities and problems, and communicate options to improve horse performance.

The unit applies to individuals who work in a broad range of occupations involving racehorses.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Identify and recognise factors that affect horse	1.1 Observe and identify features of racehorse conformation 1.2 Observe and describe gaits of racehorses

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
movement	1.3 Identify and report lameness and other abnormalities 1.4 Identify safe ways to measure horse fitness and recovery from fast work 1.5 Identify reasons for use of corrective gear, and select options to improve horse performance 1.6 Explain factors that influence speed and strength
2. Identify and recognise signs of fitness in racehorses	2.1 Identify behavioural and physical indicators of fitness 2.2 Observe signs of horse fitness during exercise 2.3 Observe horse post-exercise recovery, and report information to relevant personnel
3. Determine basic fitness requirements for racehorses	3.1 Profile fitness and health of individual horses 3.2 Identify and discuss with trainer methods to evaluate performance 3.3 Identify indicators of poor adaptation to training program according to fitness indicators 3.4 Evaluate factors affecting performance for individual horses 3.5 Discuss fitness requirements for racehorses with relevant personnel

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
Oral communication	Use clear language, accurate concepts and industry terminology to explain and report features of horse performance
Navigate the world of work	Build knowledge of horse performance to keep up-to-date and improve own role and responsibilities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH304 Identify factors that affect racehorse fitness and suitability to race	RGRPSH304A Identify factors that affect racehorse performance	Updated to meet Standards for Training Packages. Change of title, new element and minor changes to performance criteria to clarify intent of 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>

Assessment Requirements for RGRPSH304 Identify factors that affect racehorse fitness and suitability to race

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 observed and identified factors that affect the performance of at least three different racehorses, including for each racehorse:

- recognised conformation features and detected normal gaits and common faults
- checked signs and symptoms of fitness of horse during handling or exercise
- profiled basic fitness requirements for each racehorse
- observed and reported on post-exercise recovery.

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:

- features of racehorses, including:
 - conformation
 - types of gaits
- common behaviour, social traits and vices that affect racehorse performance
- indicators of lameness in horses
- basic fitness requirements of racehorses:
 - behavioural or physical indicators of horse fitness
 - factors that influence speed and strength in racehorses
- indicators of poor adaptation to training program or performance issues:
 - signs and symptoms of distress in working horses
- types and purpose of different items of corrective gear relevant to horse performance
- racing industry standards and expectations relevant to factors that affect racehorse performance:
 - racing industry animal welfare requirements

- racing industry safety requirements
- relevant rules of racing related to horse performance.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various standardbred or thoroughbred racehorses with different conformation and levels of fitness
 - appropriate gear and equipment for individual, horse and activity.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH305 Develop driving skills for trackwork

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 develop driving skills for trackwork using well-educated standardbred horses.

The unit applies to individuals who have experience driving at different jog speeds. They work under supervision, using practical harness driving skills and specialised knowledge, within a racing workplace.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH204 Prepare to drive jog work.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH204 Prepare to drive jog work	RGRPSH203 Perform basic driving tasks
RGRPSH203 Perform basic driving tasks	RGRPSH201 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Prepare to drive	1.1 Confirm exercise instructions with trainer 1.2 Confirm designated exercise areas and track are free from hazards and obstacles and report any issues according to workplace policies and procedures 1.3 Confirm selected gear for slow exercise is in good working condition according to workplace procedures 1.4 Prepare horse for slow exercise according to trainer instructions
2. Drive and control horse safely	2.1 Keep horses under control at walk and trot pace, when alone and in company 2.2 Drive horses within safe zones for driving in company 2.3 Identify potential hazards and take appropriate action to reduce impact 2.4 Consider safety of horse, driver and other horses and drivers in the vicinity when driving

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 key information in written instructions and workplace requirements
Numeracy	Estimate and use basic arithmetic to calculate speed, distance and time
Oral communication	Use questioning and active listening skills to clarify and confirm instructions
Navigate the world	Follow workplace procedures, including work health and safety and

Skill	Description
of work	animal welfare requirements, associated with own role
Interact with others	Follow accepted practices and protocols on track and when working with others
Get the work done	- Follow instructions, sequence tasks and prepare equipment required for trackwork driving and care for horses - Take responsibility for and make routine decisions relating to safety, safe horse handling and trackwork driving within limits of own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH305 Develop driving skills for trackwork	RGRPSH305A Develop driving skills for trackwork	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>

Assessment Requirements for RGRPSH305 Develop driving skills for trackwork

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 carried out driving trackwork on at least three occasions, involving two different well-educated standardbred horses, including for each occasion:

- prepared horse for exercise, including fitting own driving apparel and horse gear correctly
- followed trainer's instructions and exercise area rules and regulations, including:
 - complied with safe zones when driving the horse singly and in company of others
 - maintained driving etiquette
- controlled speed and direction of horse at walk and trot or pace.

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:

- driving trackwork practices:
 - track rules
 - driving etiquette
 - relevant rules of racing
- types, fit and purpose of:
 - gear and equipment
 - driving apparel and personal protective equipment
- aids to control speed and direction of a horse
- paces of horses and working gait
- safe zones for driving
- racing industry standards and expectations relevant to driving skills for trackwork:
 - communication procedures within stable and wider racing industry

- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures and safe horse handling practices.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racetrack or training track or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various well-educated standardbred horses assessed as suitable for the skill and experience of the driver
 - racing industry-approved personal protective equipment, correctly fitted and appropriate for activity for individual
 - appropriate gear and equipment for individual, horse and activity
- specifications:
 - work instructions and reporting requirements.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH306 Develop basic trackwork riding skills

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 prepare riders for trackwork riding, including complying with trackwork rules, protocols and safety requirements.

The unit applies to individuals who work under supervision, using practical skills and specialised knowledge relevant to riding horses at trackwork.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH205 Perform basic riding skills in the racing industry.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Comply with trackwork rules, protocols and safety requirements	1.1 Follow safety requirements, rules and regulations for rider and horse 1.2 Check fit, wear and suitability of racing industry approved gear and personal protective equipment prior to riding 1.3 Identify track features, weather and potential hazards, and report to track supervisors according to workplace practices
2. Develop riding skills on a well-educated horse using an exercise saddle	2.1 Mount and dismount horse following safe practices 2.2 Demonstrate a balanced position at rising trot and canter in two-point position with bridged reins in an enclosed arena or suitable slow work track 2.3 Adjust stirrup length with feet in irons at walk and kick out iron and regain 2.4 Bridge reins, carry a whip and use appropriate techniques to control horse at walk, trot and canter according to trainer or supervisor's instructions 2.5 Develop fitness requirements for riding trackwork
3. Ride slow work	3.1 Ride horses to half pace singly and in pairs on a slow work track according to trainer or supervisor instructions 3.2 Develop time counting and pace estimation skills 3.3 Follow rules for riding in company on the track according to trainer or supervisor instructions

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 key information in written instructions
Numeracy	Estimate and use basic arithmetic to calculate pace, time and distance

Skill	Description
Oral communication	Use clear language and accurate terminology to clarify, convey and report information
Navigate the world of work	Follow workplace procedures, including safety and animal welfare requirements, associated with own role
Interact with others	Follow accepted industry practices and protocols on track and when working with others
Get the work done	- Follow instructions, sequence tasks and prepare equipment required for trackwork and care for horses - Take responsibility for and make routine decisions relating to safety, safe horse handling and trackwork riding within limits of own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH306 Develop basic trackwork riding skills	RGRPSH306A Develop basic trackwork riding skills	Updated to meet Standards for Training Packages. Minor changes to performance criteria for clarity. Prerequisite added.	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>

Assessment Requirements for RGRPSH306 Develop basic trackwork riding skills

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 carried out trackwork riding under saddle, with four different well-educated, compliant and manageable horses of different ages and temperaments, at a range of paces on a training track, including:

- followed trainer or foreman instructions relating to safety and trackwork requirements
- developed skills riding slow trackwork, including:
 - maintained balance riding two-point and bridging reins using an exercise saddle
 - rode alongside others – maintaining pace and a straight line
 - counted time and identified different paces
 - followed track rules and riding etiquette
- correctly used appropriate items of racing industry-approved horse gear and personal protective equipment.

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:

- trackwork riding techniques, etiquette and fitness requirements
- types, purpose and compliance requirements of racing industry-approved gear and equipment
- common thoroughbred horse behaviour, body language and social traits, including known characteristics of individual horses being ridden
- rules of racing related to riding trackwork, track policies and regulations – understanding that each track has different requirements
- features of tracks, including:
 - track distance markers, gaps, exits

- rules relating to entry and exit track and where horses are able to work at different paces
- track etiquette
- time counting and pace estimation techniques
- racing industry procedures and expectations relevant to basic trackwork riding, including:
 - communication procedures within stable and wider racing industry
 - animal welfare principles and compliance requirements
 - safety requirements for when interacting with horses
 - basic industry terminology
 - trackwork licensing requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a safe training track or controlled environment
- resources, equipment and materials:
 - a variety of well-educated, compliant and manageable horses of different ages and temperaments, assessed as suitable for the experience and skill of the individual and the activity
 - racing industry-approved tack and personal protective equipment for individual, horse and trackwork activity
- specifications:
 - work instructions and related workplace documentation.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH307 Exercise horses in pacework

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 ride and exercise a range of horses in slow work and pacework. It includes selecting aids and gear, accepting rides based on rider and horse experience, reporting on horse performance and organising riding commitments.

The unit applies to individuals who work under supervision, using practical skills and specialised knowledge relevant to riding thoroughbred horses within racing industry guidelines.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH306 Develop basic trackwork riding skills.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Ride a range of horses in slow work	1.1 Ride horses in slow work according to trainer instructions and safe work practices 1.2 Identify approved gear and personal protective equipment, and fit safely to individual and horses according to safe work practices 1.3 Select aids and use within rules of racing and trainer instructions
2. Ride experienced horses in pacework	2.1 Accept rides based on rider experience and horse experience 2.2 Ride horses at a range of paces and tempos using time-counting methods to determine speed 2.3 Demonstrate techniques used to control horses in a range of situations according to safe work practices 2.4 Follow trainer instructions to the best of ability, and report horse performance following trackwork
3. Apply the rules of racing and track rules to trackwork	3.1 Interpret rules of local track prior to undertaking trackwork 3.2 Schedule trackwork to meet requirements of local track availability and times 3.3 Follow track supervisor instructions and track rules, including entry and exit of track 3.4 Apply rules of racing and industry etiquette to slow and fast trackwork

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 key information in written instructions and workplace procedures relating to riding pacework
Numeracy	Estimate and use basic arithmetic to calculate pace, time and distance
Navigate the world of work	Follow rules of racing and workplace procedures, including work health and safety and animal welfare requirements, associated with own role
Interact with others	Follow accepted industry practices and protocols for reporting horse performance and working with others
Get the work done	- Follow instructions, sequence tasks and prepare gear required for exercising horses - Take responsibility for and make routine decisions relating to safety, safe horse handling and pacework within limits of own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH307 Exercise horses in pacework	RGRPSH307A Exercise horses in pacework	Updated to meet Standards for Training Packages. Revised element 3.	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>

Assessment Requirements for RGRPSH307 Exercise horses in pacework

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:

- interpreted and implemented trainer's trackwork instructions, including use of aids
- exercised at least five different thoroughbred horses, over a distance of approximately 1000 metres, covering a range of paces, including:
 - half pace
 - three-quarter pace
 - even time
 - working gallop
- used appropriate techniques to control horse safely in pacework, singly and in company
- reported horse performance to trainer.

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:

- criteria for accepting rides, including:
 - rider experience
 - horse experience
- pacework riding techniques, practices and industry terminology, including:
 - common racehorse behaviour traits and responses to cues relevant to pacework
 - counting time at half pace, three-quarter pace, even time and working gallop
- range and purpose of approved gear and aids, including personal protective equipment
- trackwork rules, including racing etiquette and safe entry and exit points for relevant tracks relating to work environment
- racing industry standards and expectations relevant to exercising horses in pacework:

- communication procedures within stable and wider racing industry
- basic strategies for effective working relationships and teamwork
- racing industry animal welfare requirements
- safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a training or racetrack suitable for pacework
- resources, equipment and materials:
 - a variety of thoroughbred horses assessed as suitable for experience and skill of individual
 - racing industry-approved and appropriate tack and personal protective equipment for individual, horse and pacework activity
- specifications:
 - work instructions and related workplace documentation.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH308 Provide first aid and emergency care for horses or other equines

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 measure and record vital signs of horses or other equines, identify and report signs of common illnesses and injuries, provide emergency care and follow first aid policies and procedures.

The unit applies to individuals who work in a broad range of occupations in horse-related or other equine-related industries, carrying out work under broad direction within industry guidelines.

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 licensing or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Recognise and report signs of ill health or injury in horses or other	1.1 Inspect incident site and assess risks prior to helping horses or other equines

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
equines	1.2 Measure and record temperature, pulse and respiration in line with appropriate first aid procedures 1.3 Observe and report hydration levels and capillary refill in line with appropriate first aid procedures 1.4 Observe, identify and report signs of common illnesses in horses or other equines in line with appropriate first aid procedures 1.5 Observe, identify and report signs of shock in horses in line with appropriate first aid procedures 1.6 Determine and report signs of common injuries in horses or other equines according to workplace policies and procedures
2. Assess illnesses or injuries in horses or other equines	2.1 Assess threat to life of illness or injury, and incorporate into plan of action 2.2 Calm, restrain and/or quarantine horses or other equines using safe and ethical handling techniques 2.3 Follow first aid policy and procedures with respect to obligations to owners, state regulations, stable policy and duty of care 2.4 Follow referral or reporting procedures for injury, treatment and emergency care according to workplace first aid procedures
3. Apply basic first aid to horses or other equines	3.1 Use restraints and safe and ethical handling techniques to prevent further injury or to apply first aid to horses or other equines 3.2 Clean wounds and protect from further contamination or injury in line with appropriate first aid procedures 3.3 Apply bandages for management of bleeding, swelling and wounds in line with appropriate first aid procedures 3.4 Control swelling using appropriate techniques and materials in line with appropriate first aid procedures 3.5 Nurse horse or other equine to reduce impact of shock, distress and pain in line with appropriate first aid procedures 3.6 Monitor behaviour and vital signs, and record observations and treatments in line with appropriate first aid procedures
4. Respond to hoof and leg illnesses and injuries	4.1 Inspect feet and legs for signs of injury, soreness or foreign bodies 4.2 Identify common injuries and ailments to hooves, feet and legs 4.3 Apply poultice to affected area in line with appropriate first aid practices

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.4 Determine damage or irregular condition and fit of shoes
5. Assess health and fitness of horses or other equines	5.1 Implement pre-race and post-race or activity assessment of horse or other equine for injuries, distress, health and fitness 5.2 Apply pharmaceutical or therapeutic treatments under trainer or veterinary or equine health practitioner instructions and supervision 5.3 Identify and follow industry rules relating to prohibited substances and alternative treatments

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 textual information in workplace procedures and veterinary and medical instructions relating to the health and welfare of horses - Locate and interpret key information in medication labels
Writing	Use clear language and accurate industry and/or medical terminology for reporting and recording horse health and welfare information
Numeracy	Perform basic calculations and measurements of volume, weight and ratios to determine doses of medication
Navigate the world of work	Follow workplace procedures, including safety, animal welfare and first aid administration requirements, and meet expectations relating to own role and area of responsibility
Interact with others	Follow accepted industry practices and protocols for working collaboratively with and reporting horse health issues to supervisors and specialists
Get the work done	Monitor horse condition, assess health and injury irregularities and make decisions to initiate routine treatment or seek specialist advice and assistance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH308 Provide first aid and emergency care for horses or other equines	RGRPSH308A Provide first aid and emergency care for horses	Updated to meet Standards for Training Packages. Minor changes to title and performance criteria.	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>
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

Assessment Requirements for RGRPSH308 Provide first aid and emergency care for horses or other equines

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 provided first aid and emergency care for at least two horses or other equines (or completed appropriate simulations), including for each:

- recognised illness or injury and carried out a safety check of the factors relating to situation, incident site and/or treatment environment
- provided appropriate first aid and treatments to horse or other equine, including:
 - responding to hoof and leg illness or injury
 - calming and/or restraining horse or other equine safely and ethically
- reported irregularities to stable nominated person in a timely manner.

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, practices and industry terminology related to emergency care and first aid for horses or other equines
- safe handling techniques, including:
 - risks associated with catching, handling and restraining equines
 - methods of restraining horses or other equines
 - common equine behaviour, including when injured, stressed or ill
- signs and types of treatment for common illnesses and injuries in equines, including:
 - lameness
 - shock
- relevant industry rules for providing first aid and emergency care for horses, including:
 - rules for prohibited substances and alternative treatments
 - zoonosis, disease and biosecurity control

- reporting requirements, including for infectious reportable illnesses – Strangles, tetanus, EI, Hendra
- industry standards and expectations relevant to providing first aid and emergency care for horses:
 - effective working relationships, including teamwork
 - industry animal welfare requirements
 - industry safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various horses or other equines requiring first aid or emergency care assessed as suitable for the skills and experience of the individual; or appropriate simulations if safety or access to injured equines is restricted
 - materials and equipment relevant to providing first aid and emergency care
 - access to trainer and/or veterinarian for instructions.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH309 Implement feeding programs for racehorses under direction

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 monitor and maintain racehorse feeding programs under direction, and the factors that regulate racehorse feeding programs.

The unit applies to individuals who work under supervision, using practical skills and specialised knowledge to carry out routine activities within a racing workplace.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Monitor and maintain racehorse feeding	1.1 Assess the quality and suitability of feed and feed supplements for horses according to workplace and industry practices

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
program	1.2 Prepare and distribute feed in line with feeding program and according to safe work practices around horses 1.3 Maintain and clean feed storage areas and water supplies, and keep free of contaminants 1.4 Check feed inventory and report to supervisor 1.5 Record and report variations to individual eating and drinking patterns 1.6 Monitor and report condition of horses according to workplace procedures
2. Assess factors that regulate or guide racehorse feeding programs	2.1 Identify factors that impact on racehorse feeding programs 2.2 Detect signs of common problems related to incorrect feeding 2.3 Assess feed habits of individual horses against racehorse feeding programs

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 key information in work instructions, feeding schedules and inventories, and feed and supplement labels
Writing	Record feeding data and information accurately
Numeracy	- Estimate and calculate quantities of feed and supplements for a range of horses using measuring equipment - Calculate quantities of feed stock against inventories
Navigate the world of work	Recognise and follow workplace requirements, including safety and animal welfare, associated with own role and area of responsibility
Interact with others	Follow accepted practices and protocols for reporting issues to supervisors
Get the work done	Plan and sequence activities, and assemble resources to implement feeding programs for own work area according to instruction

Skill	Description
	Monitor feeding program activities, identify routine problems related to own work area or role, and initiate standard procedures to resolve or seek assistance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH309 Implement feeding programs for racehorses under direction	RGRPSH309A Implement feeding programs for racehorses under direction	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRPSH309 Implement feeding programs for racehorses under direction

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 implemented a feeding program under direction and according to the rules of racing, for at least three racehorses, including for each:

- monitored and maintained individual racehorse feeding program, including:
 - followed feeding requirements of individual horses
 - identified hazards and minimised risks associated with feeding
 - detected spoiled or contaminated feed
 - prepared different feed components and feed supplements
 - used measuring equipment or feed weighing scales accurately
- assessed factors impacting on individual racehorse program:
 - recognised changes to horse feeding pattern or behaviour
 - noted any changes in condition.

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 and practices of racehorse feeding programs, including:
 - feeding principles and racehorse nutritional requirements
 - overview of horse digestion and horse digestive system
 - basic industry terminology related to feeding, handling and caring for horses
 - common horse behaviour related to feeding regimes
- key types of horse feed and feed supplements, including:
 - quality, type and value of feed
 - weights and energy value of feeds

- interaction between feed and supplements that may result in contravention of industry regulations
- workplace procedures for feeding and monitoring feeding programs
- racing industry standards and expectations relevant to racehorse feeding programs:
 - racing industry animal welfare requirements
 - racing industry safety requirements, including safe operating and safe horse handling procedures
 - relevant rules of racing relating to feeding and supplements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling area, stable or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various racehorses assessed as being suitable for the skill and experience of the individual
 - personal protective equipment correctly fitted and appropriate for feeding and cleaning activities
 - feed and supplements relevant to horse feeding program
 - equipment required for feeding, including weighing scales and/or measuring equipment
- specifications:
 - work instructions and feeding program or schedule for individual horses.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH310 Prepare for self-management in racing

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 determine current and future financial requirements, identify sources of professional assistance, develop strategies for self-promotion, and identify and apply principles of small business management.

The unit applies to individuals who work in racing industry sectors and are preparing for self-management. They take responsibility for their own activities and work collaboratively with others under broad direction.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Apply business planning and financial management skills	1.1 Identify and apply the principles of and requirements for financial recordkeeping and budgeting 1.2 Identify and use sources of professional advice for investment, insurance, taxation and superannuation 1.3 Research and use basic principles of small business management

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Employ marketing techniques	2.1 Identify and apply responsible and appropriate marketing opportunities within the industry 2.2 Conduct marketing of self and organisation 2.3 Apply business promotion and public relations principles
3. Investigate career options	3.1 Explore training and qualifications available for both current role and future career options 3.2 Investigate benefits and challenges of using rider or driver agents

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	Research and interpret key information in a range of documents relating to self-management
Numeracy	Interpret data in financial documents to determine key information, patterns and/or trends
Learning	Identify sources of advice and options for own career progression and self-management
Navigate the world of work	Understand the nature and role of employment within the racing industry and associated legal and industry obligations
Interact with others	Establish connections to assist with promotion and marketing of self
Get the work done	Organise and sequence activities, adjusting plans and decisions as knowledge develops

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

RGRPSH310 Prepare for self-management in racing	RGRPSH310A Prepare for self-management in racing	Updated to meet Standards for Training Packages. Minor changes to elements and performance criteria to clarify intent.	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>

Assessment Requirements for RGRPSH310 Prepare for self-management in racing

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 prepared for self-management in the racing industry by undertaking the following on at least one occasion:

- developed a personal marketing and promotion strategy
- located sources of advice about investment, insurance, taxation and superannuation
- established financial recordkeeping arrangements and budgets
- investigated future career options.

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:

- basic principles and practices of self-management, including:
 - business and personal promotion
 - marketing and public relations
 - use of media and social media
- basic principles and requirements of small or micro-business management:
 - basic financial recordkeeping
 - insurance requirements
 - investments
 - superannuation
 - taxation requirements
- training and professional development opportunities
- sources of professional advice:
 - rider/driver agent services
 - sources of career advice and options

- racing industry standards and expectations relevant to self-management in the racing industry:
 - communication procedures within stable and wider racing industry
 - relevant rules of racing relating to self-management.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a safe and suitable environment for undertaking assessment
- resources, equipment and materials:
 - documents relating to the performance evidence activity task and/or
 - technology to access and research information relevant to the performance evidence activity task.

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>

RGRPSH311 Participate in racing as an owner

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 investigate requirements to take part in racing as an owner, determine desired level of participation and uphold the welfare of racing animals.

The unit applies to those wishing to own, lease or join a syndicate to race greyhounds or horses in the greyhound, harness or thoroughbred codes of the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Investigate requirements for taking part in racing	1.1 Clarify structure of the racing industry and significance of rules of racing 1.2 Identify rights and responsibilities of racing participants and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	officials 1.3 Identify obligations of racing participants to animal welfare and work health and safety 1.4 Comply with race meeting procedures and protocols 1.5 Investigate racing authority requirements for participation as an owner
2. Determine level of participation in racing	2.1 Evaluate options for racing greyhounds or horses 2.2 Clarify with trainer arrangements for training greyhounds or horses 2.3 Review options for resolving disputes with trainer or other owners
3. Uphold welfare of racing animals	3.1 Discuss plans for racing animals with trainer 3.2 Evaluate options for animals to be withdrawn from racing 3.3 Make decisions on the future of racing animals with due consideration to animal welfare

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 key requirements of racing documentation, including relevant rules of racing
Oral communication	Communicate with trainer and racing officials and other personnel, using techniques appropriate for audience to gather and relay information related to greyhound or horse racing activities
Navigate the world of work	Comply with safety and animal welfare regulations and legislation, and rules of racing guidelines
Interact with others	Recognise and accommodate common cultural and other differences of people in the work context
Get the work done	Negotiate resolution of conflict or disagreements with others relating to racing greyhounds or horses in compliance with racing codes of

Skill	Description
	conduct and rules of racing

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH311 Participate in racing as an owner	RGRPSH311A Participate in racing as an owner	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRPSH311 Participate in racing as an owner

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:

- investigated options and determined involvement in racing as an owner of racing greyhound/s or horse/s
- evaluated participation level in racing, taking into consideration a range of factors, including animal welfare requirements
- complied with the requirements, procedures and instructions that apply to racing greyhounds or horses.

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:

- racing industry structure, protocols and procedures related to racing greyhounds or horses, including:
 - industry terminology
 - racing animal welfare requirements
 - work health and safety
 - relevant rules of racing
- content of training contract or agreement
- obligations, rights and responsibilities of owners to animals, trainers and racing officials
- common reasons for greyhounds and horses having to stop racing, and options for retired animals
- options for greyhounds or horses that have finished their racing career
- communication procedures within the kennel or stable and wider racing industry, including:
 - managing disputes, and options for resolving issues

- teamwork and techniques for effective working relationships.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - commercial racing training establishments, safe racetrack areas, race meetings and related facilities
- resources, equipment and materials:
 - a variety of greyhounds or racing horses that are currently in training
 - materials and equipment relevant to assessing individual's ability to race animals as an owner
- specifications:
 - work instructions and related documentation
- relationships (internal and/or external):
 - access to trainers and other racing officials relevant to owners in the racing industry.

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>

RGRPSH312 Transport horses by road

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 safely transport horses to destinations by road. It covers regulatory requirements, conducting vehicle safety checks, loading and unloading horses, and monitoring the care of horses during transit.

The unit applies to individuals who work under broad direction using practical skills and specialised knowledge of safe horse handling and transportation, within the racing industry.

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.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Follow regulations and requirements for horse transportation	1.1 Confirm transport requirements, schedule, destination and route 1.2 Identify the load capacity of vehicle or tow vehicle and float, and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	appropriateness for load and road condition 1.3 Confirm driver's licence is correct for type of transport required 1.4 Ensure vehicle logbooks, permits or transport documentation are maintained according to workplace procedures and regulatory requirements
2. Carry out vehicle and safety checks	2.1 Inspect vehicle lights and brakes to confirm good working order 2.2 Inspect exterior of vehicle or tow vehicle and float for safety 2.3 Inspect interior of vehicle and float for safety
3. Load horses	3.1 Set up vehicle and equipment safely in designated loading area 3.2 Identify potential loading hazards and problems, and control risks 3.3 Check and complete transport documentation, including horse identification details 3.4 Work collaboratively with others to ensure safe and timely loading of horses 3.5 Select and use safe handling strategies for loading difficult horses 3.6 Position and restrain horses according to workplace procedures, float design and animal welfare guidelines
4. Supervise care of horses in transit	4.1 Record horse health and condition status prior to and after journey 4.2 Identify poor travellers and make adjustments to protect from injury and reduce stress 4.3 Use driving techniques that are safe and adjusted for road condition and load 4.4 Identify and manage signs of stress and other illness indicators in horses being transported 4.5 Follow documented requirements for travel, including for long haul trips
5. Unload horses and complete post-transport arrangements	5.1 Unload horses in designated area at destination in collaboration with other personnel 5.2 Check and record horse health and condition status after journey 5.3 Complete required documentation according to workplace and regulatory requirements 5.4 Clean, maintain and secure vehicle, equipment and facilities

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	according to workplace 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	Interpret key information in written instructions, vehicle specifications and operating manuals
Writing	Complete logbook entries and workplace documentation required for transporting horses accurately
Numeracy	Use basic arithmetic to calculate weight and time, and compare with vehicle specifications and schedule requirements
Navigate the world of work	Recognise importance of regulatory and workplace procedures, including workplace health and safety, animal welfare and biosecurity requirements, and expectations relating to own role and area of responsibility
Interact with others	Work cooperatively with other personnel using clear communication techniques to load and unload horses safely
Get the work done	Plan and sequence activities, using routine problem-solving strategies to deal with contingencies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH312 Transport horses by road	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>

Assessment Requirements for RGRPSH312 Transport horses by road

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 transported horses on at least two occasions, including:

- conducted safety checks on transport vehicles and identified hazards and risks associated with handling horses
- supervised the safe loading and unloading of at least three horses, including one difficult horse
- monitored the care of horses in transit
- completed all required documentation accurately and in a timely manner.

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:

- road safety rules, workplace procedures and regulations regarding transport of horses (livestock)
- types of horse transport vehicles and equipment and technology related to transporting horses
- licence types required for various vehicles, and driver logbook requirements
- transport vehicle safety, maintenance and load capacity
- safety issues relating to road conditions, traffic and weather conditions that impact on horse safety and comfort
- procedures for operation and maintenance of equipment and technology required for transportation
- loading and unloading techniques, including those for difficult horses
- methods for identifying horses
- placement configuration and securing of horses in different types of vehicles
- common horse behaviour, social traits and vices relating to transportation
- symptoms and signs of stress, illness or injury relevant to transportation

- workplace documentation requirements for logbooks and regulatory permits and clearances
- racing industry standards and expectations relevant to the transportation of horses:
 - communication procedures within stable and wider racing industry
 - types and purpose of personal protective equipment
 - workplace health and safety and racing industry animal welfare requirements
 - racing industry safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - vehicle to transport horses
 - various horses for transporting, including horses that display difficult behaviour when transported (Note: Horses must be assessed as being suitable for the experience and skill of the individual)
 - gear and equipment for loading and transporting horses
- specifications:
 - work instructions, vehicle logbook or other required workplace documentation.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH401 Provide care and treatment of horses

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 identify basic anatomy and physiology of horses, relate anatomy and body systems to the performance of racehorses, and follow illness and injury management plans for racehorses.

The unit applies to individuals who have responsibility for the practical care and management of harness or thoroughbred racehorses.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Relate knowledge of horse anatomy and physiology to performance of	1.1 Explain key features and functions of main body systems of horses 1.2 Describe basic anatomy of horses 1.3 Identify signs and symptoms of common illnesses and injuries

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
racehorses	1.4 Outline the potential impacts of illness and injury on horse performance
2. Provide care and treatment of injured or sick horse	2.1 Assess and respond to illnesses or injuries in horses according to directions from supervisor and/or veterinarian or allied health practitioner 2.2 Assess effectiveness of different therapies and related technology or medications, and implement best options 2.3 Carry out all care and treatment activities using safe and ethical horse handling practices 2.4 Administer or supervise administration of prescribed medication according to directions and according to the rules of racing and relevant legislation
3. Monitor illness and injury management plans	3.1 Maintain horse care and treatment over period of illness or injury according to directions and animal welfare principles 3.2 Observe and monitor healing processes following illness or injury 3.3 Report horse progress regularly to supervisor and/or veterinary or allied health practitioner, and maintain records accurately 3.4 Maintain treatment records or book for every horse in care according to workplace policies 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	- Interpret veterinary and medical information in horse treatment plans and instructions from specialists - Locate and interpret key information in medication labels
Writing	Use clear language and accurate industry and/or medical terminology for reporting and recording horse illness and injury information
Numeracy	Perform basic calculations and measurements of volume, weight and ratios to determine doses of medication

Skill	Description
Navigate the world of work	Follow workplace procedures, including safety and animal welfare requirements, and meet expectations relating to own role and area of responsibility
Interact with others	Follow accepted industry practices and protocols for working collaboratively with and reporting to supervisors and veterinary or health practitioners
Get the work done	- Plan, sequence and prioritise horse care and treatment activities and resources; monitoring risks and progress and adjusting activities to achieve outcomes - Make decisions and resolve problems related to own work and instructions, knowing when to take responsibility and when to notify others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH401 Provide care and treatment of horses	RGRPSH401A Relate anatomical and physiological features to the care and treatment of horses	Updated to meet Standards for Training Packages. Changes to title, elements and performance criteria to clarify intent of unit.	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>

Assessment Requirements for RGRPSH401 Provide care and treatment of horses

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 cared for and treated at least three racehorses, including for each:

- assessed and provided care and treatment to injured or ill horse, including:
 - prescribed medication
 - different therapies and associated technology or medications
- used safe handling and work practices when caring for and treating the horse
- monitored illness and injury management plans
- reported horse progress regularly to supervisor and/or veterinary practitioner.

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 and practices of horse care and treatment
- common horse behaviour, social traits and vices, and how they accentuate or cause problems to horses when ill, injured or recovering
- key features of horse anatomy and musculoskeletal system
- key features and functions of horse body systems:
 - respiratory system
 - circulatory system
 - digestive system
 - reproductive system
- signs and symptoms of common illnesses and injuries of horse
- handling and restraining techniques for horses requiring diagnosis or treatment
- types of medications and therapies, including:
 - impact of medications or therapies and withdrawal times
 - prohibited substances

- storage, transport and disposal of veterinary chemicals and medications
- racing industry standards and expectations relevant to providing care and treatment for horses:
 - communication procedures within stable and wider racing industry
 - racing industry animal welfare requirements
 - racing industry safety requirements, including safe operating procedures
 - relevant rules of racing, including reporting requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas in racing stable and track environments
- resources, equipment and materials:
 - various standardbred or thoroughbred racehorses requiring care and treatment
 - materials and equipment relevant to providing care and treatment for horses in assessment activity, including realistic case studies or scenarios if range of illnesses or injuries needs to be supplemented
 - access to supervisor, trainer and/or veterinary practitioner for instructions.

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>

RGRPSH402 Drive horses in pacework and fast work

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 drive horses for pacework and fast work using a range of standardbred horses in training.

The unit applies to individuals, with experience in drive jog work, who use specialised technical harness driving skills and knowledge in the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH305 Develop driving skills for trackwork.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH305 Develop driving skills for trackwork	RGRPSH204 Prepare to drive jog work
RGRPSH204 Prepare to drive jog work	RGRPSH203 Perform basic driving tasks
RGRPSH203 Perform basic driving tasks	RGRPSH201 Handle horses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Prepare for trackwork	1.1 Confirm and clarify exercise instructions with trainer 1.2 Assess and control risks associated with trackwork activity 1.3 Warm up and cool down horses according to trainer instruction and individual horse exercise requirements 1.4 Handle horses safely and ethically, and monitor horse welfare during and after exercise
2. Exercise horses in pacework	2.1 Select and fit gear and personal protective equipment (PPE) for pacework 2.2 Achieve and maintain pacework speed for exercise period according to trainer instruction and safe work practices 2.3 Measure speed and distance using industry-recognised methods
3. Exercise horses for fast work	3.1 Select and fit gear and PPE for fast work 3.2 Drive safely to achieve and maintain fast work speed for exercise period 3.3 Develop racing skills of horses according to trainer instruction
4. Care for horses post-exercise	4.1 Carry out post-exercise care of horses and gear according to stable procedures 4.2 Report horse response to trackwork to trainer

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
Numeracy	Estimate and use basic arithmetic to calculate speed, distance and time

Skill	Description
Navigate the world of work	Follow rules of racing and workplace procedures, including work health and safety and animal welfare requirements, associated with own work and role
Interact with others	- Adhere to track driving etiquette in interactions with others - Follow industry accepted practices and protocols for receiving trainer instructions and reporting horse performance
Get the work done	- Follow instructions, sequence tasks and prepare equipment required for trackwork driving and care for horses - Take responsibility for and make routine decisions relating to safety, safe horse handling and trackwork driving within limits of own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH402 Drive horses in pacework and fast work	RGRPSH402A Drive horses in pacework and fast work	Updated to meet Standards for Training Packages. Revised elements and performance criteria to clarify intent.	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>

Assessment Requirements for RGRPSH402 Drive horses in pacework and fast work

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 driven standardbred horses, of different experience and temperaments, at pacework and fast work, on at least five occasions, including for each:

- interpreted and implemented trainer's trackwork instructions and assessed safety risks, including checking track and weather conditions
- selected and fitted approved gear and aids according to trainer instructions and rules of racing
- prepared horses for exercise and provided post-exercise care to horses
- exercised horses, maintaining fast work or pacework speed throughout exercise period, including:
 - driving singly and in company of others
 - complying with driving etiquette and track rules
 - reported horse response to exercise to trainer and/or others.

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 and practices of driving horses in pacework and fast work, including:
 - driving etiquette
 - gear and equipment
 - gait, paces and speed of horses
 - aids to control speed and direction of a horse
 - poor response to exercise that may indicate horse injury or fatigue
- harness racing industry safety requirements, including:
 - safe operating procedures
 - safety risks and hazards, including track and weather conditions

- safe zones for driving
- private road and track rules
- types and purpose of personal protective equipment
- racing industry standards and expectations relevant to driving horses in pacework and fast work:
 - communication procedures within stable and wider racing industry
 - racing industry animal welfare requirements
 - relevant rules of racing for harness pacework and fast work.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training facilities and racing or training track
- resources, equipment and materials:
 - various standardbred horses currently in training, assessed as suitable for the experience and skill of the individual
 - appropriate and correctly fitted racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - trainer instructions and reporting requirements.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH403 Educate horses for harness racing

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 introduce a horse to the skills, gear and equipment required for harness racing, and to correct or re-educate horses with inappropriate training or racing behaviours or styles.

The unit applies to individuals who have a high standard of competence in handling horses and racing training and driving. They require a strong knowledge of horse learning theory to educate inexperienced horses and horses with schooling problems in harness racing.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Introduce harness racing gear, equipment and routines	1.1 Assess and control risks before interacting with horses 1.2 Condition horses safely and ethically to accept general care and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	handling 1.3 Mouth horses for harness racing according to industry practices 1.4 Condition horses to accept harness, then cart
2. Introduce driving skills	2.1 Use a controlled environment to introduce horse to basic driving tasks 2.2 Drive horse in harness 2.3 Develop horse confidence in driving tasks 2.4 Gait horse for harness racing
3. Identify driving problems and implement correction program	3.1 Evaluate horse's performance and previous history 3.2 Investigate potential physical and behavioural causes of poor performance 3.3 Develop and implement an education program in consultation with trainer 3.4 Use corrective techniques safely to modify performance and behaviour according to animal welfare principles 3.5 Review horse's racing future with trainer and owner

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
Numeracy	Estimate and calculate speed, distance and time relevant to horse pace and driving
Navigate the world of work	Follow safe, ethical and humane horse handling industry practices associated with own role
Interact with others	Work collaboratively and communicate effectively with others to plan education programs and evaluate horse performance and progression
Get the work done	Plan and sequence strategies for horse education programs, monitoring risks and progress and adjusting activities to achieve outcomes

Skill	Description
	Analyse problems and risks, devise solutions and reflect on approaches taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH403 Educate horses for harness racing	RGRPSH403A Educate harness horses for racing	Updated to meet Standards for Training Packages. Minor changes to performance criteria for clarity and additional safety and title changed to reflect intent of this unit. Prerequisite removed.	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>

Assessment Requirements for RGRPSH403 Educate horses for harness racing

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 undertaken the following, with at least two standardbred horses, including for each:

- demonstrated safe and effective horse handling skills, including assessing hazards and risks associated with educating each horse
- introduced harness racing gear, equipment and routines to horse
- introduced driving skills, including:
 - developing balance and tractability of horse
 - driving horse from mobile start position
 - using strategies to control horse
 - judging and identifying pace of horse
- planned and evaluated horse education, including:
 - identified racing, training and barrier driving problems
 - selected effective techniques to correct or modify behaviour and performance of horse according to animal welfare principles
 - selected and used remedial training gear.

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:

- characteristics of behaviour and movement of standardbred horses that could potentially affect horse performance in harness training and racing
- causes of common harness racing and training problems
- principles and practices of educating horses for harness racing, including:
 - basic horse learning theory principles for education and re-education of horses
 - indicators of poor performance
 - industry terminology related to educating horses for racing

- approved and remedial gear
- features of training plans for racing standardbred horses
- racing industry standards and expectations relevant to educating horses for harness racing:
 - communication procedures within stable and wider racing industry
 - personal protective equipment
 - racing industry animal welfare requirements
 - racing industry safety requirements, including safe operating procedures and risk assessment and control
- applicable rules of racing relevant to educating horses for harness racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling and work areas, such as racing stables, and training and racetracks
- resources, equipment and materials:
 - various standardbred horses assessed as suitable for the experience and skill of the individual
 - appropriate and correctly fitted racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - trainer instructions and reporting requirements.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH404 Ride horses at trackwork

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 apply advanced track riding skills, participate in professional riding arrangements with trainers, and introduce horses to practice barriers.

The unit applies to individuals, with experience in trackwork riding, who use specialised skills and knowledge to develop advanced trackwork riding skills.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH307 Exercise horses in pacework.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills
RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Apply advanced trackwork riding skills	1.1 Assess hazards and risks associated with trackwork activity 1.2 Warm up and warm down horses from working pace and exercise in a balanced manner in all required gaits 1.3 Ride out up the straight, evaluating the pace of horse, and maintain for required times and distances as instructed by trainer 1.4 Apply the rules and etiquette for riding on fast work tracks 1.5 Follow safe entry and exit procedures to all tracks
2. Participate in professional riding arrangements with trainers	2.1 Comply with trainer instructions 2.2 Apply professional judgement according to the circumstances 2.3 Ensure personal fitness levels meet requirements of specified trackwork 2.4 Evaluate the performance of the horse and report to trainer or foreman
3. Introduce horse to practice barriers	3.1 Confirm arrangements to use practice barriers 3.2 Enter horses into and ride from practice barriers in a safe manner 3.3 Identify and address common barrier problems and report to trainer or foreman

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

Skill	Description
Numeracy	Use basic arithmetic to estimate and calculate speed, distance and time
Navigate the world of work	Follow racing rules and workplace procedures, including safety and animal welfare requirements, associated with own work and role
Interact with others	- Adhere to track driving etiquette in interactions with others - Follow industry-accepted practices for receiving trainer or foreman instructions and reporting horse performance
Get the work done	- Follow instructions, sequence tasks and prepare equipment required for trackwork and controlling horses - Take responsibility for and make routine decisions relating to safety, safe horse handling and trackwork within limits of own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH404 Ride horses at trackwork	RGRPSH404A Ride horses at trackwork	Updated to meet Standards for Training Packages. Addition of performance criteria to address safety.	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>

Assessment Requirements for RGRPSH404 Ride horses at trackwork

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 ridden thoroughbred horses of different temperaments and experience at trackwork and practice barrier training, on at least five occasions, including for each occasion:

- interpreted, implemented and reported back on trackwork instructions of trainer
- prepared for trackwork, including:
 - carried out a risk and hazard safety assessment
 - warmed up and cooled down horses
 - followed racing etiquette and safe track entry and exit procedures
- used appropriate techniques to control and ride horses in pacework and fast work singly and in company, including riding to time over set distances of:
 - three-quarter pace from the mile (1600 metres)
 - even time from 800 metres
 - fast pace – 'let it roll from the turn and pushed out to the post'
- addressed common barrier problems and reported horse performance.

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 and practices of trackwork riding:
 - industry terminology related to riding horses in pacework and fast work
 - racing industry-approved gear and aids
 - fast work riding techniques
 - rules for tracks, including safe entry and exit points for tracks relevant to rider's work
 - riding etiquette
 - barrier operation

- different horse paces, including half pace, three-quarter pace, even time, working gallop
- common racehorse behaviour traits, and characteristics of individual horses, and common barrier problems
- racing industry safety requirements, including:
 - safe operating procedures and risk assessment and control
 - personal protective equipment and purpose for its use
- racing industry standards and expectations relevant to riding horses at trackwork:
 - communication procedures within stable and wider racing industry
 - effective working relationships and teamwork
 - racing industry animal welfare requirements
 - relevant rules of racing for pacework and fast work, including riders being drug free.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling, riding and practice barrier areas, such as racing stables, and training and racetracks
- resources, equipment and materials:
 - various thoroughbred horses assessed as suitable for the skill and experience of the individual
 - appropriate and correctly fitted racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - trainer instructions and reporting requirements.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH405 Ride horses in jump outs

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 ride horses in jump outs, including following instructions from trainers and officials and complying with rules of racing and local track rules.

The unit applies to individuals, with experience riding in the racing industry, who use specialised skills and knowledge to develop race riding skills.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH404 Ride horses at trackwork.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH404 Ride horses at trackwork	RGRPSH307 Exercise horses in pacework
RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills
RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry

Unit of competency	Prerequisite requirement
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Prepare to ride in jump outs	1.1 Confirm and clarify trainer instructions 1.2 Assess track and horse condition for potential hazards and risks 1.3 Adhere to procedures for jump outs and comply with rules 1.4 Follow barrier attendant and starter instructions
2. Ride in jump outs	2.1 Ride horses into specified barriers 2.2 Position and settle horses according to trainer instructions 2.3 Jump horses out safely and according to trainer instructions 2.4 Warm up, gallop, and cool down horses in line with appropriate workplace health and safety 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
Navigate the world of work	Follow racing rules and track procedures for jump outs, including safety and animal welfare requirements, associated with own work and role

Skill	Description
Interact with others	Follow industry accepted practices and protocols for receiving and responding to instructions from trainer and racing officials
Get the work done	- Follow instructions, sequence activities and prepare equipment required for jump outs and controlling horses - Take responsibility for riding and jump out safety and safe horse control

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH405 Ride horses in jump outs	RGRPSH405A Ride horses in jump outs	Updated to meet Standards for Training Packages. Minor changes to performance criteria to clarify intent of unit.	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>

Assessment Requirements for RGRPSH405 Ride horses in jump outs

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 safely ridden and jumped thoroughbred horses out of barriers, on at least three occasions, including:

- prepared to ride in jump outs, including:
 - followed instructions of trainer, barrier attendants and starter
 - evaluated risks and hazards associated with activities
 - warmed up horses
- rode in jump outs from barrier safely, including:
 - used appropriate strategies to control and settle horses in barriers
 - galloped horses in company
 - cooled down horses after jump outs.

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:

- purpose and procedures for jump outs
- types and purpose of approved gear and personal protective equipment
- barrier attendant and starter roles and duties
- common horse behaviour, social traits and vices that relate to horse behaviour around and in barriers
- track rules and relevant rules of racing
- racing industry standards and expectations, including:
 - communication procedures within stable and wider racing industry
 - animal welfare requirements
 - workplace health and safety requirements, including safe operating procedures and risk assessment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling, riding and jump out areas, such as racing stables, and training and racetracks
- resources, equipment and materials:
 - various thoroughbred horses assessed as suitable for the skill and experience of the individual
 - appropriate and correctly fitted racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - trainer instructions.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH406 Develop riding skills for jumping racing

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 develop riding skills for jumping racing, including selecting and fitting approved gear, assessing features of a jumping track, determining strategies and rules, controlling horses over jumps in all gaits and discussing plans to improve riding performance.

The unit applies to individuals who can handle and ride horses safely to develop specialised skills and knowledge for jumping racing.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH404 Ride horses at trackwork.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH404 Ride horses at trackwork	RGRPSH307 Exercise horses in pacework
RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills
RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry

Unit of competency	Prerequisite requirement
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH20 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Demonstrate riding skills for negotiating basic poles and grids	1.1 Select and fit approved jumping gear and personal protective equipment for riders and nominated horses according to workplace safety procedures 1.2 Determine distances for placement of poles and grids 1.3 Maintain an effective seat in all gaits and required movements in negotiating poles and grids 1.4 Demonstrate control of rhythm, speed, line and balance of horse over poles
2. Demonstrate basic jumping skills in an arena	2.1 Maintain an effective, independent and balanced position in all gaits in basic jumping exercises 2.2 Demonstrate principles of forward movement and straightness, together with correct forward positioning of hands leading to and during jump 2.3 Walk track and determine correct strides into obstacles 2.4 Jump track as planned in line with appropriate workplace health and safety procedures 2.5 Discuss plans for improving jumping performance with instructor
3. Demonstrate riding a jumping track at speed	3.1 Determine rules for horse and rider when jumping 3.2 Assess condition and features of track and position and characteristics of jumps 3.3 Use track characteristics to advantage during jumping efforts

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	3.4 Control horse during various phases of the jump and jumping track

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
Numeracy	Use various methods to measure and calculate distances between jumps, including strides, to inform riding strategy
Learning	Seek, reflect and respond to feedback from instructor to improve own performance
Navigate the world of work	Follow jumping rules of racing, and safety and animal welfare requirements, associated with own role
Get the work done	- Take responsibility for and make decisions about jump racing safety and safe horse control - Plan and sequence strategies for jumping racing event; monitoring risks and adjusting activities to achieve outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH406 Develop riding skills for jumping racing	RGRPSH406A Develop riding skills for jumping racing	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRPSH406 Develop riding skills for jumping racing

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 ridden a thoroughbred horse on a jumping track at speed on at least three occasions, including for each occasion:

- prepared for riding a jumping track, including:
 - assessed characteristics of jumps, distances, track, horse and equipment, including potential safety risks and hazards
 - checked and fitted different items of gear, equipment and personal protective equipment
- controlled horses during various phases of the jump and jumping track, including:
 - negotiated basic poles and grids
 - maintained an effective seat in a range of gaits
 - rode jumping track safely at speed
- discussed plans for improving jumping performance with instructor.

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:

- types and purpose of jumping riding gear and personal protective equipment
- jumping riding principles, practices and techniques, including:
 - negotiating poles and grids
 - position and characteristics of jumps
 - height and distance between jumps
 - jumping exercises
 - rhythm, speed, line and balance
 - controlling the horse during various phases of the jump and jumping track
- racing industry standards and expectations relevant to developing jumping racing skills:

- communication procedures within stable and wider racing industry
- animal welfare requirements
- safety requirements, including safe operating procedures and risk assessment and control
- rules of racing for jumping racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling and appropriate jumps riding areas, such as racing stables, and training and racetracks
- resources, equipment and materials:
 - various thoroughbred horses trained for jumping racing assessed as suitable for the skills and experience of the individual
 - appropriate and correctly fitted racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - trainer instructions and reporting requirements.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH407 Educate thoroughbred horses for racing

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 educate thoroughbred horses once broken in and ready to be educated for racing, including introducing to barriers.

The unit applies to individuals who have a high standard of competence in riding trackwork and are authorised to educate thoroughbred horses for racing.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Assess racehorse education needs	1.1 Assess racehorse training and/or re-education needs, applying principles of horse learning as directed by trainer 1.2 Assess and control risks associated with educating thoroughbred

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	horses for racing once they are broken in 1.3 Plan education program in consultation with trainer
2. Implement horse training plan	2.1 Develop balance and tractability of horses 2.2 Introduce trackwork and work horses individually and with other horses at controlled paces 2.3 Apply remedial training techniques and gear using safe, humane and ethical industry practices
3. Introduce horses to practice barriers	3.1 Confirm arrangements to use practice barriers 3.2 Enter horses into and ride from practice barriers in a safe manner 3.3 Identify and rectify common barrier problems in consultation with trainer
4. Evaluate and report on horse education	4.1 Evaluate progress of horse education and performance 4.2 Report horse performance and wellbeing to trainer in an appropriate workplace reporting format

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
Numeracy	Estimate and calculate speed, distance and time relevant to horse pace
Navigate the world of work	Follow safe, ethical and humane horse handling industry practices associated with own role
Interact with others	Work collaboratively and communicate effectively with others to plan education programs and evaluate horse performance and progress
Get the work done	- Plan and sequence strategies for horse education programs; monitoring risks and progress and adjusting activities to achieve outcomes - Analyse problems and risks, devise solutions and reflect on approaches taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH407 Educate thoroughbred horses for racing	RGRPSH407A Educate thoroughbred horses for racing	Updated to meet Standards for Training Packages. New elements and minor changes to performance criteria to clarify intent and address safety. Prerequisite removed.	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>

Assessment Requirements for RGRPSH407 Educate thoroughbred horses for racing

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 been involved with the education of at least three thoroughbred horses for racing, including for each:

- assessed needs and planned horse education program in consultation with trainer
- implemented the horse training plan, applying effective techniques to train, and correct or modify horse behaviour and competitive performance in consultation with trainer
- introduced horse to practice barriers through practicing riding of horses into and from barriers
- evaluated horse education and performance, reporting horse performance and wellbeing to trainer.

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 and practices of educating thoroughbreds for racing, including:
 - methods for assessing education needs of horses
 - basic principles of horse learning theory and associated terminology
 - methods used in horse education programs and training plans
 - remedial training techniques
- common racehorse behaviour traits and behaviour of individual horses
- approved gear, including:
 - remedial gear and their effects
 - types and purpose of personal protective equipment
- barrier operation and common racehorse barrier problems
- racing industry standards and expectations relevant to educating thoroughbred horses for racing:
 - communication procedures with trainer and other relevant personnel

- teamwork and strategies for developing effective working relationships
- animal welfare requirements
- safety requirements, including safe operating procedures and risk assessment and control
- relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling and work areas, such as racing stables, and training and racetracks with barriers
- resources, equipment and materials:
 - various thoroughbred horses being prepared for racing and assessed as suitable for the skill and experience of the individual
 - appropriate and correctly fitted racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - trainer instructions and reporting requirements.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH408 Manage horse health and welfare

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 monitor, implement and maintain horse health and welfare, including ensuring provision of safe, compliant housing; determining horse health problems; deciding on and administering treatment; and monitoring horse progress.

The unit applies to individuals who have experience and specialised knowledge and skills in the practical care and management of harness or thoroughbred racehorses, and have responsibility for a work activity or area.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Plan horse health and	1.1 Develop health and emergency care protocols and programs and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
emergency care procedures	communicate to staff 1.2 House horses in suitable and approved premises maintained to health and safety standards specified by rules of racing and other regulations 1.3 Assess health status of individual horses 1.4 Review characteristics, signs and symptoms of healthy and sick or injured horses 1.5 Identify communicable diseases and implement control measures 1.6 Identify signs and symptoms of distressed or injured horses and prioritise horse for treatment
2. Implement health management programs for horses	2.1 Oversee health programs, including dental, vaccination, parasite control and hoof maintenance programs 2.2 Record data and compile and update health records
3. Decide on treatment for horses	3.1 Determine appropriate health care and management practices in line with stable and workplace health and safety procedures 3.2 Discuss prognosis for common illnesses and injuries with key stable personnel and/or trainer 3.3 Determine the need for veterinary assistance and/or specialist advice 3.4 Evaluate treatment options and select preferred option for common injuries and illnesses
4. Administer treatment and monitor horse progress	4.1 Assess and control risks prior to administering medication or treatments 4.2 Administer medication or treatments according to stable procedures, directions, and industry and animal welfare regulations 4.3 Confirm methods of administering medication, recording treatment and monitoring injectable medication 4.4 Administer medications, including oral and topical medications and inhalants, safely and ethically 4.5 Bandage horses using techniques and pressure to address injury 4.6 Monitor horse progress, reporting irregularities and maintaining records according to stable 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	- Interpret veterinary and medical information in horse treatment programs and instructions from specialists - Locate and interpret key information in medication labels
Writing	Use clear language and accurate industry and/or medical terminology for reporting and recording horse health and welfare information
Numeracy	Perform basic calculations and measurements of volume, weight and ratios to determine doses of medication
Oral communication	Use active listening and questioning techniques to convey and receive information from a range of personnel
Navigate the world of work	Follow workplace procedures, including safety and animal welfare requirements, and meet expectations relating to own role and area of responsibility
Interact with others	Follow accepted industry practices and protocols for working collaboratively with and conveying information to trainers, staff and veterinary and health practitioners
Get the work done	- Plan, sequence and prioritise horse health and welfare activities to achieve outcomes - Make decisions and resolve problems related to horse health and welfare, knowing when to take responsibility and when to notify others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH408 Manage horse health and welfare	RGRPSH408A Manage horse health and welfare	Updated to meet Standards for Training Packages. Minor changes performance criteria to clarify intent of unit.	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>

Assessment Requirements for RGRPSH408 Manage horse health and welfare

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 managed a health and welfare program for at least three standardbred or thoroughbred horses, including:

- developed and planned horse health and emergency care procedures
- implemented health management programs for dental, vaccination, parasite control and hoof maintenance for each horse
- responded to illnesses or injuries, deciding on appropriate treatment for each horse
- administered treatments and medication according to directions
- monitored each horse's progress, recorded health data and reported irregularities.

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 and practices of horse health and welfare programs:
 - workplace procedures and industry requirements
 - emergency protocols and quarantine measures
 - horse health assessment procedures and recording systems
- key features of horse health and welfare programs for:
 - dental health
 - hoof maintenance
 - parasite treatments
 - vaccinations
- features of appropriate horse housing
- characteristics, signs and symptoms of:
 - communicable diseases and treatment options
 - common behaviour and social traits of healthy horses

- common illnesses and injuries
- types of treatments and medication:
 - prohibited substances
 - basics of horse first aid
- racing industry standards and expectations relevant to managing horse health and welfare:
 - communication procedures within stable and wider racing industry
 - animal welfare requirements
 - safety requirements, including safe operating procedures
 - relevant rules of racing related to housing and care of horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas, such as racing stables and racetracks
- resources, equipment and materials:
 - various standardbred or thoroughbred racehorses assessed as suitable for the skills and experience of the individual
 - materials and equipment relevant to providing care and treatment for horses in assessment activity
 - personal protective equipment correctly fitted and appropriate for activity for individual
- relationships (internal and/or external):
 - access to trainer and/or veterinary practitioner for instructions.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH409 Determine nutritional requirements for racing horses

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 determine nutritional requirements for racing horses.

The unit applies to individuals who have experience and specialised knowledge and skills in the practical care and management of standardbred or thoroughbred racehorses, and have responsibility for a work activity or area.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Prepare rations for racing horses	1.1 Apply nutritional principles to the formulation of individual rations

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.2 Confirm rations are appropriate to horse condition, workload and stage of training 1.3 Formulate basic rations for individual horses according to nutritional requirements
2. Assess range of feed, additives and supplements for horses	2.1 Select feed on the basis of quality, type and nutritional energy and economic value for a particular animal 2.2 Assess supplements and feed additives on the basis of active ingredients and nutritional needs for specific horses 2.3 Check selected supplements and feed additives for industry regulation, rules of racing and animal welfare compliance
3. Monitor stable feeding practices	3.1 Monitor changes in horse condition and/or behaviour related to feed and supplements 3.2 Adjust feed requirements to maintain optimal health and desired outcomes according to feeding plan 3.3 Maintain and monitor stable feed records and prepare feed order according to workplace policies 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	- Interpret nutritional information about feed, supplements and additives from a range of sources - Locate and interpret key information in feed orders and supplies
Numeracy	- Interpret weights and measurements accurately on scales and measuring equipment - Calculate weight, volume and ratios relating to feed, additives and supplements for a range of horses - Calculate quantities of feed required for stock order
Navigate the world of work	Follow workplace procedures, including safety and animal welfare requirements, and meet expectations relating to own role and area of responsibility

Skill	Description
Get the work done	- Plan and coordinate feed activities and resources to optimise health and nutrition of horses in work area and care - Make decisions and resolve problems related to horse nutritional needs and rations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH409 Determine nutritional requirements for racing horses	RGRPSH409A Determine nutritional requirements for racing horses	Updated to meet Standards for Training Packages. Additional performance criteria to clarify intent.	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>

Assessment Requirements for RGRPSH409 Determine nutritional requirements for racing horses

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 undertaken the following for at least three standardbred or thoroughbred horses with different requirements:

- identified and monitored individual horse nutritional requirements
- formulated and prepared rations using different feed components and feed supplements
- maintained and monitored table feed records and prepared feed order.

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 racehorse nutrition, including:
 - industry terminology related to feeding, handling and caring for horses
 - key features of the horse digestive system
 - nutritional principles relevant to horse age, workload and needs while spelling, training and racing
- common horse behaviour related to feeding regimes
- types and purpose of feed and feed supplements and additives, including:
 - determining quality, type, nutritional and energy value of various feeds
 - interaction between feed and supplements that may result in contravention of industry regulations, rules of racing and animal welfare standards
 - sources and importance of energy, protein, fibre, minerals, trace elements and vitamins in a feed ration
 - methods for weighing feeds
- racing industry standards and expectations relevant to nutritional requirements for racing horses:
 - communication procedures within stable and wider racing industry

- animal welfare requirements
- safety requirements, including safe operating procedures, manual handling and risk assessments
- relevant rules of racing relating to feed, supplements and prohibited substances.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas and racing stables
- resources, equipment and materials:
 - various standardbred or thoroughbred racehorses with different nutritional needs
 - personal protective equipment correctly fitted and appropriate for activities
 - feed and supplements relevant to horse feeding program
 - equipment required for feeding, including weighing scales and/or measuring equipment
- specifications:
 - work instructions and related documentation.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH410 Prepare for race driving

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 prepare for race driving. It includes practicing race driving skills, following rules of racing, interpreting form, and observing race meeting procedures and protocols.

The unit applies to individuals with trial driving experience, who use specialised knowledge and technical harness driving skills in the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH402 Drive horses in pacework and fast work.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH402 Drive horses in pacework and fast work	RGRPSH305 Develop driving skills for trackwork
RGRPSH305 Develop driving skills for trackwork	RGRPSH204 Prepare to drive jog work
RGRPSH204 Prepare to drive jog work	RGRPSH203 Perform basic driving tasks

Unit of competency	Prerequisite requirement
RGRPSH203 Perform basic driving tasks	RGRPSH201 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Research race information, rules and protocols	1.1 Interpret industry terminology and abbreviations used to describe race action and performance 1.2 Identify factors that can affect race outcomes 1.3 Interpret reports on trackwork, and trial and race performance 1.4 Research race nominations, acceptances and scratching procedures 1.5 Prepare plans to identify stages of the race for individual horses based on racing style and previous form 1.6 Investigate procedures for applying for a licence to drive in races 1.7 Apply for a licence to drive in trials and/or races
2. Demonstrate driving skills	2.1 Confirm rules related to safe and legal race driving, and observe during practice 2.2 Assess track shape and condition, horse condition and potential race problems according to workplace health and safety procedures 2.3 Demonstrate driving skills for standing starts and mobile starts 2.4 Demonstrate driving skills in a field of horses 2.5 Demonstrate skills for pushing out 2.6 Use techniques for emergency evasive action

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	- Access racing information from a range of sources - Interpret racing industry terminology and locate and analyse key information to prepare for race driving
Numeracy	- Analyse and compare statistics on horse performance and form in preparation for race driving - Estimate and calculate speed, distance and time relevant to horse pace and driving
Navigate the world of work	Adhere to rules of racing and racetrack protocols, and follow safe and ethical horse handling and work practices associated with own role
Interact with others	Follow racing communication protocols and practices to undertake and complete race driving tasks to achieve outcomes
Get the work done	Take responsibility for and apply a logical process for planning, preparing and practicing for races with nominated horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH410 Prepare for race driving	RGRPSH410A Prepare for race driving	Updated to meet Standards for Training Packages. Prerequisite removed.	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>

Assessment Requirements for RGRPSH410 Prepare for race driving

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 prepared for and demonstrated safe race driving skills with three different standardbred horses, including:

- researched race information, rules and protocols, including:
 - individual horse's form and expected performance
 - assessed track shape and surface in relation to risks and horse performance
 - obtained relevant race driving licence
- practiced techniques for driving in races, including:
 - use of approved gear and equipment to control horse – pulling hobble shorteners, blinds and hoods
 - pre-race and post-race procedures – warm up and warm down
 - standing and mobile starts
 - push out techniques when driving in a field.

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:

- information about races and horses, including:
 - classes of races
 - race nomination, acceptance and scratching documents and procedures
 - form guides, stewards' reports, internet, race observations
 - industry terminology, jargon and abbreviations
- principles and practices of race driving:
 - types and purpose of approved gear and personal protective equipment
 - drug testing procedures
 - permits, licence and eligibility requirements to drive in races

- potential race problems and suitable evasive action techniques
- racing industry standards and expectations relevant to preparing for race driving:
 - communication procedures within stable and wider racing industry
 - animal welfare requirements
 - safety requirements, including safe operating procedures
 - applicable rules of racing and race meeting protocols.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training establishments, and training and race tracks
- resources, equipment and materials:
 - variety of standardbred horses assessed as suitable for the skill and experience of the individual to practise driving skills
 - appropriate racing industry-approved gear, correctly fitted and appropriate for individual, horse and activity
 - sources of information on previous races and horse performances
- specifications:
 - trainer instructions and related documentation.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH411 Drive horses in trials

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 prepare and drive horses in trials. It includes complying with rules of racing, following instructions, judging pace, and adjusting driving technique according to track conditions.

The unit applies to individuals who are able to drive fast trackwork and use specialised knowledge and practical harness driving skills in the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH402 Drive horses in pacework and fast work.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH402 Drive horses in pacework and fast work	RGRPSH305 Develop driving skills for trackwork
RGRPSH305 Develop driving skills for trackwork	RGRPSH204 Prepare to drive jog work
RGRPSH204 Prepare to drive jog work	RGRPSH203 Perform basic driving tasks

Unit of competency	Prerequisite requirement
RGRPSH203 Perform basic driving tasks	RGRPSH201 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Comply with and complete trial procedures	1.1 Confirm horses to be driven in trials according to trainer instructions 1.2 Follow directions from stewards and starters 1.3 Verify and follow trainer instructions 1.4 Confirm licence and racing documentation are complete and submitted according to required timeframes
2. Apply trial driving skills	2.1 Carry out warm-up and score-up as directed 2.2 Assess potential risks related to track, gear and equipment and horse condition 2.3 Use driving skills according to track conditions and situations 2.4 Judge pace of horse during trial and maintain for required times and distances, according to trainer instructions
3. Use safe driving skills	3.1 Apply rules relating to safe, compliant and competitive trial driving during a trial 3.2 Apply appropriate whip use and comply with rules relating to whip use

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 written trainer instructions, workplace documentation, and relevant rules of racing
Numeracy	Estimate and calculate speed, distance and time relevant to horse pace and driving
Oral communication	Listen to instructions, respond to requests and convey information using clear language and industry terminology relating to handling and racing horses
Navigate the world of work	Adhere to rules of racing and race trial protocols, and follow safe and ethical horse handling and work practices associated with own role
Interact with others	Follow racing communication protocols and practices when interacting with a range of racing personnel
Get the work done	- Plan and prepare strategies for race trial, considering trainer and racing official instructions, and taking responsibility for decisions - Anticipate and respond rapidly to changed circumstances in a trial, including emergency situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH411 Drive horses in trials	RGRPSH411A Drive horses in trials	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRPSH411 Drive horses in trials

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 prepared for and demonstrated safe driving skills, in trials on at least three occasions with standardbred horses, including for each occasion:

- followed instructions from trainer and complied with directions of racing officials
- assessed potential risks related to track conditions, gear and equipment and horse
- controlled horses during trials using appropriate and safe driving techniques, including:
 - warming up and scoring up
 - driving horses to and from barriers
 - judging and maintaining pace
 - using whip effectively, following rules of racing and animal welfare guidelines.

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 and practices of driving horses:
 - behaviour of trialling horses
 - pace of trialling horses
 - track rules
 - track condition and surfaces
 - driving skills and techniques for different track conditions, surfaces and situations
- harness trial procedures and protocols:
 - Australian and local rules of racing relating to trial driving, including for whip use
 - classes of trials
 - industry terminology related to handling and racing horses
 - starting procedures
 - responsibilities of stewards and racing officials

- racing industry standards and expectations:
 - communication procedures with stewards, barrier attendants and trainers
 - animal welfare requirements
 - safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training establishments, training and racetracks, and barrier trials
- resources, equipment and materials:
 - various standardbred horses assessed as suitable for the skill and experience of the individual
 - appropriate racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - trainer and racing official instructions and rules of racing.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH412 Drive horses in races

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 follow pre-race and post-race routines, plan and use race strategies and driving skills, and report on races.

The unit applies to individuals who have driving skills suitable for race driving in races conducted on racetracks in the harness code of the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH410 Prepare for race driving.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH410 Prepare for race driving	RGRPSH402 Drive horses in pacework and fast work
RGRPSH402 Drive horses in pacework and fast work	RGRPSH305 Develop driving skills for trackwork
RGRPSH305 Develop driving skills for trackwork	RGRPSH204 Prepare to drive jog work
RGRPSH204 Prepare to drive jog work	RGRPSH203 Perform basic driving tasks

Unit of competency	Prerequisite requirement
RGRPSH203 Perform basic driving tasks	RGRPSH201 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Follow an appropriate pre-race and post-race routine	1.1 Prepare race gear and check for safety prior to race day and immediately prior to a race 1.2 Apply pre-race and post-race procedures 1.3 Apply starting procedures
2. Plan and use appropriate race strategies and driving skills	2.1 Study form and racing behaviour of own horse and other horses and drivers 2.2 Warm up and warm down horses from racing pace according to trainer instructions 2.3 Use driving skills that are appropriate to a variety of track conditions and situations 2.4 Modify strategies appropriately as required during races, and according to pace and how race is being run 2.5 Ensure whip use and technique complies with rules of racing and industry standards
3. Report on race	3.1 Evaluate and report horse race performance 3.2 Report critical incidents of races 3.3 Apply protocol for communicating performance 3.4 Carry out post-race assessment of own performance

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
Learning	Reflect on own performance to determine areas of strength and improvement
Navigate the world of work	Comply with rules of racing and race protocols, and safe and ethical horse handling and race driving
Interact with others	Follow racing protocols and practices for written and oral communication when reporting to and interacting with a range of racing personnel
Get the work done	- Use a range of information and instructions to plan and strategise race - Make appropriate judgement calls on driving strategies based on a range of common racing scenarios and contingency situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH412 Drive horses in races	RGRPSH412A Prepare to drive horses in races	Updated to meet Standards for Training Packages. Title change to reflect intent of unit.	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>

Assessment Requirements for RGRPSH412 Drive horses in races

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 prepared for and driven in races on at least four occasions with different standardbred horses currently in training, over at least two different distances, including:

- prepared for race, including:
 - checked items of gear and equipment
 - evaluated track features and conditions
- demonstrated sound driving strategies and skills during race, including:
 - controlled horses safely
 - stands, mobile starts, push out and leading
 - judged and maintained pace
 - used whip effectively, following rules of racing and animal welfare guidelines
- reported race incidents and evaluated own and horse performance.

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 and practices of driving horses:
 - track features, surfaces and conditions
 - warm-up procedures
 - starting procedures for standing and mobile starts
 - score-up procedures
 - common racehorse behaviour traits
 - predicted behaviour or racing style of opposition horses in race
 - types and purpose of race gear and personal protective equipment
 - rules of racing and techniques for whip use
 - race driving strategies

- types of race injury to horses
- harness race procedures and protocols:
 - Australian and local rules of racing and regulations relating to race driving
 - types and classes of races
 - drug testing procedures
 - form of racing horses
 - handicapping system
 - industry terminology related to handling and racing horses
 - race meeting documentation
- racing industry standards and expectations relevant to driving horses in races:
 - communication procedures with race meeting personnel and wider racing industry
 - animal welfare requirements
 - safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training establishments, racetracks and registered race meetings
- resources, equipment and materials:
 - various standardbred horses currently in training and assessed as suitable for the skill and experience of the individual
 - appropriate racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - trainer and racing official instructions and rules of racing.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH413 Prepare for race riding

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 prepare for riding in races. It includes practising race riding skills, following rules of racing, interpreting form, and observing race meeting procedures and protocols.

The unit applies to individuals with approval to ride, who use specialised knowledge and practical riding skills in the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Identify and practise race riding skills	1.1 Practise techniques for riding short in a racing saddle 1.2 Refine riding action to ride horses out using hands and heels and use of whip

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Apply pre-race and post-race riding procedures
2. Identify factors that can affect race outcomes	2.1 Assess personal fitness and weight to ride at peak fitness and optimal weight 2.2 Walk track and assess track shape and surface for impact on individual horse performance 2.3 Research effect of horse ratings and handicapping system on race outcomes 2.4 Research effect of barrier draw on individual horses 2.5 Recognise individual horse's racing style
3. Read and interpret form	3.1 Use industry terminology and abbreviations to describe action and interpret performance 3.2 Interpret reports on trackwork, trial and race performance from a range of sources 3.3 Prepare and interpret speed maps according to industry practice
4. Demonstrate knowledge of relevant rules and protocols related to riding in races	4.1 Research procedures for applying for a permit to ride in races 4.2 Determine the system of apprentice claims 4.3 Identify and interpret inquiry and protest procedures 4.4 Research rider booking, and race nomination, acceptance and scratching procedures 4.5 Apply rules related to safe and compliant race riding during practise 4.6 Apply procedures to prepare race saddles to meet handicap weights 4.7 Identify reasons for personal weight fluctuations on race day, in races and over time

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

Skill	Description
Reading	- Access racing information from a range of sources - Interpret racing industry terminology and locate and analyse key information to prepare for race riding
Numeracy	- Analyse and compare statistics on horse performance and form in preparation for race riding - Estimate and calculate speed, distance and time relevant to horse pace and riding
Navigate the world of work	Adhere to rules of racing and racetrack protocols, and follow safe and ethical horse handling and work practices associated with own role
Interact with others	Follow racing communication protocols and practices to undertake and complete race riding tasks to achieve outcomes
Get the work done	- Take responsibility for and apply a logical process for planning, preparing and practicing for races with nominated horses - Anticipate and respond rapidly to changed circumstances in a trial, including emergency situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH413 Prepare for race riding	RGRPSH413A Prepare for race riding	Updated to meet Standards for Training Packages. Minor edits to performance criteria for clarity. Prerequisites removed.	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>

Assessment Requirements for RGRPSH413 Prepare for race riding

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 prepared for race riding on at least three occasions, including:

- walked the track and assessed track shape and surface in relation to risks and horse performance
- researched individual horse's form and expected performance
- observed pre-race and post-race procedures, including weighing in and out
- prepared a race saddle and weigh-out at three different weights
- practised techniques for riding short in a racing saddle, including use of approved gear and equipment to control horse.

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 and practices of race riding:
 - purpose and preparation of speed maps
 - types and purpose of personal protective equipment
 - industry terminology related to safe handling and racing of horses
 - pre-race and post-race riding procedures
 - methods for determining individual horse racing styles
 - techniques for riding short
 - whip use
- relevant protocols and rules of racing related to riding in races:
 - classes of races
 - permits to ride in races
 - apprentice weight claim allowances
 - procedures for race nominations, acceptances and scratchings

- procedures to organise rider bookings
- drug testing procedures
- inquiry and protest procedures
- use of whips
- racing industry standards and expectations relevant to preparing for race riding:
 - communication procedures within stable and wider racing industry
 - animal welfare requirements
 - safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - jockey's room and racetracks
- resources, equipment and materials:
 - various thoroughbred horses assessed as suitable for the skill and experience of the individual to practise race riding skills
 - jockey scales
 - sources of information on trackwork, previous races and horse performances
 - appropriate racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - work instructions, relevant rules of racing and related documentation.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH414 Ride horses in trials

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 ride horses in trials. It includes complying with rules of racing, following instructions, judging pace, and applying riding skills according to track conditions.

The unit applies to individuals who are approved to ride in official barrier trials. They use specialised knowledge and practical riding skills in the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH405 Ride horses in jump outs.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH405 Ride horses in jump outs	RGRPSH404 Ride horses at trackwork
RGRPSH404 Ride horses at trackwork	RGRPSH307 Exercise horses in pacework
RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills

Unit of competency	Prerequisite requirement
RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Comply with barrier trial procedures	1.1 Confirm horses to be ridden in trials with trainers 1.2 Follow starter, barrier attendant and other racing official directions 1.3 Clarify and follow trainer or foreman instructions to the best of ability
2. Apply trial riding skills	2.1 Assess potential risks related to track, gear and equipment and horse condition, and take action to minimise 2.2 Use riding skills appropriate for track conditions and situations 2.3 Judge pace of horse during trial and maintain for required times and distances, according to trainer instructions
3. Use safe riding skills	3.1 Apply rules of racing relating to safe and compliant riding of horses in trials 3.2 Demonstrate safe and ethical whip use according to the rules of racing

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 written trainer instructions, workplace documentation, and relevant rules of racing
Numeracy	Estimate and calculate speed, distance and time relevant to horse pace
Oral communication	Listen to instructions, respond to requests and convey information using clear language and industry terminology relating to handling and racing horses
Navigate the world of work	Adhere to rules of racing and race trial protocols, and follow safe and ethical horse handling and work practices associated with own role
Interact with others	Follow racing communication protocols and practices when interacting with a range of racing personnel
Get the work done	- Plan and prepare strategies for race trial, considering trainer and racing official instructions, and taking responsibility for decisions - Anticipate and respond rapidly to changed circumstances in a trial, including emergency situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH414 Ride horses in trials	RGRPSH414A Ride horses in trials	Updated to meet Standards for Training Packages. Minor edits to performance criteria for clarification. Change to prerequisite.	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>

Assessment Requirements for RGRPSH414 Ride horses in trials

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 prepared for and demonstrated safe riding skills in trials on at least four occasions with different thoroughbred horses, including for each:

- complied with barrier trial procedures and relevant rules of racing
- assessed potential risks related to track condition, gear and equipment and horse characteristics
- jumped out, 'took a sit' and rode out using hands and heels
- controlled, judged and maintained pace
- used whip according to rules of racing and animal welfare principles.

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 and practices of trials riding:
 - key features of behaviour of trialling horses
 - industry terminology related to handling and racing horses
 - pace of trialling horses
 - track condition and surfaces
 - riding skills and techniques for different track conditions, surfaces and situations
 - rules of racing and animal welfare guidelines for whip use
- relevant protocols and rules of racing related to riding in trials:
 - Australian and local rules of racing and regulations pertaining to safe trial riding
 - barrier attendant and steward responsibilities and types of directives
 - starting procedures
 - track rules
 - classes of trials and distance of trials
- racing industry standards and expectations relevant to riding horses in trials:

- communication procedures with stewards, barrier attendants and horse trainers
- animal welfare requirements
- safety requirements, including safe operating procedures
- relevant rules of racing related to riding in trials, including appropriate whip use.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training establishments, training and licensed racetracks, and barrier trials
- resources, equipment and materials:
 - various thoroughbred horses assessed as suitable for the skill and experience of the individual
 - appropriate racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - trainer and racing official instructions and rules of racing.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH415 Ride horses in races

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 follow pre-race and post-race routines, plan race strategies and use high-level riding skills, and report on races.

The unit applies to individuals who are approved to ride in official barrier races. They have high-level riding skills and experience suitable for riding in races conducted on racecourses in the thoroughbred code of the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH413 Prepare for race riding.

Unit Sector

Performance services horse (PSH)

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. Follow an appropriate pre-race and post-race	1.1 Weigh out at correct weight according to rules of racing 1.2 Prepare race gear and check for safety prior to race day and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
routine	immediately prior to a race 1.3 Provide race meeting documentation to officials 1.4 Assess track features and racecourse conditions 1.5 Apply pre-race and post-race procedures that are appropriate to the rules of racing 1.6 Comply with starting procedures and instructions from racing officials
2. Plan and use appropriate race strategies and riding skills	2.1 Utilise speed maps and other forms of analysis to prepare for race 2.2 Warm horses up and down before and after race according to trainer's instructions and with regard to the rules of racing and animal welfare requirements 2.3 Use riding skills that are appropriate to a variety of track conditions and situations 2.4 Modify strategies appropriately as required during races and according to pace and how race is being run 2.5 Ensure race riding techniques applied conform to the rules of racing and are safe, competitive and meet public expectations
3. Report on race	3.1 Evaluate and report horse race performance 3.2 Report race incidents according to racetrack procedures 3.3 Apply protocol for communicating performance 3.4 Undertake a post-race assessment of own performance

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
Learning	Reflect on own performance to determine areas of strength and improvement
Navigate the world of work	Comply with rules of racing and race protocols, and safe and ethical horse handling and race riding

Skill	Description
Interact with others	Follow racing protocols and practices for written and oral communication when reporting to and interacting with a range of racing personnel
Get the work done	- Use a range of information and instructions to plan and strategise race - Make appropriate judgement calls on race riding strategies based on a range of common racing scenarios and contingency situations - Anticipate and respond rapidly to changed circumstances in a race, including emergency situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH415 Ride horses in races	RGRPSH415A Ride horses in races	Updated to meet Standards for Training Packages. Minor edits to performance criteria for clarity. Changed prerequisite.	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>

Assessment Requirements for RGRPSH415 Ride horses in races

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 documented evidence of the individual's race riding history, verified by the Principal Racing Authority, that the apprentice jockey is currently licensed, and that confirms the individual has ridden in at least 100 races on a variety of tracks, over a variety of distances, on a variety of horses, for a variety of trainers, demonstrating competitive and safe race riding skills.

There must also be evidence that the individual has, on a minimum of three occasions:

- reported on the effect of gear worn by horses, and recommended changes to the trainer
- implemented the trainer's, or owner's, pre-race instructions
- implemented changes to pre-race plan and explained why the change was instigated
- evaluated own and horse's performance.

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 and practices of race riding, including:
 - common racehorse behaviour traits
 - individual horse characteristics, behaviour, form and history
 - predicted behaviour or racing style of opposition horses in race
 - race riding strategies
 - saddlery and other race gear
 - personal protective equipment and purpose for its use
 - techniques for whip use
 - track features, surfaces and conditions

- drug testing procedures
- types of race injury to horses
- functions of rider agents
- relevant protocols and rules of racing related to riding in races:
 - Australian and local rules of racing for race riding
 - types and classes of races
 - handicapping system
 - industry terminology related to handling and racing horses
 - race meeting documentation
 - pre-race and post-race procedures
 - starting procedures
 - weighing procedures
 - drug testing procedures
 - reporting incidents
 - protocol for communicating performance – own and horse
- racing industry standards and expectations relevant to riding horses in races:
 - communication procedures with race meeting personnel and wider racing industry
 - animal welfare requirements
 - safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training establishments, racetracks and registered race meetings
- resources, equipment and materials:
 - various thoroughbred horses currently in training and assessed as suitable for the skill and experience of the individual
 - appropriate racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - trainer and racing official instructions and rules of racing.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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 -
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RGRPSH416 Perform trial and race jumping riding skills

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 ride over jumps in races and trials, assess track conditions, judge pace, follow instructions and identify and apply jumps race rules.

The unit applies to individuals who have high-level riding skills suitable for jump trials and racing conducted in the Australian racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH406 Develop riding skills for jumping racing.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
RGRPSH406 Develop riding skills for jumping racing	RGRPSH404 Ride horses at trackwork
RGRPSH404 Ride horses at trackwork	RGRPSH307 Exercise horses in pacework
RGRPSH307 Exercise horses in pacework	RGRPSH306 Develop basic trackwork riding skills

Unit of competency	Prerequisite requirement
RGRPSH306 Develop basic trackwork riding skills	RGRPSH205 Perform basic riding skills in the racing industry
RGRPSH205 Perform basic riding skills in the racing industry	RGRPSH201 Handle racehorses in stables and at trackwork

Unit Sector

Performance services horse (PSH)

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. Plan trial and race jumping	1.1 Review jump racing rules and procedures 1.2 Assess workplace health and safety and animal welfare requirements in line with own role
2. Apply trial and race jumping riding skills	2.1 Check and use correct racing industry approved items of gear and equipment 2.2 Use correct riding and jumping skills for a variety of track conditions and situations 2.3 Judge and maintain pace of horse over jumps for required times and distances according to trainer instructions 2.4 Demonstrate knowledge of rules relating to safe and legal race riding over jumps during practice

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

Skill	Description
Numeracy	Use various methods to calculate and estimate time and distance for jumps trial and racing techniques
Interact with others	Follow protocols and practices for communicating with trainers
Get the work done	- Make decisions and judgement calls about jumping riding safety, safe horse control and riding strategies - Anticipate and respond rapidly to changed circumstances in a race, including emergency situations and relevant rules

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH416 Perform trial and race jumping riding skills	RGRPSH416A Perform trial and race day jumping skills	Updated to meet Standards for Training Packages. Title changed and new element added to clarify intent of 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>

Assessment Requirements for RGRPSH416 Perform trial and race jumping riding skills

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 demonstrated jumping riding skills for trials and race day with thoroughbred horses, on at least three occasions, including for each:

- reviewed jump racing rules and procedures according to workplace health and safety and animal welfare requirements
- checked racing industry-approved items of gear and equipment
- identified track conditions, features and surface
- judged and maintained pace of horse over jumps for required times and distances according to trainer instructions
- followed relevant rules of racing for jumping 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 and practices of:
 - location of tracks for jumps races
 - pace of horses
 - track conditions, features, shape and situations
 - types of jumps
 - types of equipment and gear for jumps trials and racing
 - types and purpose of personal protective equipment
- relevant protocols and rules of racing related to jumping races:
 - Australian and local rules of racing and regulations relating to jumps race riding
 - industry terminology related to handling and racing horses
 - rules of racing for jumps trials and racing
- racing industry standards and expectations relevant to jumping trials and racing:

- communication procedures within stable and wider racing industry
- animal welfare requirements
- workplace health and safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training establishments, racetracks and registered race meetings
- resources, equipment and materials:
 - various thoroughbred horses trained for jumping racing assessed as suitable for the skill and experience of the individual
 - appropriate racing industry-approved gear and equipment for individual, horse and activity
- specifications:
 - trainer and racing official instructions and rules of racing.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH418 Set goals to improve racing performance

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 identify factors that impact upon racing performance and performance improvement, identify coping skills, seek assistance when necessary and manage career and personal priorities.

The unit applies to individuals who work in racing industry sectors and are preparing to improve career and personal performance. They take responsibility for their own development and work collaboratively with others under broad direction.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Review skills to improve racing performance	1.1 Assess current performance objectively 1.2 Identify and analyse barriers to improving own performance 1.3 Investigate coping strategies to address issues or barriers to improving performance 1.4 Develop and set performance improvement goals

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Manage career and personal priorities	2.1 Determine and prioritise career goals according to personal needs, including health issues 2.2 Plan lifestyle and personal welfare balance according to personal needs, including health issues

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	Access, interpret and analyse information relating to own performance achievements
Learning	- Evaluate own strengths and challenges to develop plans to improve performance - Seek feedback from others to improve performance
Navigate the world of work	Understand the nature of employment within the racing industry, associated pressures, and strategies for career progression
Get the work done	Organise and sequence goals, adjusting plans and decisions as knowledge develops

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH418 Set goals to improve racing performance	RGRPSH418A Set goals to improve racing performance	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>

Assessment Requirements for RGRPSH418 Set goals to improve racing performance

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 set and prioritised personal and career goals to improve racing performance, on at least one occasion, including:

- reviewed personal racing outcomes and feedback from others to assess racing performance objectively
- developed goals to manage career and personal priorities.

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 and practices of goal setting and racing improvement
- factors that can affect performance:
 - impact of anxiety on performance
 - impact of self-confidence and self-esteem on performance
 - benefits and disadvantages of stress to performance
 - effect of human emotions on self and others
 - social media and effects of feedback and critiques of performance
- factors that lead to success or failure in racing
- lifestyle balance and personal welfare:
 - principles of self-management
 - stress management techniques
 - types of relaxation and performance enhancing techniques
 - planning leisure activities
 - strategies to manage weight problems
- racing industry standards and expectations relevant to industry personnel racing performance:

- communication procedures within stable and wider racing industry
- relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or simulated environment that accurately reflects performance in a real workplace setting
- specifications:
 - personal records of performance or achievements, and feedback from targeted racing personnel.

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>

RGRPSH419 Manage principles of sports science for jockeys

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 identify the principles of human anatomy and physiology in order to maintain healthy riding weight and manage fitness, including diet, illness and injury.

The unit applies to individuals working as apprentice jockeys in work environments of racing stables, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Develop strength and fitness for jockeys	1.1 Identify basic principles of human anatomy and physiology 1.2 Apply principles of fitness to human anatomy 1.3 Determine exercise regime according to workplace health and safety principles and practices 1.4 Use safe strengthening exercises

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Develop diet for jockeys	2.1 Apply principles of nutrition for athletes 2.2 Maintain safe long-term weight management practices 2.3 Evaluate professional services for nutrition and weight control
3. Manage workplace illness and injury	3.1 Identify common riding injuries and assess rehabilitation practices 3.2 Recognise and manage workplace illnesses and injuries 3.3 Follow procedures for reporting workplace illness or injury
4. Manage stress related to training and racing	4.1 Identify training and racing situations that can lead to stress for individuals 4.2 Recognise common indicators of stress 4.3 Investigate a range of coping strategies and techniques for building resilience in professional fitness references

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 information from a variety of sources on health, fitness and stress, and consolidate information to determine requirements
Numeracy	Perform calculations relevant to calculating weight and food nutritional requirements
Navigate the world of work	Comply with explicit policies and procedures, including relevant rules of racing.
Get the work done	- Contribute to continuous improvement of health, fitness and wellbeing by applying basic principles of analysis - Take responsibility for planning, sequencing and prioritising health, fitness and wellbeing activities for efficient and effective outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH419 Manage principles of sports science for jockeys	RGRPSH419A Manage principles of sports science for jockeys	Updated to meet Standards for Training Packages. Changes to elements and performance criteria to clarify intent of unit.	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>

Assessment Requirements for RGRPSH419 Manage principles of sports science for jockeys

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 managed personal health, fitness and wellbeing according to the principles of sports science for jockeys, including:

- developed an exercise regime for two different situations, and implemented the strengthening exercises
- developed a diet to manage weight for two different scenarios
- devised strategies for managing a common illness and injury experienced by jockeys
- investigated approaches to cope with stress and build resilience.

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:

- basic principles of human anatomy and physiology
- basic principles of human fitness and exercise regimes, including:
 - fitness indicators
 - hydration and dehydration
- sources and types of professional fitness services
- racing industry safety requirements, including safe operating procedures:
 - types of workplace illnesses and injuries in the racing industry
 - common riding injuries, illnesses and related rehabilitation
 - reporting procedures for workplace illness or injury
- basics of food and nutrition in diets for sport, including:
 - managing and maintaining weight
 - effect of drugs and alcohol on fitness
- basic principles of wellbeing, including:
 - sources of stress – social media, work schedule, career, family

- work relationships – trainers, race officials, stewards and stable personnel
- physical and emotional indicators of stress
- features of work/life balance
- resilience and coping strategies
- sources of advice and help.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - materials and equipment relevant to assessing candidate's ability to manage and apply principles of sports science for jockeys
 - realistic case studies or scenarios if required
- 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>

RGRPSH420 Participate in implementing racehorse exercise programs

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 relate the principles of education and conditioning to the fitness and skill requirements of racehorses; monitor and report horse responses to the program; action trainer exercise programs; and comply with rules of racing and animal welfare responsibilities and related protocols.

The unit applies to individuals who are experienced in caring for, handling and working with horses in the harness or thoroughbred codes of the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Determine fitness to	1.1 Profile fitness and health of individual horses following

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
race requirements for racehorses	consultation with with veterinary practitioner where necessary 1.2 Investigate and implement methods to evaluate performance 1.3 Determine indicators of poor adaptation to training program 1.4 Evaluate factors affecting performance for individual horses
2. Implement training program	2.1 Determine stages of training programs for individual horses 2.2 Evaluate methods used to condition horses 2.3 Use industry standard terminology and clarify individual trainer instructions 2.4 Interpret daily, weekly and longer-term conditioning and education plans over duration of horse preparation 2.5 Record information on a daily training plan according to individual responsibility
3. Review horse performance	3.1 Report trackwork, and trial or race performance, and compare results with current fitness, behaviour and temperament, preferred distance and track conditions 3.2 Report status of horse post-exercise, trial or race 3.3 Update performance records and record changes in behaviour and recovery rate 3.4 Evaluate methods and equipment used to improve performance 3.5 Evaluate methods used to manage individual horse temperament and behaviour
4. Review race performance	4.1 Assess horse recovery after exercise 4.2 Assess horse form and race performance 4.3 Prepare future race and training plans based on previous horse form and performance goals

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	Locate and interpret key information in workplace documentation, relevant rules of racing and individual horse records
Navigate the world of work	Follow safe, ethical and humane horse handling industry practices associated with own role
Interact with others	Work collaboratively and communicate effectively with others to implement exercise programs and evaluate horse performance and progress
Get the work done	- Plan and sequence strategies for horse exercise programs; monitoring progress and adjusting activities to achieve outcomes in consultation with trainer - Analyse problems, recommend solutions and reflect on approaches taken to manage individual horse performance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH420 Participate in implementing racehorse exercise programs	RGRPSH420A Participate in implementing racehorse exercise programs	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>

Assessment Requirements for RGRPSH420 Participate in implementing racehorse exercise programs

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 implemented, evaluated and modified an exercise program for at least two racehorses, including for each:

- determined individual horse fitness for racing requirements
- followed trainer instructions and conditioning and training program for individual horse
- monitored and reviewed horse behaviour and positive and negative responses to exercise
- reviewed individual horse's race performance
- modified exercise program based on analysis of horse performance in consultation with others.

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 and practices of racehorse exercise programs:
 - industry terminology related to preparing horses for racing
 - stages of fitness and skill development that racehorses must undergo before they are ready to race
 - types of conditioning and training programs for racehorses
 - types and methods of exercising and conditioning horses for racing
 - benefits and disadvantages of exercise and conditioning techniques and equipment used
 - features of daily training or exercising program
- when to consult a veterinary practitioner
- factors affecting horse performance:
 - indicators and signs of horse poor performance, response to program and recovery
 - common illnesses and injuries of racing horse, and impacts on performance

- signs and symptoms of normal and distressed behaviour in horses
- roles and responsibilities of trainers, staff and officials in the care, exercise and management of racehorses:
 - stable protocols and procedures for pre-exercise and post-exercise or race care of horses
 - reporting requirements to stewards regarding post-race or post-trial performance
- racing industry standards and expectations relevant to implementing racehorse exercise programs:
 - communication procedures within stable and wider racing industry
 - workplace health and safety obligations and racing industry safe operating procedures
 - animal welfare requirements
 - relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing training establishment workplace
- resources, equipment and materials:
 - a range of standardbred or thoroughbred horses
 - trainer instructions and workplace information, data and records on individual horses used in assessment activity.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH421 Operate horse racing training business

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 comply with racing regulatory authority requirements as a trainer. It includes determining racing business structure; obtaining and maintaining a trainer licence; keeping records; and providing safe, healthy facilities suitable for the preparation of horses for racing.

The unit applies to individuals who are preparing to set up a business to provide racehorse training services.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Determine racing business structure	1.1 Comply with the rules and regulations relating to obligations and responsibilities of licensed trainers 1.2 Ensure that design, security and location of racing premises

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	comply with racing, state and local government, animal welfare, environmental and workplace health and safety requirements 1.3 Evaluate options for training business structure
2. Maintain basic racing recordkeeping requirements	2.1 Organise and maintain racing registrations and licences 2.2 Complete racing documents according to requirements for licensed trainers 2.3 Maintain horse treatment records accurately
3. Establish and implement arrangements for training horses	3.1 Determine and meet obligations resulting from contractual arrangements 3.2 Define and cost expenses involved in training horses 3.3 Negotiate, implement and document arrangements between trainer, staff, clients and contractors 3.4 Ensure the schedule for payments of fees, invoices and accounts complies with racing and financial requirements

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	Access and interpret information in multiple formal documents relating to business, financial and racing industry requirements
Writing	Prepare workplace documentation and business reports accurately
Numeracy	- Itemise expenses and prepare costs - Interpret financial data and prepare financial documentation
Navigate the world of work	Know own obligations and responsibilities relating to racing training business legislative and regulatory requirements with specific reference to licensing and registration, workplace health and safety due diligence, animal welfare and financial management
Interact with	Select and use appropriate practices when communicating with internal and external stakeholders to seek or share information

Skill	Description
others	
Get the work done	Plan, implement and coordinate multiple work tasks to effectively operate a horse racing business

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH421 Operate horse racing training business	RGRPSH421A Operate horse racing training business	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRPSH421 Operate horse racing training business

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 operated a horse training business, including undertaking the following, on at least one occasion:

- complied with and maintained racing regulatory authority requirements for:
 - business structure
 - premises, including buildings and security
 - security of medications
 - workplace health and safety and animal welfare
- maintained racing registration and licence documentation and associated business and financial records
- established and implemented arrangements for training horses, including between trainer, staff, clients and contractors.

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:

- racing licence and registration requirements for staff and horses
- regulatory requirements for operating a racing horse business, including:
 - council regulations for the operation of a racing stable
 - workplace health and safety and due diligence requirements
 - animal welfare
- business registration and related obligations, including:
 - taxation and goods and services tax (GST)
 - insurance
 - employment arrangements and conditions and recruitment options
 - basics of contract law

- basic accounting principles and managing financial expenses
- racehorse training business documentation requirements:
 - invoices
 - stable returns
 - taxation records
 - insurance
 - employment and payroll records
- racing industry standards and expectations relevant to operating a horse training business:
 - animal welfare obligations
 - workplace health and safety obligations
 - racing industry safe operating procedures
 - relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing establishment workplace with standardbred or thoroughbred horses, or an environment that accurately reflects performance in a real workplace setting
- specifications:
 - racing, business and financial documentation required for operating a horse training business.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH422 Promote and maintain business arrangements with racehorse owners

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 promote the services of the business, encourage owners to race horses and ensure owners are kept informed of incidents and decisions that affect their racehorses.

The unit applies to individuals who have responsibility for managing horse training operations within the harness or thoroughbred sectors of the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Develop plans for attracting owners of	1.1 Use market research techniques to identify potential owners of racehorses

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
racehorses	1.2 Provide information on training services offered 1.3 Relay information on stable successes to relevant sources 1.4 Evaluate opportunities to attract new owners
2. Determine services required by owners	2.1 Clarify the needs of racehorse owners 2.2 Review the expectations of owners in line with rules of racing and racing protocols, including safety requirements, safe operating procedures and workplace health and safety duty of care 2.3 Confirm the services to be provided with owners 2.4 Provide information on fees and charges to owners 2.5 Complete contract for training of horse or stable return, and lodge with relevant authority
3. Maintain communications with owners	3.1 Supply training progress reports to owners 3.2 Discuss decisions on future plans for individual horses with owners 3.3 Organise race meeting arrangements for owners 3.4 Use conflict resolution and negotiation skills to resolve problems with owners

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	Access, locate and interpret key information in texts from multiple sources
Writing	Prepare workplace documentation and plans using logical structure and accurate industry terminology suitable for audience
Numeracy	Itemise expenses and prepare financial information covering a range of services

Skill	Description
Oral communication	Use active listening and questioning techniques to obtain, clarify and convey information about services
Navigate the world of work	Know own obligations and responsibilities relating to regulatory requirements of racing training businesses, and apply to promotional activities and business services
Interact with others	Use a range of strategies to build rapport and recognise and avoid potential conflicts with owners, staff and others
Get the work done	Plan, organise and implement multiple tasks to promote and maintain arrangements with business owners

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH422 Promote and maintain business arrangements with racehorse owners	RGRPSH422A Promote and maintain business arrangements with racehorse owners	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRPSH422 Promote and maintain business arrangements with racehorse owners

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 promoted and maintained business arrangements with racehorse owners, undertaking the following, at least once:

- prepared information and plans to attract new clients, including:
 - services offered to racehorse owners
 - stable success and performance of horses
- maintained effective communication with owners
- documented information on fees and charges for services to prepare horses for 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 and practices of racehorse owner business arrangements:
 - key owner requirements, needs and expectations and areas of problems with owners
 - types of training services provided, typical costs and contractual arrangements
 - industry terminology related to racing businesses
 - racing industry animal welfare requirements
- racehorse trainers and owners:
 - rights and obligations
 - communication procedures and protocols
 - strategies for effective working relationships, including teamwork, negotiation and conflict resolution
- basics of market research techniques:
 - sources of information relating to promoting and maintaining racehorse business arrangements

- racing industry standards and expectations relevant to promoting and maintaining racehorse business arrangements with racehorse owners:
 - racing industry safety requirements, including safe operating procedures and workplace health and safety duty of care
 - relevant rules of racing for training racehorses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing establishment workplace with standardbred or thoroughbred horses, or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - information about potential owners, costs of services and other workplace documentation relevant for assessment activity.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH423 Train horses for jumping racing

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 educate and develop the fitness of horses for jumping racing.

The unit applies to individuals who have specialist knowledge, practical skills and experience at a level to qualify them to ride full trackwork, trials, jump trials and jump races within the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Prepare horses for jumping education	1.1 Review horse flatwork skills and assess suitability for rider 1.2 Assess rider skills for introducing jumping to horses 1.3 Select horse tack and equipment for jumping exercises

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	according to workplace procedures 1.4 Plan horse jumps training sessions 1.5 Assess and control risks associated with training area and equipment according to workplace health and safety
2. Present pole and cavaletti exercises to horses	2.1 Introduce pole exercises and cavaletti exercises 2.2 Review horse aptitude for negotiating obstacles
3. Present jumping obstacles to horses	3.1 Introduce single and related distance jumping exercises 3.2 Introduce racing brush and hurdle fences 3.3 Familiarise horse with jumping racing courses 3.4 Monitor rider and horse welfare during jumping education and fitness development
4. Plan jumps race program	4.1 Review rules of racing related to jumping racing 4.2 Select jumps races that are aligned to individual horse aptitude 4.3 Plan jump racing trials according to the abilities of the rider and the horse 4.4 Evaluate horse aptitude for jumping racing and record results according to workplace 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	Interpret key information in rules of racing for jumping racing
Numeracy	Estimate and calculate distance, height, speed and time relevant to horse pace
Oral communication	Give clear instructions and feedback using industry terminology for jumping racing
Navigate the world	Follow safe and ethical horse handling and training industry

Skill	Description
of work	practices associated with own role
Interact with others	• Work collaboratively to support others in handling and providing education and exercise for horses learning to jump
Get the work done	• Plan and sequence strategies for horse training programs; evaluate horse performance and progression; and adjust activities to achieve outcomes • Monitor and analyse problems and risks; devise solutions and reflect on approaches taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH423 Train horses for jumping racing	RGRPSH423A Train horses for jumping racing	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRPSH423 Train horses for jumping racing

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 trained at least two thoroughbred horses for jumping racing, including for each:

- assessed horse aptitude for jumping obstacles, jumping and jumping racing
- assessed safety risks and conditions and planned jumping course
- selected and presented suitable jumping exercises and obstacles for level of experience, education and fitness of horse and rider
- planned jumps race program for individual horse and rider.

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 and practices of jumps training:
 - industry terminology related to jumps education and racing
 - relevant rules of racing related to jumping racing
 - controlling techniques for horses in jumping racing
 - factors to consider in planning a jumps racing training program
 - stages of jumping education for horses
 - planning the jumps racing course
 - types of jumping obstacles relevant to education and competition in jumping racing
- assessing horse aptitude for jumping racing:
 - common horse behaviour traits related to jumping
 - common injuries related to jumping exercise and education
 - indicators of horse welfare, including signs of lameness
- racing industry standards and expectations relevant to jumping racing training:
 - communication procedures within stable and wider racing industry

- emergency control measures
- animal welfare requirements
- safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training establishments, safe racetrack areas, race meetings and related facilities
- resources, equipment and materials:
 - poles, obstacles and jumps suited to jumping racing training program
 - various thoroughbred horses assessed as suitable for the skill and experience of the individual for jumping racing
 - appropriate racing industry-approved gear and equipment for individual, horse and activity.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH501 Plan and adapt training and conditioning programs for racehorses

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 develop training and conditioning plans for racing horses, assess horse adaptation to the plan and modify the program for individual horses.

The unit applies to individuals who have specialist knowledge, skills and experience in caring for and managing racing horses safely in various environments.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Evaluate current fitness and education of individual horses	1.1 Assess behavioural indicators of fitness and health of the horse

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.2 Analyse and assess physiological indicators of horse fitness and health 1.3 Evaluate performance indicators of horse fitness and adaptation to workload of current education program
2. Prepare conditioning programs for horses	2.1 Determine options for training horses in first preparation 2.2 Determine options for training horses returning from injury 2.3 Evaluate options for adapting training programs for improved fitness status 2.4 Prepare and document conditioning program for individual horses according to relevant regulations, including for racing, safety and animal welfare 2.5 Appoint driver or rider, giving due consideration to capabilities of horse in order to maximise horse performance
3. Review performance of individual horses and modify programs	3.1 Analyse and monitor trackwork times and recovery rate 3.2 Gather feedback and reports on horse condition and performance from riders or drivers and other relevant personnel 3.3 Determine the need for any corrective or remedial gear to improve individual horse performance 3.4 Review diet and modify to achieve optimum performance 3.5 Compare individual horse performance to racing goals 3.6 Modify conditioning program in response to review of performance

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	Extract technical information relating to individual horse performance and rules of racing from a range of documentation

Skill	Description
Writing	Prepare written training and conditioning programs and specifications for individual horses using clear language, accurate industry terminology and logical structure
Numeracy	- Interpret trackwork times and distances - Calculate quantities of feed and supplements for conditioning program - Interpret ratios, percentages and comparative data relating to individual racehorse performance
Oral communication	Participate in verbal exchanges to obtain, explain and clarify information about individual horse training and conditioning programs using language and terminology appropriate for audience
Navigate the world of work	- Work independently and collectively, taking responsibility for plans, decisions and outcomes relating to individual racehorse training and conditioning programs - Follow regulatory requirements, including for racing, safety and animal welfare, relevant to own role and area of responsibility
Interact with others	Select and use appropriate communication protocols and conventions when seeking or sharing information with others
Get the work done	Organise and plan programs for multiple racehorses; monitoring actions against stated goals and adjusting plans and resources in response to changing conditions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH501 Plan and adapt training and conditioning programs for racehorses	RGRPSH501A Plan and adapt training and conditioning programs for racehorses	Updated to meet Standards for Training Packages. Minor changes to performance criteria for clarity and to address safety.	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>

Assessment Requirements for RGRPSH501 Plan and adapt training and conditioning programs for racehorses

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 planned and adapted a training and conditioning plan for at least one standardbred or thoroughbred horse in first preparation stage and one returning from injury, including for each:

- analysed and evaluated current fitness and education of individual horse
- prepared and implemented conditioning program
- reviewed performance of individual horse and modified program.

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:

- behavioural, physiological and performance indicators of horses:
 - types of behaviour, body language and social traits, including normal, abnormal and distressed horse behaviour
 - types and features of physiological indicators
 - performance indicators to evaluate horse response to current workload
 - horse health and emergency care procedures
- principles and practices of racehorse conditioning programs:
 - impact of diet, nutrition and general health on horse performance
 - variations in conditioning program requirements for various ages and classes of horses
 - factors to consider for horses in first preparation and other stages of racing preparation
 - considerations for horses returning from injury
 - symptoms and signs of adaptation to training and conditioning programs
 - types and purpose of corrective and remedial gear
- current industry performance requirements for racing:
 - current trackwork times for various distances and stages of racing preparation

- classes and types of racing in Australia
- industry terminology related to training and conditioning programs for racing horses
- protocols for trackwork on licensed tracks
- racing industry standards and expectations relevant to training and conditioning racehorses:
 - communication procedures within stable and wider racing industry
 - racing industry animal welfare requirements
 - workplace health and safety obligations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training establishments, training and racetracks
- resources, equipment and materials:
 - at least one standardbred or thoroughbred horse in first preparation
 - at least one standardbred or thoroughbred horse returning from injury
 - materials and equipment to plan, adapt and modify training and conditioning programs for racehorses
- specifications:
 - work instructions and related workplace documentation on individual racehorse performance.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH502 Plan and implement education of horses for racing

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 prepare and educate horses for life in a racing establishment, including exposure to routines and activities in a racing training complex and at a racing meeting. It covers using industry-approved techniques and principles of learning theory and application of safe and ethical work practices.

The unit applies to individuals who have specialist knowledge, skills and experience in caring for and managing racing horses safely in various environments.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Oversee introduction of racing husbandry practices	1.1 Implement risk assessment and control procedures for all activities involving the education of horses to avoid potentially hazardous situations

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.2 Provide opportunities to familiarise horses with racing stable activities 1.3 Provide opportunities to familiarise horses with racing tack and equipment 1.4 Introduce remedial or corrective equipment using safe and ethical work practices
2. Oversee introduction of racing exercise practices	2.1 Provide opportunities to acclimatise horses to exercise-related activities 2.2 Supervise acclimatisation of horses to working on the track 2.3 Introduce race start activities, procedures and equipment to horses
3. Evaluate horse adaptation to racing routines and equipment	3.1 Assess social and housing needs of individual horses 3.2 Review condition and general health needs of individual horses 3.3 Review horse acclimatisation to stable and training routines and gear 3.4 Seek specialist advice to modify behaviour or introduce race or exercise skills according to workplace practices and requirements

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 information relating to individual horses in stable records and reports
Writing	Prepare sequenced plans and routines to educate horses, using clear language and accurate industry terminology
Oral communication	Participate in verbal exchanges to obtain, explain and clarify information about individual horse education programs using language and terminology appropriate for audience

Skill	Description
Navigate the world of work	• Work independently and collectively, taking responsibility for plans, decisions and outcomes relating to individual horse education programs • Follow regulatory requirements, including for racing, workplace health and safety and animal welfare, relevant to own role and area of responsibility
Interact with others	• Select and use appropriate communication protocols and conventions when seeking or sharing information with others
Get the work done	• Organise and plan programs for multiple horses; monitoring actions and adjusting plans and resources in response to changing conditions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH502 Plan and implement education of horses for racing	RGRPSH502A Plan and implement education of horses for racing	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>

Assessment Requirements for RGRPSH502 Plan and implement education of horses for racing

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 planned and implemented programs to educate at least three young or inexperienced standardbred or thoroughbred horses for work in the racing industry, including for each:

- supervised the introduction of racing husbandry practices, including racing stable routines and racing tack and equipment
- supervised the introduction of racing exercise practices
- managed the horse's adaptation to racing routines and equipment.

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 and practices for educating horses for racing:
 - range of activities that racing horses are required to perform
 - horse learning theories and indicators of horse ability to comprehend and complete required tasks
 - basic principles of horse anatomy and physiology relevant to conditioning and educating horses
 - industry terminology related to education of racing horses
- planning programs to educate horses for:
 - racing stable activities
 - racing tack and equipment
 - exercise programs
- behavioural characteristics of horses, including:
 - normal, relaxed states compared with distressed states
 - social and housing needs
- racing industry standards and expectations relevant to educating horses for racing:

- communication procedures within stable and racing industry authority
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures and assessing and controlling risks.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training establishments, stables and training and racetracks
- resources, equipment and materials:
 - various young or inexperienced standardbred or thoroughbred horses assessed as suitable for the skill and experience of the individual
 - materials and equipment to plan, adapt and modify education programs for horses
 - personal protective equipment, correctly fitted and applicable to activities for individual
- specifications:
 - work instructions and related workplace documentation on individual horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH503 Trial and race horses

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 select appropriate trials or race programs, enter horses in trials or races, and comply with rules of racing and related protocols.

The unit applies to individuals who have specialist knowledge, skills and experience in managing racing horses safely in the harness or thoroughbred codes of the racing industry.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Plan racing schedule	1.1 Review current status of horse fitness and education 1.2 Evaluate trial and race meeting program and race classes available

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Enter horses for trials and races, complying with track and racing registration requirements
2. Trial horses	2.1 Evaluate factors to consider when trialling horses 2.2 Arrange trials, including engagement of driver or rider 2.3 Review performance in trial and reassess future plans
3. Race horses	3.1 Engage rider or driver for race, taking into consideration their skills and experience and suitability for horse 3.2 Plan race meeting preparations and communicate to staff 3.3 Complete race meeting protocols and procedures 3.4 Conduct horse race according to race meeting officials' directions 3.5 Advise racehorse owners of race meeting information and procedures
4. Review trial and race performance	4.1 Assess horse recovery after trials or races 4.2 Assess trial and race performance against expected outcomes and industry norms 4.3 Prepare future race and training plans

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 key details and technical requirements in rules of racing and racing track requirements
Writing	Complete documentation for entering horses in trials and races accurately
Numeracy	Calculate costs and expense related to participating in trials and races
Oral communication	Participate in verbal exchanges to obtain, explain and clarify information about individual horse trials and races using language

Skill	Description
	and industry terminology appropriate for audience
Navigate the world of work	• Work independently and collectively, taking responsibility for plans and decisions relating to racehorse trials and races • Follow regulatory requirements, including for racing, workplace health and safety and animal welfare, relevant to own role and area of responsibility
Interact with others	• Select and use appropriate communication protocols and conventions when seeking information from or sharing information with others
Get the work done	• Organise and plan trials and race programs for multiple racehorses; monitoring activities against stated goals and adjusting plans and resources in response to changing conditions and horse performance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH503 Trial and race horses	RGRPSH503A Trial and race horses	Updated to meet Standards for Training Packages. Minor changes to performance criteria.	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>

Assessment Requirements for RGRPSH503 Trial and race horses

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 managed the trialling and racing of at least three horses (standardbred and/or thoroughbred) educated and trained in a commercial racing stable under the care of a licensed trainer, including for each horse:

- planned racing program or schedule, including:
 - spacing of trials and races
 - keeping owners and staff informed of racing plans
 - selecting suitable riders or drivers for individual horses in trials and races
- raced horses in trials or race meetings
- reviewed performance and investigated possible causes of variation in expected performance
- planned for future trials and races.

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:

- procedures and practices of trialling and racing horses:
 - industry terminology related to racing horses
 - types of race meeting programs and class of races
 - licence and registration requirements for staff and horses
 - rules of racing, including local track requirements
 - protocols and procedures for entering horses for races and for racing horses
 - process for engaging rider or driver
 - roles and responsibilities of trainers, staff and officials at trials and race meetings
- communication procedures with owners, within stable, and within wider racing industry:
 - types of information to provide to horse owners
 - types of directions officials are likely to make in trials and races

- factors to consider when trialling or racing horses:
 - ways to review performance of horses in trials and races
 - options for improving race performance and preparing future plans
- racing industry standards and expectations relating to races and trials:
 - workplace health and safety obligations and safe operating procedures
 - animal welfare requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training establishments, safe racetrack areas, race meetings and related facilities
- resources, equipment and materials:
 - standardbred or thoroughbred horses under the care of a licensed trainer
 - documentation for nominating horses in trials and races
- relationships:
 - owners, riders or drivers, and relevant staff to provide and receive information.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH504 Develop systems and records for horse racing business training operations

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 develop policies and procedures and recordkeeping systems for horse racing business training operations.

The unit applies to individuals who have specialist knowledge, skills and experience in supervising day-to-day operations of a racing stable.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Set stable hierarchy	1.1 Determine the person in charge when trainer is absent 1.2 Brief person in charge on their responsibilities and duty of care

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Develop staff duties and rosters according to workplace requirements
2. Prepare policies for training stable operations	2.1 Develop policies for acceptance or release of horses from stables 2.2 Develop policies and procedures for visitors to the stable and communicate to staff 2.3 Develop emergency plans and procedures and communicate to staff 2.4 Develop policies and procedures for handling and storage of chemicals and medications and communicate to staff 2.5 Develop disease and infection control protocols
3. Prepare procedures for daily activities and horse handling	3.1 Develop procedures for handling horses and communicate to staff 3.2 Develop procedures and reporting requirements for feeding and watering horses and communicate to staff 3.3 Develop procedures for reporting illness or injury, and for the treatment and medication of horses, and communicate to staff 3.4 Develop procedures for husbandry of horses and communicate to staff 3.5 Prepare schedules for exercise of horses incorporating animal welfare considerations 3.6 Develop procedures for maintenance of tack and equipment and communicate to staff
4. Review and update policies and procedures	4.1 Maintain a schedule for updating and reviewing policies, procedures and supporting documentation 4.2 Encourage feedback from staff and key stakeholders to review and update policies, procedures and supporting documentation

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	- Access information covering a range of topics from various sources - Extract key information from formal texts to include in workplace documentation
Writing	Prepare succinct policy, procedure and supporting documents that use clear language and sequenced instructions
Numeracy	Manipulate a range of factors, including time, and number of staff, duties and horses, to develop rosters and routines
Navigate the world of work	Recognise need to develop or improve policies and procedures to better meet organisational goals and comply with regulatory requirements, including racing, work health and safety and animal welfare requirements
Interact with others	Select and use appropriate written and verbal communication practices to convey information to racing stable staff and stakeholders
Get the work done	- Plan, sequence and prioritise multiple tasks to achieve outcomes - Use familiar workplace technologies and systems to access, prepare and communicate information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH504 Develop systems and records for horse racing business training operations	RGRPSH504A Develop systems and records for horse racing business training operations	Updated to meet Standards for Training Packages. New element to clarify intent of 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>

Assessment Requirements for RGRPSH504 Develop systems and records for horse racing business training operations

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, at least once, developed systems and records for a horse racing business training operation, including:

- prepared and maintained:
 - staff responsibilities for training stable operations and daily activities
 - forms and records for reporting information
 - staff rosters and horse exercise schedules
- prepared key policies and procedures for daily activities and horse handling
- communicated system and recording requirements to staff
- established processes to review and update policies and procedures.

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:

- stable hierarchy:
 - stewards' rights to inspect premises
 - trainers' rights and responsibilities
 - types of information that can be relayed to owner or visitors to the stable
 - job responsibilities and limit of decision-making authority of staff members
 - reporting lines for staff
- format for policies, procedures and supporting documents and records
- key information to include in policies and procedures:
 - acceptance or release of horses
 - security, including visitors entering stable
 - horse first aid
 - emergency and evacuation plans

- biosecurity and disease and infection control
- quarantine and emergency disease control
- handling and storage of chemicals and medications
- horse husbandry
- horse exercise routines and training programs
- maintenance of tack and equipment
- safe horse handling practices and duty of care
- animal welfare and ethical practices
- reporting and recording requirements for:
 - racing regulations and registration
 - disease control
 - horse illness and injury
- strategies for informing staff of policies, procedures and reporting and recording requirements
- racing industry standards and expectations relevant to racing business training operations:
 - communication procedures within stable and wider racing industry
 - effective working relationships, including teamwork
 - racing industry animal welfare requirements
 - racing industry safety requirements, including safe operating procedures
 - relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing stable operation or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - information to develop and/or review policies, procedures and recordkeeping systems
 - technology for accessing and preparing information
- relationships:
 - staff to communicate information to.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRPSH505 Select horses for racing

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 evaluate the conformation, temperament, pedigree, general health, performance and previous history of horses to determine their suitability for racing.

The unit applies to individuals who have specialist knowledge, skills and experience in managing, caring for and training racehorses safely in the harness or thoroughbred codes of the racing industry.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Profile a racehorse	1.1 Identify and observe desired racehorse characteristics in individual horses 1.2 Evaluate features of conformation according to racing protocols 1.3 Research race distance times and records for individual

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	racehorses 1.4 Determine racing program aims for individual horses
2. Evaluate pedigrees	2.1 Interpret pedigree information for individual horses 2.2 Evaluate racing breeding theories 2.3 Identify features of prominent racing lines
3. Evaluate horses available	3.1 Determine options for racing horses 3.2 Seek specialist advice to evaluate horse health and fitness for racing 3.3 Gather input from staff regarding horse performance 3.4 Rank horses available based on racing program aims, pedigree, general health and price range affordability
4. Re-evaluate horse racing career	4.1 Evaluate horse progress in racing program 4.2 Discuss options for horse future with key personnel 4.3 Determine horse future with consideration to animal welfare issues

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	- Research and interpret information to profile and evaluate horses - Access and locate information about racing pedigrees and breeding theories
Writing	Complete workplace records for individual horses accurately
Numeracy	- Interpret statistical information related to horse breeding and pedigrees - Analyse track times and performance statistics
Navigate the world	Recognise the significance of own role in selecting horses for races within broader organisational goals

Skill	Description
of work	
Interact with others	• Work independently and collaboratively with others to seek or share information and achieve outcomes
Get the work done	• Use systematic and analytical process to select horses for racing, accepting responsibility for decisions made

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH505 Select horses for racing	RGRPSH505A Select horses for racing	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRPSH505 Select horses for racing

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:

- researched and interpreted information to profile at least three standardbred or thoroughbred horses, including:
 - racing pedigrees and breeding theories
 - statistical information, including breeding performance, track and race sectional times and winners
 - track records for major feature races
- assessed and evaluated available horses and ranked the selection of each of the three horses
- re-evaluated and rationalised each selected horse's future in racing based on:
 - performance, health and injury status
 - temperament to racing potential.

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 and practices of racehorse selection:
 - techniques for profiling horses
 - types of pedigree layout
 - basic genetic theory of inheritance of traits
 - industry terminology related to breeding and racing horses
 - interpreting statistical information related to breeding performance
 - track records for prominent races
- characteristics of successful racehorses of various racing types:
 - common racehorse behaviour, social traits and vices

- features of healthy and fit racehorses
- features of conformation of racehorses
- illnesses and injuries that may impact on horse potential in racing
- life span of horses and likely length of racing career
- role of horse temperament in racing potential
- methods for determining racing program aims
- options for racing horses currently and in the future
- sources of specialist advice
- racing industry standards, expectations and animal welfare requirements relevant to selecting horses for racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing training establishment or simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - a range of standardbred or thoroughbred horses available for selection for racing
 - breeding and pedigree information, health and training records and race performance records for nominated horses.

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>

RGRROP201 Perform duties of barrier attendant at thoroughbred race meetings and trials

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 safely and efficiently perform the duties of a barrier attendant at thoroughbred race meetings and trials. It involves handling horses safely in a high-pressure environment, working closely with other barrier attendants, following directions from the starter, recognising approved and damaged gear and fitting replacement gear to agitated horses in a timely manner.

The unit applies to individuals with experience handling thoroughbred horses, and who are authorised to perform the duties of a barrier attendant in the horse racing industry. Working environments include racing stables, paddocks, yards, racecourses and public areas.

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

Racing performance (ROP)

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. Prepare for race meeting duties	1.1 Confirm work roster with supervisor 1.2 Provide assistance with preparation of barrier and starting equipment 1.3 Confirm allocated duties with starter 1.4 Select and correctly fit personal protective equipment according to safe operating procedures and club requirements 1.5 Ensure personal presentation is appropriate for work duties and reinforces a positive image of racing
2. Identify and fit racing gear	2.1 Identify approved racing gear according to rules of racing and local racing club requirements 2.2 Detect non-compliant, damaged or defective gear 2.3 Fit, adjust and replace racing gear in a timely manner
3. Load horses into barriers	3.1 Apply knowledge of horse behaviour to select and modify safe horse handling skills 3.2 Use safe and effective horse handling techniques for the duties of a barrier attendant 3.3 Load horses into barriers according to starter instruction 3.4 Use strategies that minimise the risk of injury to self, horses and others for loading difficult horses 3.5 Assist riders at barrier 3.6 Relay problems to starter and others 3.7 Release horses held as directed at race start
4. Assist in track emergencies	4.1 Identify potential track risks, problems or incidents 4.2 Corner and capture loose horses 4.3 Assist riders who have fallen 4.4 Restrain injured horses according to track practices
5. Debrief after race	5.1 Report outcomes of barrier loading and start to starter and/or stewards 5.2 Contribute ideas on ways to improve effectiveness of barrier team and self 5.3 Move barriers for next race

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	5.4 Clean and return barriers to storage area, and report damage or maintenance needs according to workplace 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	Interpret key information in track procedures and rules of racing, including approved gear and equipment and safety requirements
Writing	Record information about irregularities and issues accurately in workplace forms
Oral communication	Use clear language to relay messages and respond promptly to instructions related to barrier attendant duties
Navigate the world of work	Recognise and follow industry and track procedures, including safety and animal welfare requirements, associated with own role
Interact with others	- Follow accepted communication practices and protocols for communicating with race starter, racing officials and riders using accurate industry terminology - Work collaboratively with riders, officials and other barrier attendants in high-pressure situations to achieve joint outcomes
Get the work done	- Take responsibility for performing duties safely and efficiently within nominated timeframes - Assess and minimise risks relating to interactions with horses and seek assistance to prevent problems arising or escalating

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP201 Perform duties of	RGRROP201A Perform duties of	Updated to meet Standards for Training	Equivalent unit

barrier attendant at thoroughbred race meetings and trials	barrier attendant at thoroughbred race meetings and trials	Packages.	

Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

Assessment Requirements for RGRROP201 Perform duties of barrier attendant at thoroughbred race meetings and trials

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 performed barrier attendant duties at a minimum of three thoroughbred race meetings or trials, including for each:

- prepared for race meeting duties
- fit and adjusted approved racing gear, and recognised non-compliant, damaged or defective gear
- assisted with set-up, movement and storage of barriers
- used safe handling techniques and work practices to lead and control horses in confined barrier spaces, including:
 - assessed hazards and risks associated with loading horses into barriers
 - released held horses according to instructions
- worked as a team member to assist riders and racing officials
- assisted in track emergencies or demonstrated appropriate responses to emergency scenarios
- communicated effectively and promptly with riders, race starter, racing officials and licensed personnel.

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:

- approved racing gear
- types and purpose of personal and protective equipment
- personal grooming and presentation requirements
- basic industry terminology related to racing, horses and role
- responsibilities of role and relevant rules of racing for barrier attendants
- protocols and procedures for communicating with licensed and other racing industry personnel, including reporting requirements for irregularities and problems

- racing industry animal welfare principles and practices
- racing industry safety requirements, including:
 - safe operating procedures
 - techniques for handling, controlling and restraining horses
 - potential hazards and risks related to duties and track
- range of behaviour traits exhibited by horses, including if injured.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas, such as racetracks and barriers
- resources, equipment and materials:
 - various riders and thoroughbred horses
 - equipment and gear to perform barrier attendant duties
 - racing industry approved personal and protective equipment, correctly fitted and appropriate for activity for individual
- relationships (internal and/or external):
 - supervisor, race starter or steward for instructions.

Training and assessment strategies must show evidence of the use of guidance on risk assessment and matching individuals and horses provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRROP202 Perform duties of kennel attendant at race meetings

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 assist the kennel supervisor in the control of greyhounds during race meetings.

The unit applies to race meeting staff assisting in the conduct of races or trials in work environments including racing kennels, racecourses and public areas.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant controlling body or Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for kennelling	1.1 Identify and apply rules of racing relevant to kennelling procedures and greyhound health and welfare guidelines 1.2 Follow kennelling procedures and responsibilities of kennel

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	attendant 1.3 Ensure security of kennels prior to commencement of kennelling 1.4 Confirm duties prior to commencement of kennelling with supervisor to ensure compliance with racing protocols and procedures
2. Follow kennelling procedures	2.1 Verify the identity of greyhounds and their general fitness to race 2.2 Collect and securely store registration papers 2.3 Secure the kennel after escorting and observing the greyhound and attendant to allocated kennel 2.4 Seek approval prior to allowing non-scheduled visit to kennels by greyhound attendant or others 2.5 Monitor general wellbeing of greyhound and refer concerns to veterinarian or kennel supervisor
3. Conduct pre-race kennelling procedures	3.1 Call greyhounds to marshalling area prior to race 3.2 Verify identification of greyhounds and allocate race rugs 3.3 Escort greyhounds to stir-up area 3.4 Identify and direct catchers to finish area 3.5 Organise greyhounds into race order and hand over to racing official 3.6 Maintain cleanliness, safety and security of kennel area throughout race meeting
4. Conduct post-race kennelling procedures	4.1 Collect and return race rugs and documents after receiving greyhounds after race 4.2 Check and clean kennels, scales, race rugs, vests and other equipment, and report damage at the end of race meeting according to work practices

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

Skill	Description
Reading	Interpret key information in workplace documentation, including relevant rules of racing
Oral communication	Use active listening and questioning techniques to gather, clarify and relay information related to kennel attendant duties
Navigate the world of work	Recognise organisational expectations and follow explicit protocols and procedures
Interact with others	Follow racing industry communication protocols with stewards, racing officials, and licensed and registered personnel
Get the work done	- Follow clearly defined instructions and sequencing, and monitor own progress and time management for the task, seeking assistance when necessary from racing officials and stewards - Respond to highly obvious routine problems using step-by-step instruction and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP202 Perform duties of kennel attendant at race meetings	RGRROP202A Perform duties of kennel attendant at race meetings	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>

Assessment Requirements for RGRROP202 Perform duties of kennel attendant at race meetings

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:

- prepared kennels according to instructions, work health and safety and security procedures
- verified and secured the greyhounds in kennels prior to race, according to kennelling procedures
- organised greyhounds through pre-race marshalling procedures and hand-over to race officials
- arranged for return of greyhounds to kennels and conducted kennel maintenance procedures.

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:

- basic industry terminology and understanding of duties associated with role
- greyhound features for identification
- communication procedures within the kennel, including:
 - written and verbal report formats and protocols for reporting non-compliance issues to supervisor and stewards
- layout of approved race meeting kennel complex
- race meeting procedures and protocols, including for:
 - kennelling security and general wellbeing of greyhounds
 - conduct of pre-race procedures
 - conduct of post-race kennelling
- greyhound racing industry animal welfare requirements, including:
 - signals and symptoms of injured, distressed or sick greyhounds
 - safe handling techniques

- racing industry safety requirements, including safe operating procedures and workplace health and safety requirements
- relevant rules of racing for greyhounds, including state and local variations relating to kennelling, pre-race and post-race procedures and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas, such as racetracks with racing authority-approved kennels and associated facilities
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to perform the duties of a kennel attendant at race meetings
- specifications:
 - work instructions and related documentation
- relationships (internal and/or external):
 - access to a variety of greyhounds and their handlers.

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>

RGRROP203 Perform duties of parade official at greyhound race meetings

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 conduct parading procedures for greyhounds prior to the start of greyhound races.

The unit applies to race meeting staff assisting in the conduct of race meetings in work environments including racing kennels, racecourses and public areas.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Check with the relevant controlling body or Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for greyhound parade	1.1 Review the rules of racing according to legislative requirements 1.2 Plan greyhound parade ensuring that all activity complies with the rules of racing, racing animal welfare principles and health and safety

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	protocols
2. Call starters to marshalling area	2.1 Confirm race starters and verify identification of greyhounds according to procedures 2.2 Verify box draw and allocate race rugs and handler jackets 2.3 Marshall greyhounds using box draw order 2.4 Check fit and safety of muzzles 2.5 Comply with rules of racing, and racing animal welfare, and health and safety protocols and procedures 2.6 Report non-compliance with rules of racing to stewards or appropriate racing officials
3. Escort race field to start boxes	3.1 Ensure all starters are kept in line of sight 3.2 Parade greyhounds according to race club procedures 3.3 Accompany greyhounds to start
4. Present race field to race starter (or load boxes)	4.1 Line up greyhounds according to box loading order 4.2 Ensure control of race field is taken by starter or confirm approval to load greyhounds with chief steward 4.3 Load greyhounds into boxes according to racing protocols and procedures 4.4 Direct handlers to safe area

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 key information in workplace documentation, including relevant rules of racing
Writing	Record information accurately and prepare reports on non-compliance using clear language and industry format and protocols

Skill	Description
Oral communication	• Use clear language and concepts, and tone and pace appropriate for the audience and purpose when communicating with race officials and handlers
Navigate the world of work	• Comply with the rules of racing and explicit racing policies and procedures
Get the work done	• Plan and carry out routine tasks and workload, making limited decisions on sequencing, timing and collaboration • Seek assistance in setting priorities • Respond to predictable routine problems by implementing standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP203 Perform duties of parade official at greyhound race meetings	RGRROP203A Perform duties of parade official at greyhound race meetings	Updated to meet Standards for Training Packages. New element to clarify intent of unit and minor changes to performance criteria for clarity.	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>

Assessment Requirements for RGRROP203 Perform duties of parade official at greyhound race meetings

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:

- recognised and implemented procedures and instructions that apply when performing parade official duties at greyhound race meetings
- confirmed and verified starters and ensured greyhounds were safe to race
- escorted race starters to start boxes
- ensured greyhounds were boxed after confirming with race officials.

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:

- methods and processes for identification of greyhounds
- communication procedures and protocols within the kennel and racing environment, including:
 - written and verbal report formats for reporting non-compliance issues to supervisor and stewards
- race meeting procedures and protocols for conduct of pre-race parading, including:
 - marshalling
 - escorting
 - presenting or loading greyhounds to boxes
- relevant rules of racing for greyhounds, including state and local variations relating to race day procedures and animal welfare
- racing industry animal welfare principles and requirements, including:
 - signals and symptoms of injured, distressed or sick greyhounds
- racing industry safety requirements, including:
 - safe operating procedures

- safe techniques for fitting of muzzles.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas, such as racetracks with racing authority-approved kennels and associated facilities
- resources, equipment and materials:
 - a variety of greyhounds and handlers
 - materials and equipment relevant to assessing individual's ability to perform the duties of a parade official at greyhound race meetings
- specifications:
 - work instructions and related documentation
- relationships (internal and/or external):
 - access to race officials, handlers or other relevant persons.

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>

RGRROP204 Assist with harness race starts

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 safely and efficiently assist in harness race starts during harness trials and race meetings. It involves handling horses safely in a high-pressure environment, working closely with other race meeting staff and following directions from the starter while adhering to safe work practices.

The unit applies to individuals with experience handling horses, and who are authorised to assist with harness race and trial starts in the horse racing industry. Working environments include racing stables, paddocks, yards, racecourses and public areas.

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

Racing performance (ROP)

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. Ensure track is safe for racing	1.1 Remove litter or other hazards from track 1.2 Repair or report damaged equipment to stewards or track

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	supervisor in line with racing procedures
2. Assist with race start and running procedures	2.1 Identify potential track problems or difficulties during warm-up or score-up 2.2 Select and correctly fit personal protective equipment according to safe operating procedures 2.3 Approach horses safely according to safe work operating procedures and racing industry practices 2.4 Assist clerk of course with cornering and capturing loose horses 2.5 Hold and restrain horses when requested by clerk of course, stewards, starter or driver 2.6 Respond to track incidents or emergencies in line with racing procedures
3. Debrief after race	3.1 Report outcomes of track incidents to starter and/or stewards 3.2 Contribute ideas on ways to improve effectiveness of track assistants

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 key information in track procedures and rules of racing
Writing	Record information about irregularities and issues accurately in workplace forms
Oral communication	Use clear language to report problems and respond promptly to instructions
Navigate the world of work	Recognise and follow industry and track procedures, including safety and animal welfare requirements, associated with own role
Interact with others	Follow accepted communication practices and protocols for communicating with racing officials and drivers using accurate industry terminology

Skill	Description
	• Work collaboratively in a team to achieve joint outcomes
Get the work done	• Take responsibility for performing duties safely and efficiently within nominated timeframes • Assess and minimise risks relating to interactions with horses, and seek assistance to prevent problems arising or escalating

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP204 Assist with harness race starts	RGRROP204A Assist with harness race starts	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP204 Assist with harness race starts

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 assisted with at least three harness race starts, including for each:

- assessed risks associated with race start activities, including:
 - removing or reporting hazards on track
 - checking track for safety
 - reporting damaged equipment
- used safe horse handling techniques and work practices to handle, capture, hold and restrain horses
- responded to instructions and relayed information to stewards, racing personnel, and co-workers promptly and safely
- responded to track incidents or emergencies or demonstrated appropriate responses to at least three realistic scenarios.

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:

- responsibilities associated with own role, including:
 - personal grooming and presentation requirements
 - basic industry terminology related to harness racing
 - relevant rules of racing for harness starts
- racing industry animal welfare principles and requirements relevant to harness racing
- protocols and procedures for communicating with licensed and other racing industry personnel, including reporting requirements for irregularities and problems
- racing industry safety requirements, including:
 - hazard identification and risk control

- personal protective equipment
- safe operating procedures
- dealing with incidents and emergencies
- safe methods of handling and controlling horses
- awareness of horse behaviour traits, body language and other signals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racetrack or a racetrack environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - standardbred horses
 - equipment and gear to perform duties
 - racing industry-approved personal protective equipment, correctly fitted and appropriate for activity for individual
- relationships (internal and/or external):
 - starter or steward for instructions.

Training and assessment strategies must show evidence of the use of guidance on risk assessment and matching individuals and horses provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRROP301 Perform ear branding and marking up of greyhounds

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 perform industry regulated procedures for the recording of permanent identification and registration of individual racing greyhounds.

The unit applies to stipendiary stewards or controlling body or Principal Racing Authority (PRA) delegated officers in performing industry-regulated identification and branding of racing greyhounds in work environments of racing kennels, racecourses and public areas.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Verify identification	1.1 Use industry identification features to distinguish and identify greyhounds 1.2 Use whelping certificates and other industry documentation to verify relationship of greyhound to declared parents

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Estimate and compare age of greyhound with breeding and industry documentation
2. Apply ear brand	2.1 Restrain animals in a humane manner, for safety of greyhound, handler and operator 2.2 Prepare ear branding equipment according to workplace health and safety requirements 2.3 Apply ear brand using humane techniques 2.4 Complete documentation according to racing industry and workplace 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	Read and interpret verification documentation, and consolidate information to verify identity
Writing	Record and complete documents accurately using clear language and correct spelling, grammar and racing industry terminology
Navigate the world of work	Comply with explicit racing industry policies and procedures, and explore and implement where identified the implicit expectations of racing industry policies and procedures
Interact with others	Select and use appropriate conventions and protocols when communicating with racing officials and staff
Get the work done	Make routine decisions and implement standard procedures when identifying and conducting branding operations on greyhounds

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

RGRROP301 Perform ear branding and marking up of greyhounds	RGRROP301A Perform ear branding and marking up of greyhounds	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP301 Perform ear branding and marking up of greyhounds

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 performed ear branding and marking up on at least three greyhounds, including for each:

- verified the identity and reviewed relevant greyhound documentation
- prepared ear branding equipment
- used safe, effective and efficient techniques and humane handling procedures to carry out ear branding
- completed required documentation according to racing industry standards.

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:

- greyhound features used for identification
- relevant rules of racing and animal registration requirements
- procedures for completing workplace documentation related to greyhound identification and registration
- types of ear branding equipment and relevant operating procedures
- racing industry animal welfare requirements relating to ear branding
- racing industry safety requirements, including:
 - safe operating procedures and workplace health and safety
 - safe greyhound handling techniques
 - awareness of common greyhound behaviour during ear branding
 - first aid procedures relating to ear branding.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas, such as commercial kennels, training and racetracks
- resources, equipment and materials:
 - a variety of greyhounds
 - materials and branding equipment relevant to assessing individual's ability to perform ear branding and marking up procedures
- 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>

RGRROP302 Brand standardbred horses

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 perform industry-regulated procedures for the recording of permanent identification and registration of individual standardbred racehorses. It covers knowledge of horse features and behaviour traits, completion of written documentation, and compliance with animal welfare legislation and rules of racing.

The unit applies to individuals who are race club employees authorised to brand standardbred horses.

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

Racing performance (ROP)

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. Verify identification of horses	1.1 Use industry identification features to identify mare and foal 1.2 Verify relationship of foal to declared parents using service

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	certificates and other industry documentation 1.3 Estimate age of foal and compare with industry documentation
2. Apply brand	2.1 Assess and control risks prior to carrying out branding activity, including ensuring personal protective equipment correctly fitted 2.2 Use safe horse handling techniques to restrain horse for safety of foal, handler and branding officer 2.3 Prepare and maintain branding equipment according to workplace procedures and equipment specifications 2.4 Apply branding using safe techniques according to animal welfare requirements 2.5 Complete documentation accurately according to workplace 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	Interpret key information and data in workplace records
Navigate the world of work	Follow workplace procedures, including work health and safety and animal welfare requirements, relevant to role and work area
Interact with others	Use industry protocols and practices for communicating with licensed or registered industry personnel to interpret and relay information related to performing freeze branding procedures
Get the work done	Assemble resources and plan and sequence activities to achieve outcomes related to branding horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP302 Brand standardbred horses	RGRROP302A Brand standardbred horses	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP302 Brand standardbred horses

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 branded at least three standardbred horses, including for each:

- identified horses using industry signalment and documents
- assessed risks associated with handling and branding horses
- used safe horse handling and safe work practices, including techniques required to specifically handle and restrain mares and foals
- prepared and maintained branding equipment
- applied branding using safe techniques according to animal welfare requirements.

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:

- horse features used for identification
- methods for:
 - estimating age of foals
 - verifying relationship of foal to parents
- relevant rules of racing and procedures for completing workplace documentation applicable to registering and branding standardbred horses for identification
- types of branding equipment and manufacturer specifications for the operation and maintenance of branding equipment
- types and purpose of restraints used in branding
- racing industry animal welfare requirements relating to branding
- racing industry safety requirements, including:
 - safe operating procedures
 - safe handling techniques
 - awareness of common horse behaviour and body language during branding

- personal protective equipment
- first aid procedures relating to branding.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various standardbred horses to be branded – assessed as suitable for the skills and experience of the individual
 - materials and equipment required for branding
 - personal protective equipment correctly fitted and appropriate for activity for individual
- specifications:
 - instructions and documentation for branding activity.

Training and assessment strategies must show evidence of the use of guidance on risk assessment and matching individuals and horses provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRROP303 Perform duties of clerk of course at harness or thoroughbred race meetings and trials

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 perform the race meeting or trial duties of a clerk of the course, involving the process of preparing for the race meeting, assisting in the start of races and trials, monitoring horses throughout all stages of the race or trial, and assisting in emergency and post-race procedures.

The unit applies to racing industry personnel and others authorised to perform clerk of course duties at harness or thoroughbred race meetings and trials, in work environments of racing stables, paddocks, yards, racecourses and public areas.

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

Racing performance (ROP)

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. Prepare for race	1.1 Condition and feed horses to ensure their fitness to complete the

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
meeting or trial	duties of a clerk of the course mount 1.2 Ensure horses are presented clean, well-groomed, sound and in good health 1.3 Clean and ensure horse gear is fitted correctly and is in good repair 1.4 Ensure personal presentation and dress is appropriate to the status of the race meeting or trial and compliant with racing protocols and procedures 1.5 Plan race meeting or trial, ensuring that all activities comply with racing safety protocols and procedures, including the use, fit and maintenance of personal protective equipment
2. Assist in the start of races or trials	2.1 Verify race fields with starter and/or stewards 2.2 Confirm identification of starters according to procedures 2.3 Escort horses to start 2.4 Assist starter and drivers or riders prior to start 2.5 Employ effective strategies to assist strappers, drivers, riders, starter, barrier staff, farrier or veterinarian
3. Monitor horses throughout all stages of the race or trial	3.1 Assess opportunities for horses to escape and/or cause injury, and apply strategies to minimise risks during racing or trial activities 3.2 Monitor and direct racing participants to comply with racing safety protocols and procedures to avoid incidents and injury during racing activities 3.3 Follow racing safe operating procedures in handling, escorting and catching horses to minimise the risk of injury to horses and racing participants 3.4 Restrain loose and/or injured horses
4. Assist in post-race procedures	4.1 Meet and escort winning driver or rider to entrance of mounting yard or birdcage enclosure 4.2 Supervise safe return of horses to stables in line with workplace practices 4.3 Record and report outcomes of any race or trial incidents to starter and/or stewards in a manner that complies with workplace practices

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
Writing	Record and report incidents accurately using clear and appropriate language and racing industry terminology
Oral communication	- Explain detailed information clearly to stewards, racing officials, licensed and registered personnel and others related to clerk of course duties - Use clear language and concepts, and tone and pace appropriate for the audience and purpose when communicating with race officials and handlers
Interact with others	Cooperate with others and contribute to work practices where joint outcomes are expected
Get the work done	- Make routine decisions and implement standard procedures for routine tasks - Address less predictable problems and initiate standard procedures in response, applying problem-solving processes in determining a solution

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRR0P303 Perform duties of clerk of course at harness or thoroughbred race meetings and trials	RGRR0P303A Perform duties of clerk of course at harness or thoroughbred race meetings and trials	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP303 Perform duties of clerk of course at harness or thoroughbred race meetings and trials

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 performed clerk of course duties at a minimum of three harness or thoroughbred race meetings or trials, including for each:

- completed all tasks to prepare for race meeting, including:
 - preparing horse and correct fit of gear and tack
 - personal grooming and presentation
- assisted in the start of races or trials
- assessed and monitored race performance for possible incidents, and initiated effective responses
- assisted in finalising race procedures
- worked with others to undertake and complete procedures
- complied with safety and animal welfare requirements, procedures and instructions for performing the duties of clerk of course, including safe and compliant riding and horse handling skills.

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:

- relevant rules of racing and roles and responsibilities of the clerk of course, including:
 - approved gear for clerk of course and horse
- strategies for maintaining horse (clerk of course mount) health and condition, including:
 - monitoring horse illnesses and injuries
 - nutritional requirements with respect to age and needs while in work
 - grooming and presentation requirements
 - providing balanced diet

- methods for and identification features of racehorses for relevant race field
- protocols and procedures for communicating with stewards, riders, drivers and other racing industry personnel, including reporting requirements for irregularities and problems
- racing industry safety and animal welfare requirements, including:
 - safe operating procedures
 - hazard identification and risk control
 - common horse behaviour traits and body language
 - safe handling and controlling techniques in a range of situations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas and racetracks, including registered race meetings and trials
- resources, equipment and materials:
 - a variety of standardbred or thoroughbred horses
 - materials and equipment relevant to assessing individual's ability to perform clerk of course duties
- specifications:
 - work instructions and related documentation
- relationships (internal and/or external):
 - access to stewards, racing officials, licensed and registered personnel or other relevant people.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRROP304 Perform duties of clerk of scales at greyhound race meetings

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 effectively and accurately weigh greyhounds during race meetings.

The unit applies to race club personnel or others who may be required to perform the duties of clerk of scales at greyhound racing meetings in work environments of racing kennels, racecourses and public areas.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for greyhound weighing	1.1 Check and verify accuracy and correct operation of scales 1.2 Verify weights allowed for each greyhound prior to weigh out 1.3 Organise recording materials following club or controlling body requirements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Weigh greyhounds prior to pre-race kennelling	2.1 Weigh greyhounds according to safe operating procedures 2.2 Record results accurately in required format 2.3 Identify and explain weight variations for greyhounds 2.4 Advise stewards of the results of greyhound weigh out

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
Navigate the world of work	Take responsibility for following explicit and implicit policies, procedures and racing requirements
Get the work done	- Make routine decisions and implement standard procedures for routine tasks, using formal decision-making processes - Use familiar digital technologies and systems to weigh greyhounds and record results

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP304 Perform duties of clerk of scales at greyhound race meetings	RGRROP304A Perform duties of clerk of scales at greyhound race meetings	Updated to meet Standards for Training Packages. Added new element for clarity of job role.	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>

Assessment Requirements for RGRROP304 Perform duties of clerk of scales at greyhound race meetings

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 performed duties of clerk of scales at a minimum of three greyhound race meetings, including:

- checked equipment and weighed greyhounds accurately according to procedures and instructions for performing the duties of clerk of scales
- verified and reported results to stewards or appropriate race officials.

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:

- greyhound racing industry safety and animal welfare requirements, including:
 - greyhound handling techniques
 - range of behaviour traits exhibited by greyhounds
 - safe operating procedures
- equipment used in weighing and recording greyhounds, and procedures for operation
- relevant rules of racing and greyhound weight allowances and variations
- race day communication procedures and reporting lines.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - race day approved kennel or facilities for weighing greyhounds
- resources, equipment and materials:
 - a variety of greyhounds
 - materials and equipment relevant to assessing individual's ability to undertake clerk of scales duties

- specifications:
 - work instructions and related documentation
- relationships (internal and/or external):
 - access to relevant stewards or race day officials.

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>

RGRROP306 Perform duties of clerk of scales for jockeys at thoroughbred race meetings

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 weigh jockeys and report results to stewards at thoroughbred race meetings.

The unit applies to individuals authorised to perform the duties of clerk of scales for jockeys at thoroughbred race meetings.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for weigh out	1.1 Check scales to verify accuracy and correct operation 1.2 Verify weight allowed for each jockey in each race prior to weigh out 1.3 Determine weight allowance for apprentice jockeys according to 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 Determine the reasons for weight fluctuations 1.5 Store jockey's gear near scales prior to race
2. Weigh jockeys prior to each race	2.1 Weigh out jockeys and allocate lead according to procedures, and record results 2.2 Observe handover of gear from jockey to trainer 2.3 Verify approved gear with jockey or trainer 2.4 Advise stewards of the results of jockey weigh out
3. Weigh jockeys after each race	3.1 Weigh in jockeys according to procedures, and record results 3.2 Determine the cause of allowed variations in weigh-in versus weigh-out weights 3.3 Advise stewards of results in the required reporting format

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
Writing	Accurately record and complete racing reporting documentation using clear language and appropriate racing terminology
Numeracy	Record jockey weights, calculate variations and interpret results for reporting
Navigate the world of work	Take responsibility for following explicit and implicit policies, procedures and racing requirements related to job role
Interact with others	Work with a diverse range of people and make adjustments to communication in recognition of different audiences
Get the work done	- Make routine decisions following standard procedures and decision-making processes - Use familiar digital technologies and systems to weigh jockeys and record and report results

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP306 Perform duties of clerk of scales for jockeys at thoroughbred race meetings	RGRROP306A Perform duties of clerk of scales for jockeys at thoroughbred race meetings	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>

Assessment Requirements for RGRROP306 Perform duties of clerk of scales for jockeys at thoroughbred race meetings

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 performed duties of clerk of scales for jockeys at a minimum of three thoroughbred race meetings, including for each meeting:

- prepared for weigh out, including:
 - checked scales and equipment
 - determined weight allowances for jockeys
- conducted weigh out and weigh in of jockeys, recording weight fluctuations according to procedures
- reported results relating to weighing jockeys accurately to stewards or appropriate race officials
- complied with requirements, procedures and instructions for performing the duties of clerk of scales for jockeys at thoroughbred race meetings.

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:

- role and responsibilities of clerk of scales
- relevant rules of racing and purpose of weighing jockeys
- functions of equipment used in weighing jockeys, and procedures for safe operation
- approved gear for jockeys and apprentices
- weight allowances and variations for jockeys and apprentices
- race day communication protocols and procedures, including:
 - reporting lines
 - requirements for reporting for irregularities and problems
 - interactions with jockeys, apprentices, licensed personnel and race day officials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - suitable and safe weighing areas at racetracks
- resources, equipment and materials:
 - approved scales, materials and equipment relevant to assessing individual's ability to perform clerk of scales duties
- specifications:
 - work instructions and related documentation
- relationships (internal and/or external):
 - access to relevant jockeys and race day officials.

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>

RGRROP307 Perform duties of lure driver at race meetings and trials

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 operate a lure during greyhound race meetings and trials.

The unit applies to race club staff or others who are authorised to operate the greyhound lure during race meetings and trials in work environments of racing kennels, racecourses and public areas.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for race meeting	1.1 Verify race fields and distance prior to commencement of race meeting 1.2 Identify and apply rules of racing, protocols and procedures relating to operation of lure 1.3 Perform pre-start check of lure equipment and power source

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 Check lure for safe and accurate operation prior to commencement of race meeting 1.5 Identify hazards in operation of lure and apply techniques to minimise the risk of injury
2. Operate lure	2.1 Operate lure according to stewards' directions 2.2 Operate lure during stir-up according to the rules of racing and safe operating procedures 2.3 Operate lure and control speed during races and trials according to the rules of racing, animal welfare requirements and safe operating procedures 2.4 Perform emergency stop of lure due to incident or potential contact of lure with people or greyhounds 2.5 Stop lure at the end of a race within a safe and appropriate distance of catching pen
3. Shut down lure operations	3.1 Check lure equipment and power source for damage or maintenance requirements after last race or trial 3.2 Notify race club of maintenance or service requirements for lure and power supply 3.3 Shut off power supply, and pack and store lure equipment according to race club 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	Interpret key information in workplace documentation, including rules of racing
Writing	Report incidents and problems using clear language and terminology in workplace formats
Numeracy	Perform basic calculations for measuring and checking track distances

Skill	Description
Navigate the world of work	• Take personal responsibility for following explicit and implicit policies and procedures and rules of racing
Get the work done	• Make routine decisions and follow standard procedures for tasks, using formal decision-making processes • Respond promptly to emergencies or potential hazards • Use familiar digital technologies and systems to control, record and report problems with lure

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP307 Perform duties of lure driver at race meetings and trials	RGRROP307A Perform duties of lure driver at race meetings and trials	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>

Assessment Requirements for RGRROP307 Perform duties of lure driver at race meetings and trials

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 performed duties of lure driver at a minimum of three race meetings or trials, including for each:

- prepared for race meeting according to procedures, checking:
 - race fields and distances
 - lure operation
- operated the lure safely and effectively during a race meeting
- checked, shut down and reported maintenance required for lure at end of the race meeting
- complied with the relevant rules of racing, procedures and instructions for driving a lure at race meetings or trials.

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:

- rules of racing in relation to conduct of races or trials, operation of lures, and greyhound welfare
- lure equipment and operation procedures, including:
 - pre-start checks
 - shut down
 - emergency stop
 - maintenance
 - race day and trial procedures
- hazards associated with lure operation, and controls to minimise risk
- safe and appropriate race distances and individual track and catching pen characteristics
- racing industry and work health and safety requirements, including:
 - safe operating procedures
 - operating machinery

- working in confined spaces
- noise, emissions and environmental requirements
- greyhound racing industry animal welfare principles and guidelines
- greyhound behaviour relating to chasing prey or lure and racing with others
- race day communication protocols and procedures, including:
 - reporting lines
 - requirements for reporting for incidents, irregularities and problems
 - interactions with stewards, club officials and licensed personnel
 - written and verbal report formats.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling and lure operation facilities, such as training and racetracks and a variety of greyhound fields
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to perform lure driver duties
 - lure and lure equipment
- 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>

RGRROP308 Drive mobile start vehicle

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 safely and efficiently drive a mobile start vehicle at harness race meetings under the direction of the race starter according to the rules of racing and related protocols.

The unit applies to racing industry personnel and others authorised to drive the mobile start vehicle at harness race meetings and trials.

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

Racing performance (ROP)

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. Prepare for race meeting	1.1 Confirm race types, times and distances with race organisers 1.2 Perform pre-start vehicle checks according to equipment specifications

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Check barrier and starter equipment operation 1.4 Confirm instructions from starter
2. Drive vehicle	2.1 Operate vehicle when passengers are correctly seated 2.2 Start and manoeuvre vehicle into position on track, and make safe according to safe operating procedures 2.3 Drive vehicle, adjusting speed and distance from field according to starter instructions 2.4 Take evasive action in case of track emergency or vehicle malfunction 2.5 Drive vehicle out of the path of race field once the race has started
3. Perform post-race meeting activities	3.1 Check vehicle for damage and maintenance requirements 3.2 Complete vehicle logbook and report repairs and maintenance requirements to race club 3.3 Store and secure vehicle according to race club 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	Interpret key information in workplace documentation, including equipment specifications
Writing	Accurately record and complete vehicle logbook, and report incidents using clear language and industry terminology
Navigate the world of work	Take personal responsibility for following explicit and implicit policies and procedures relating to race starts
Interact with others	Use workplace practices and protocols effectively to communicate with and work with a diverse range of people relevant to the job role
Get the work done	Make routine decisions and implement standard procedures

Skill	Description
	for routine tasks, using formal decision-making processes • Respond promptly to emergencies or potential hazards

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP308 Drive mobile start vehicle	RGRROP308A Drive mobile start vehicle	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP308 Drive mobile start vehicle

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 driven a mobile start vehicle on at least three occasions at a harness race track, including for each occasion:

- carried out equipment safety checks and prepared the mobile start vehicle for the race after confirming the race requirements
- demonstrated effective mobile start vehicle driving skills
- performed shutdown, final maintenance checks and storage procedures
- complied with the requirements, procedures and instructions that apply to harness race mobile start vehicle duties.

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:

- race organisation and responsibilities related to harness race starts
- protocols and procedures for communicating with starter and other racing industry personnel
- racing industry animal welfare requirements, including:
 - standardbred horse behaviour traits related to racing
 - dealing with race incidents and track emergencies
- racing industry safety procedures associated with race start driving operations, including:
 - pre-start vehicle checks
 - checking barrier and starter equipment
 - operation of vehicle and equipment
 - vehicle driving skills
 - track emergencies
- vehicle maintenance and storage

- reporting procedures, including for incidents, irregularities and problems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a harness race track or an environment that accurately represents a harness race track
- resources, equipment and materials:
 - a variety of standardbred horses
 - mobile start vehicle and equipment relevant to assessing individual's ability to drive vehicle at harness races
- specifications:
 - work instructions and related documentation
- relationships (internal/external):
 - access to race starter and drivers.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRROP309 Perform duties of catching pen supervisor

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 supervise and assist in the catching of greyhounds after a race or trial, including post-race identification of greyhounds.

The unit applies to licensed personnel and others in the greyhound racing industry who may be required to supervise catching pen operations as part of their job function in work environments of racing kennels, racecourses and public areas.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for race meeting	1.1 Confirm race fields and distances with race organisers 1.2 Test catching pen operation prior to commencement of race meeting 1.3 Ensure props used to attract greyhounds are available near catching area

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 Explain rules of racing, protocols and procedures for catching pen operation to racing participants and catching pen staff to ensure compliance with requirements 1.5 Identify potential hazards in catching area and apply strategies to minimise risk of injury
2. Operate catching pen	2.1 Identify last lap of race and determine a safe time to enter catching area 2.2 Lure greyhounds into catching area using techniques that are safe for participants and greyhounds 2.3 Secure catching area according to procedures
3. Supervise greyhound catchers	3.1 Supervise catchers during catching of greyhounds 3.2 Verify identification of greyhounds before greyhounds leave catching area 3.3 Prepare catching pen gate for next race once greyhounds have been secured 3.4 Report incidents to stewards according to racing 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	Interpret key information in workplace documentation, including rules of racing
Writing	Accurately record and complete organisational documentation using clear language and terminology to report incidents and problems with catching equipment or processes
Numeracy	Perform basic calculations for checking field size and track distances
Oral communication	Provide instructions and reports to others using language, tone and pace appropriate to audience

Skill	Description
Navigate the world of work	Take personal responsibility for following explicit and implicit policies and procedures and rules of racing
Interact with others	Apply workplace practices and protocols effectively to communicate and work with a diverse range of people relevant to the job role
Get the work done	- Make routine decisions and implement standard procedures for routine tasks, using formal decision-making processes - Respond promptly to emergencies or potential hazards

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP309 Perform duties of catching pen supervisor	RGRROP309A Perform duties of catching pen supervisor	Updated to meet Standards for Training Package.	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>

Assessment Requirements for RGRROP309 Perform duties of catching pen supervisor

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 at a race meeting or trial, the individual has:

- complied with safety and animal welfare requirements and procedures and rules of racing that apply to supervising catching pen operations
- checked the field size and distance, organised the catching pen equipment and informed associated personnel of protocols
- operated catching pens and supervised catching pen operations at the conclusion of a race
- reported incidents to stewards according to racing procedures.

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:

- race day and trial catching pen operations and procedures
- communication procedures within the kennel, and with licensed personnel, stewards and race officials
- racing industry safety requirements, including:
 - potential hazards in catching area
 - strategies to minimise risk
 - safe operating procedures
 - first aid procedures for humans and greyhounds
- features and characteristics of greyhounds specific to catching after a race
- types of props used to attract greyhounds to catching area
- rules of racing, protocols and procedures related to catching pen operations and animal welfare requirements
- reporting procedures and incidents that warrant reporting.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling and catching pen areas at training and racetracks
- resources, equipment and materials:
 - a variety of greyhounds at different stages of race preparation
 - materials and equipment relevant to assessing individual's ability to supervise catching pen operations
- specifications:
 - work instructions and related documentation
- relationships:
 - access to catching pen staff.

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>

RGRROP310 Supervise race meeting kennels

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 supervise race meeting kennelling procedures before, during and after racing while adhering to the compliance requirements associated with the rules of racing and related protocols.

The unit applies to individuals in the greyhound racing industry who may be required to supervise race meeting kennels as part of their job function.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant controlling body or Principal Racing Authority (PRA) for current licence or registration requirements.

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for kennelling	1.1 Identify and apply rules of racing relevant to kennelling procedures 1.2 Check kennels for cleanliness, repair and security 1.3 Secure kennels and verify the operation of security devices

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	prior to commencement of kennelling 1.4 Allocate duties to kennel staff according to workplace requirements 1.5 Identify and manage hazards and risks in the kennelling area
2. Oversee kennelling procedures for greyhounds	2.1 Explain the purpose and requirements for kennelling procedures and the compliance requirements to kennel attendants 2.2 Verify identification, weight and health of greyhounds prior to allocation of kennel 2.3 Allocate kennels for each race using racing protocols and procedures 2.4 Observe procedures for escorting and securing greyhound in allocated kennel 2.5 Supervise greyhound attendants during visits to kennels
3. Oversee pre-race procedures	3.1 Monitor procedures for marshalling greyhounds according to workplace procedures 3.2 Monitor procedures for conduct of stir-up 3.3 Monitor procedures for supervising greyhound empty-out 3.4 Monitor procedures for escorting greyhounds to race start 3.5 Rectify or report to supervisor non-compliance with kennelling procedures 3.6 Report distressed or ill greyhounds to veterinarian and stewards
4. Oversee post-race procedures	4.1 Monitor procedures for kennelling greyhounds for post-race swabbing 4.2 Call veterinarian to inspect greyhounds that are injured, ill or nominated by stewards 4.3 Relay reports on greyhounds' status to stewards in the required reporting format 4.4 Monitor swabbing of greyhounds and report on procedural non-conformance

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 key information in workplace documentation, including rules of racing
Writing	Accurately record and complete organisational documentation using clear language and terminology when reporting incidents and problems
Oral communication	Provide instructions or reports to others using language, tone and pace appropriate to audience
Navigate the world of work	Take responsibility for following policies, procedures and industry standards, and identifying and acting on issues that contravene relevant policies and procedures and rules of racing
Interact with others	Work collaboratively and build rapport with kennel staff
Get the work done	- Make routine decisions and implement standard procedures for routine tasks - Address less predictable problems and initiate standard procedures in response, applying problem-solving processes in determining a solution

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP310 Supervise race meeting kennels	RGRROP310A Supervise race meeting kennels	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>

Assessment Requirements for RGRROP310 Supervise race meeting kennels

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 supervised kennels at a minimum of three race meetings or trials, including for each:

- prepared kennels and staff for race meeting operations
- instructed staff and monitored kennel operations during race meetings
- monitored and reported on post-race kennelling procedures
- complied with safety and animal welfare requirements relating to race meeting kennel operations
- complied with regulatory requirements, rules of racing and instructions applying to the supervision of race meeting kennel operations.

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:

- duties and performance measures of kennel staff
- policies, procedures and practices for kennel operations, including:
 - allocating kennels
 - pre-race marshalling procedures
 - conducting of stir-up
 - empty-out procedures
- equipment used in kennel operations and procedures for its operation, shut down and maintenance
- security requirements in kennels:
 - procedures for escorting and securing kennels
 - supervision practices for attendants during visits to kennels
- racing industry safety requirements, including:
 - identification of hazards

- risk control
- safe operating procedures
- security
- features considered to verify identification of greyhounds
- racing industry animal welfare requirements, including characteristics of:
 - healthy greyhounds
 - distressed or ill greyhounds
 - injured greyhounds
- when to call a veterinarian to inspect greyhounds that are injured or ill
- communication protocols and procedures within greyhound racing related to supervision of kennels, including:
 - liaising with stewards and licensed personnel
 - supervising team
 - dealing with conflicts and resolving disputes
- rules of racing and industry protocols and procedures in relation to kennelling, greyhound inspections, pre-race procedures, swabbing, greyhound welfare and the rights and responsibilities of greyhound attendants, owners and kennel staff.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling and approved race meeting kennel areas and associated facilities
- resources, equipment and materials:
 - a variety of greyhounds
 - materials and equipment relevant to assessing individual's ability to supervise race meeting kennel operations
- specifications:
 - work instructions and related documentation
- relationships (internal/external):
 - access to kennel staff.

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>

RGRROP311 Perform duties of greyhound race starter

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 safely and efficiently prepare for race starts, working with other race meeting staff to start and close races and report to stewards and race club personnel.

The unit applies to individuals in the greyhound racing industry who may be required to act as starters for greyhound race meetings as part of their job function in work environments of racing kennels, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Users are advised to check with the relevant controlling body or Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for race starts	1.1 Confirm race fields and distances with race organisers 1.2 Consider possible problems with particular greyhounds during race starts 1.3 Confirm correct operation of start boxes and other equipment

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	prior to commencement of race meeting with operational staff 1.4 Arrange contingency plans in case of malfunction of start equipment 1.5 Review procedures to ensure they comply with the rules of racing and racing and regulatory safety protocols associated with the start of a race
2. Start greyhound race	2.1 Confirm race start time with stewards 2.2 Verify box positions and direct handlers to load greyhounds within time and safety constraints 2.3 Manage incidents to minimise risk of injury to staff and greyhounds, and report to stewards and/or veterinarian 2.4 Declare non-starters after conferring with stewards 2.5 Confirm permission to start race with stewards according to the rules of racing 2.6 Initiate race start once final greyhound is boxed
3. Complete post-race duties	3.1 Provide loading and start reports to stewards 3.2 Take notes and update personal records for problems with starters 3.3 Check boxes and other start equipment for damage and/or maintenance requirements prior to shutting down 3.4 Report repairs and maintenance requirements to race club according to workplace 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	Read and interpret key information in workplace documentation, including rules of racing

Skill	Description
Writing	Accurately record information using clear language and terminology when reporting incidents and problems with racing equipment, processes or infringements
Numeracy	Perform basic calculations for measuring and checking track distances and field size
Oral communication	Provide instructions and reports to others using language, tone and pace appropriate to audience
Navigate the world of work	Take responsibility for following explicit and implicit policies and procedures, rules of racing and regulatory requirements relevant to starting races
Get the work done	- Make routine decisions and implement standard procedures for routine tasks, using formal decision-making processes - Respond promptly to emergencies or potential hazards

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP311 Perform duties of greyhound race starter	RGRROP311A Perform duties of greyhound race starter	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP311 Perform duties of greyhound race starter

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 performed duties of greyhound race starter at a minimum of three race meetings, including for each race start:

- prepared for race start by checking and confirming race parameters and the operations and function of start equipment
- verified and confirmed start permissions and started race
- completed post-race procedures and reporting processes
- complied with requirements, rules of racing, and instructions that apply to starting greyhound races
- implemented procedures and techniques for the safe, effective and efficient application of race starting operations.

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:

- relevant aspects of rules of racing and protocols for starting races
- practices and procedures for starting races, including:
 - operation and maintenance of approved equipment and start boxes
 - contingency planning
- racing industry animal welfare requirements
- racing greyhounds, including:
 - handling and controlling techniques
 - common features of injury, illness and distress in greyhounds
 - identifying problems with particular greyhounds that may affect starts
- racing industry and regulatory safety requirements, including:
 - identification of hazards

- risk control and minimisation
- safe operating procedures
- communication protocols and procedures within greyhound racing related to starting races, including:
 - liaising with stewards and licensed personnel
 - working with colleagues.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling and approved race starting and associated facilities at a greyhound racetrack
- resources, equipment and materials:
 - a variety of greyhounds
 - materials and equipment relevant to assessing individual's ability to start greyhound races
- specifications:
 - work instructions and related documentation
- relationships:
 - access to stewards and race officials and other relevant people.

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>

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.

Application

This unit of competency describes the skills and knowledge required to identify greyhounds or horses and the classes of registration and licensing to the racing governing body applications and renewals process.

The unit applies to individuals who are required to perform the administration duties of a racing governing body licensing or registration clerk as part of their job role in the greyhound, harness or thoroughbred codes.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Identify greyhounds or horses	1.1 Apply terminology used to describe identification features of greyhounds or horses 1.2 Describe brands using racing terminology, and reproduce as required in documentation

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Interpret registration documents using racing terminology
2. Process documentation	2.1 Complete documents used to identify registered or licensed greyhounds or horses and/or racing participants using racing terminology 2.2 Define classes of licence or registration in documentation 2.3 Assist customers to complete and submit applications 2.4 Process applications and renewals within time constraints and according to organisational policies and procedures 2.5 Attend to requests for information in a timely manner

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 specialised racing documentation from a variety of sources and consolidate information to determine requirements
Writing	Write and edit racing-related documents to ensure clarity of meaning, and accuracy and consistency of information
Oral communication	Clearly explain racing information using language, tone and pace appropriate to audience when assisting customers with applications
Navigate the world of work	Take responsibility for following explicit and implicit policies and procedures and racing licensing and registration requirements
Get the work done	- Make routine decisions and implement standard procedures for routine tasks - Take responsibility for planning, sequencing and prioritising tasks and own workload to ensure timelines are met

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP312 Perform duties of licensing or registration clerk	RGRROP312A Perform duties of licensing or registration clerk	Updated to meet Standards for Training Packages.	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>

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>

RGRROP313 Process race nominations and acceptances

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 operate computers and other relevant technology, interpret racing terminology, liaise with racing officials and interpret and record information related to the processing of race nominations and acceptances.

The unit applies to individuals required to perform nomination and acceptance administration duties of a racing governing body or race club as part of their job role in the greyhound, harness or thoroughbred racing codes.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Process nominations	1.1 Record and interpret nominations and acceptances information using racing terminology and procedures 1.2 Validate and record payments for nominations according to workplace procedures 1.3 Verify information with nominator where is it unclear or

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	missing 1.4 Process nominations within defined timeframes
2. Process acceptances	2.1 Declare acceptances and generate invoices according to workplace procedures 2.2 Validate and record payments for acceptances 2.3 Validate acceptances and declare race field according to the rules of racing

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 nomination information and consolidate information to determine approvals
Writing	Write, edit and proofread race field related documents, ensuring clarity of meaning, and accuracy and consistency of information
Oral communication	Use language, tone and pace appropriate to audience when verifying information for nominations
Numeracy	Perform mathematical calculations to analyse financial data and process invoices for acceptances
Navigate the world of work	Take responsibility for following explicit and implicit policies and procedures and rules of racing when processing nominations and acceptances for races
Get the work done	- Make routine decisions and implement standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations - Take responsibility for planning, sequencing and prioritising tasks and own workload to ensure timelines are met

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP313 Process race nominations and acceptances	RGRROP313A Process race nominations and acceptances	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP313 Process race nominations and acceptances

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:

- recorded, interpreted and validated nominations for races
- processed acceptances, received payments and declared field for race
- complied with requirements, procedures and instructions that apply to nomination and acceptance processes.

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 nominations and acceptances
- organisational policies and procedures for processing race nominations and acceptances, including:
 - race field processes
 - dealing with irregularities and problems
 - ethical conduct
 - information reporting and recording systems
 - processing payments
 - processing timeframes
- requirements and rules of racing relevant to race fields
- communication procedures, including reporting lines within the workplace and dealing 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:
 - materials and equipment relevant to assessing individual's ability to complete nomination and acceptance procedures
- specifications:
 - work instructions and related documentation
- timeframes:
 - specified timeframes according to the job 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>

RGRROP314 Perform duties of photo finish operator at greyhound or horse race meetings

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 prepare for race day and operate specialised race result equipment, including cameras, computers and other technology to identify individual greyhounds or horses.

The unit applies to individuals who are required to perform photo finish operations at greyhound or horse race meetings as part of their job role in workplace environments of racing administration, stables, kennels, racecourses and public areas.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for race day	1.1 Verify race fields and distances with race organiser 1.2 Confirm box or barrier position, racing colours and greyhound or horse identification features 1.3 Verify operation of equipment used to monitor race results

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	prior to commencement of race meeting 1.4 Prepare contingency plans for possible malfunction of race result equipment 1.5 Comply with rules of racing for the declaration of places in a race
2. Operate race result equipment	2.1 Operate race result equipment in a safe and efficient manner to comply with work health and safety and equipment operating procedures 2.2 Ensure photo finish image recorder is set correctly 2.3 View race results and enhance image when required 2.4 Print image of race result and dispatch to race judge
3. Report outcomes of the race	3.1 Identify greyhounds or horses placed at finish 3.2 Record race results according to 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	Interpret racing documentation and consolidate information to determine requirements
Navigate the world of work	Take responsibility for following explicit and implicit racing policies and procedures and relevant rules of racing
Interact with others	Use workplace practices and protocols effectively to communicate and work with a diverse range of people relevant to the job role
Get the work done	Use the main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP314 Perform duties of photo finish operator at greyhound or horse race meetings	RGRROP314A Perform duties of photo finish operator at greyhound or horse race meetings	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP314 Perform duties of photo finish operator at greyhound or horse race meetings

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, for at least three race meetings for greyhounds or horses, the individual has (for each):

- prepared and verified the operation of photo finish image capture equipment
- operated and maintained the race photo finish capture equipment and processed images ready for race judge decision
- recorded race results from identified race placements
- complied with the procedures, rules of racing and instructions that apply when conducting photo finish procedures.

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:

- types of equipment and procedures for operation and maintenance of photo capture technology
- organisational policies and procedures relating to photo finish operations
- purpose of rules of racing and relevance to:
 - judging race finish and outcomes
 - photo finish operations
 - ethical conduct
- identification features of greyhounds or horses
- race colours and barrier or box numbers
- hazards and potential hazards in the workplace, and risk control procedures
- communication protocols and procedures, including:
 - race day reporting lines
 - reporting irregularities or problems relating to photo finish operations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - industry supervised access to race meetings and photo finish facilities relevant to the applicable racing code
- resources, equipment and materials:
 - cameras, videos and other capture devices used in racing
 - materials and equipment relevant to assessing individual's ability to complete photo finish procedures
- specifications:
 - work instructions and related documentation
- timeframes:
 - required timeframes according to the job 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>

RGRROP315 Perform duties of timekeeper at greyhound or horse race meetings

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 prepare for race day operation of timing devices, computers and other technology; liaise with stewards and other racing officials; and work to deadlines and report on race outcomes.

The unit applies to individuals who are required to perform timekeeping procedures at greyhound or horse race meetings as part of their job role in workplace environments of racing administration, stables, kennels, racecourses and public areas.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for race meeting	1.1 Confirm race program and race start times with race organisers 1.2 Verify operation of timing devices 1.3 Establish contingency plans in case of timing equipment

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	malfunction 1.4 Confirm a clear line of sight to start and finish lines of race
2. Measure race time	2.1 Ensure timekeeper is in position when field is under control of the starter 2.2 Trigger the timing device at race start and verified operation 2.3 Confirm timing device cut-off as first runner passes the winning post
3. Record race time	3.1 Measure race time accurately according to organisational and racing procedures 3.2 Verify race time according to verification procedures 3.3 Announce and record race time according to race 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	Interpret racing documentation and information, and consolidate information to determine requirements
Writing	Record racing results, ensuring clarity of meaning, and accuracy and consistency of information
Numeracy	Perform simple calculations for determining race times
Oral communication	Effectively participate in verbal exchanges, including active listening and questioning and reading of non-verbal signals to convey and clarify information with race officials and announce results of races
Navigate the world of work	Take responsibility for following explicit and implicit policies, procedures and legislative requirements
Get the work done	- Use the main features and functions of digital tools to operate timekeeping technologies - Make routine decisions and implement standard procedures

Skill	Description
	for routine tasks, using formal decision-making processes for more complex and non-routine situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP315 Perform duties of timekeeper at greyhound or horse race meetings	RGRROP315A Perform duties of timekeeper at greyhound or horse race meetings	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP315 Perform duties of timekeeper at greyhound or horse race meetings

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, for at least three race meetings, the individual has:

- confirmed the racing schedule and verified operation of timekeeping devices
- set and monitored timekeeping devices during races
- confirmed, verified and announced race times according to procedures.

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:

- formats of race programs and schedules
- types of equipment and operational and maintenance procedures for timekeeping and race announcing equipment
- relevant rules of racing and organisational policies and procedures relevant to timekeeping, including:
 - dealing with contingencies
 - ethical conduct
- communication procedures, including:
 - reporting lines on race day
 - reporting irregularities and problems
- identification features of greyhounds or horses, including race colours and barrier or box numbers.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - industry-supervised access to race meetings and timekeeping facilities relevant to the applicable racing code
- resources, equipment and materials:
 - time recording devices, materials and equipment relevant to assessing individual's ability to complete timekeeping procedures
- 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>

RGRROP316 Perform duties of track supervisor during trackwork operations

Modification History

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

Application

This unit of competency specifies the outcomes required to supervise the activities of licensed and registered personnel and race club visitors, and to monitor track usage for the training of racing animals following the rules of racing and race club safe operating procedures.

The unit applies to race club employees who supervise trackwork operations in workplace environments of racing administration, stables, kennels, racecourses and public areas in the greyhound, harness or thoroughbred racing codes.

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

Racing performance (ROP)

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. Open track for use	1.1 Inspect track for safety compliance, including identifying

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	hazards and risks 1.2 Install track barriers, signs and/or cones on 'no-go' areas 1.3 Display track access notices and lights according to procedures 1.4 Prepare paperwork for registering track use 1.5 Confirm medical supervision according to nominated track regulations
2. Monitor track use	2.1 Enforce compliance of drivers, riders or attendants with safe operating procedures and use of personal protective equipment 2.2 Inspect gear for compliance with rules of racing, and report irregularities to stewards 2.3 Enforce animal care and welfare procedures and notify stewards of incidents, accidents or near misses 2.4 Control traffic according to race club procedures 2.5 Identify dangerous greyhounds or horses, and direct drivers, riders or attendants to remove them from track 2.6 Employ strategies to reduce the risk of potential problems escalating into major hazards
3. Close track	3.1 Announce track closure and control access by others 3.2 Verify that all greyhounds or horses are off course 3.3 Identify damage or wear and tear to the track and surrounds, and report to appropriate persons 3.4 Return control of track to grounds staff 3.5 Complete and file reports on track use according to workplace 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

Skill	Description
Writing	Accurately record and report incidents and problems using organisational formats, clear language and accurate terminology
Oral communication	- Follow racing industry communication protocols with stewards, racing officials, and other personnel - Use active listening and questioning techniques to gather, clarify and relay information related to track supervision duties
Navigate the world of work	Take responsibility for following and identifying and acting on issues that contravene relevant policies, procedures and legal requirements
Interact with others	Use a range of strategies to collaborate effectively and build rapport with track staff and racing personnel
Get the work done	- Make routine decisions and implement standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations - Address less predictable problems and initiate standard procedures in response, applying problem-solving processes in determining a solution

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP316 Perform duties of track supervisor during trackwork operations	RGRROP316A Perform duties of track supervisor during trackwork operations	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP316 Perform duties of track supervisor during trackwork operations

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:

- inspected the track and installed safety requirements to opened track for use
- monitored track use and ensured operational safety while the track is in use
- announced track closure, verified animals have left the track, and reported repairs and maintenance prior to returning to grounds staff
- implemented requirements, procedures and instructions that apply to supervising trackwork operations.

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:

- organisational policies and procedures relating to trackwork operations, including:
 - ethical conduct
 - approved gear and fit
 - use of personal protective equipment
 - race club security and authorised personnel and permit holders
 - track condition and maintenance, including damage and wear and tear
- protocols and procedures for communicating, including:
 - with licensed and registered personnel, racing officials and others
 - reporting trackwork irregularities and problems
 - written reporting formats
- relevant rules of racing and application to supervising trackwork
- work health and safety and environmental legislative requirements:
 - hazard identification and risk controls
 - track inspected for safety compliance

- safe operating procedures for driver, rider or attendant
- personal protective equipment
- traffic control procedures
- racing industry animal welfare principles and requirements relevant to trackwork.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - relevant racing trackwork sites (training and/or racetracks)
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to supervise trackwork operations
- 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>

RGRROP317 Attend racing events and comply with protocols and safety 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 safely attend greyhound or horse race meetings or events held at racecourses. It includes knowledge of greyhound and/or horse behaviour, regulatory standards, rules of racing and racing event industry practices and protocols.

The unit applies to individuals who carry out a range of work activities at racing events requiring compliance with safe operating procedures, racing protocols and identification of animal behaviour in a variety of racing event situations.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Research greyhound or horse behaviour	1.1 Identify and describe factors affecting greyhound or horse behaviour 1.2 Identify signs of distress, excitement or nervousness in

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	greyhounds or horses 1.3 Define and identify safety zones and areas of risk around greyhounds or horses 1.4 Demonstrate safe methods of approaching or moving around greyhounds or horses
2. Observe racing protocols	2.1 Comply with dress standards and behaviour protocols in mounting yard, marshalling area and presentation area 2.2 Comply with directions of stewards and racing officials
3. Comply with racing safe operating procedures	3.1 Assess risks related to activity, and follow work health and safety obligations 3.2 Follow racing safe work procedures relevant to operations near greyhounds or horses

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 information in race club documentation, including rules of racing
Navigate the world of work	Follow workplace procedures, including work health and safety and animal welfare requirements, relevant to role and work area
Interact with others	Use industry protocols and practices for communicating with licensed or registered industry personnel

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

RGRROP317 Attend racing events and comply with protocols and safety procedures	RGRROP317A Attend racing events and comply with protocols and safety procedures	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP317 Attend racing events and comply with protocols and safety procedures

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 attended at least three race meetings or events and has:

- adhered to racetrack safety procedures, including approaching and moving around animals
- followed directions from racing officials
- complied with racetrack and race club protocols.

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:

- dress code and behavioural protocol requirements as determined by industry and workplace
- greyhound or horse characteristics, behaviour traits and body language
- safe animal handling practices and safe zones
- racing safe work practices, including requirements and obligations relevant to role at racing meet or event
- own roles, responsibilities and relationships with other industry personnel
- relevant industry or race club rules and regulations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - industry-supervised access to racetracks to view training activities and to racing events to view marshalling yard or enclosure operations
- resources, equipment and materials:

- race club procedures and materials required to assess individual's ability to attend race meetings and comply with protocols and safety procedures
- 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>

RGRROP401 Perform duties of race programmer

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 perform the administration duties of a racing governing body race programmer. It requires an understanding of the role of wagering bodies and knowledge of the relevant codes' permanent race and trial calendars and the impact of changes to programs when preparing race programs.

The unit applies to individuals who are required to prepare race programs for a racing governing body as part of their job role in the greyhound, harness or thoroughbred code of the industry.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Review previous race programs	1.1 Review size of fields at each track in previous season 1.2 Review size and number of trials in previous season at each track
2. Consider requests for	2.1 Record race meetings supported by wagering body

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
program amendments	2.2 Consider one-off or special program requests 2.3 Consider permanent changes to calendar in relation to expected support from starters
3. Prepare program	3.1 Plan program to accommodate club requests for dates and regular carnivals according to racing governing body guidelines 3.2 Plan program to include race classes and distances to accommodate expected demand 3.3 Plan program to utilise dates supported by wagering body 3.4 Finalise program within racing governing body timeframes

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	Critically analyse racing documentation from a variety of sources, and record and consolidate information to determine requirements
Writing	Document plans and programs using accurate and appropriate racing industry terminology
Numeracy	Perform mathematical calculations to analyse race statistics and data to interpret trends and develop racing plans and schedules
Interact with others	Collaborate with other race personnel and organisations, sharing information to build strong work groups and promote the racing industry
Get the work done	- 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 and manipulate information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP401 Perform duties of race programmer	RGRROP401A Perform duties of race programmer	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP401 Perform duties of race programmer

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 performed the duties of race programmer, for at least one season covering at least two racetracks for one racing code, including:

- reviewed and considered previous race programs to help inform race planning process
- considered proposals and scheduling changes
- consolidated planning information and produced plans and schedules for race meetings
- implemented requirements, procedures and instructions relating to programming races.

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:

- communication procedures, including reporting lines within the workplace, race club and wider racing industry
- ethical conduct standards relevant to programming races
- policies and procedures related to race programming and wider racing industry, including:
 - organisational policies and procedures
 - principles of effective communication
 - operation and maintenance of office systems and equipment
 - relevant rules of racing
 - reporting irregularities and problems
- size and structure of the racing industry, including:
 - classes of races and special events
 - racetracks and their field capacity
 - numbers of registered greyhounds or horses
 - other codes' race programs
- principles and practices of the planning process

- influences affecting race meeting plans and schedules, including:
 - considerations regarding size and number of trials
 - sponsored meetings
 - special program requests
 - relevance of permanent changes to calendar.

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:
 - materials and equipment relevant to assessing individual's ability to complete race programming procedures
 - computers and industry software
- 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>

RGRROP402 Perform duties of medical practitioner at race meetings and trials

Modification History

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

Application

This unit describes the skills and knowledge required to perform pre-race and post-race assessments of drivers or riders and provide advice to stewards regarding their fitness to compete at race meetings or trials. It includes conducting swabbing procedures and providing medical advice to drivers or riders in relation to health and welfare issues.

The unit applies to qualified medical practitioners to effectively perform the required duties of a race day medical practitioner at harness or thoroughbred race meetings and trials.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Assess driver or rider fitness to compete	1.1 Comply with rules of racing and legislative obligations for medical practitioners, and work health and safety and racing safety protocols and procedures when determining driver or rider health status 1.2 Examine drivers or riders after a fall to ensure fitness to

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	continue with racing commitments 1.3 Examine drivers or riders on stewards' instructions for fitness to continue with racing commitments
2. Report on driver or rider health and welfare	2.1 Provide advice to stewards on driver or rider ability to safely complete racing commitments within the legislative obligations of medical practitioners and the rules of racing 2.2 Convey recommendations for stand-down periods or other actions to ensure the health and welfare of drivers or riders to stewards 2.3 Provide advice to drivers or riders on health and welfare issues to ensure compliance with the rules of racing and safe racing operating procedures 2.4 Examine racing personnel and provide first aid at race meetings or trials 2.5 Prepare reports and lodge with stewards within procedural timeframes on health and welfare issues involving racing participants

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	Analyse documentation on racing codes and procedures, and consolidate information to ensure compliance
Writing	Prepare reports on results of rider or driver medical examination using racing industry-relevant terminology
Navigate the world of work	Take responsibility for following explicit and implicit policies and procedures, rules of racing and legislative requirements
Interact with others	- Select and use appropriate conventions and protocols when communicating with a range of racing personnel - Recognise differences in a diverse range of people in the work context, and make adjustments to communication in

Skill	Description
	recognition of these
Get the work done	Apply systematic and analytical decision-making processes for complex and non-routine situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP402 Perform duties of medical practitioner at race meetings and trials	RGRROP402A Perform duties of medical practitioner at race meetings and trials	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP402 Perform duties of medical practitioner at race meetings and trials

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 performed duties of medical practitioner at a minimum of two race meetings or trials, including for each:

- complied with requests from stewards according to racing procedures and legislation
- conducted examinations and assessed fitness and health of at least two drivers or riders to determine capacity to race
- provided reports to stewards and/or race officials on the suitability of riders or drivers according to rules of racing, procedures and legislative requirements
- provided advice on health-related issues to at least one driver or rider.

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:

- communication procedures within the race meeting environment, including:
 - protocols for communicating with stewards, licensed and other racing industry personnel
 - reporting irregularities and problems, including difficulties in obtaining samples
- relevant rules of racing, including:
 - rules associated with medications and treatments and banned substances
 - swabbing protocols
- race meeting procedures and role of medical practitioners at race meetings
- indicators of human fitness and wellbeing and relationship to capacity to participate in racing
- types of medical, health and welfare issues requiring advice and treatment appropriate to drivers or riders
- work health and safety and racing safety procedures, including:
 - hazard identification and risk management

- safe operating procedures
- sample collection standard operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - race meetings, trials and racing personnel swabbing facilities
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to perform medical practitioner duties at race meetings or trials
- specifications:
 - work instructions and related documentation
- relationships (internal and/or external):
 - a range of drivers or riders.

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>

RGRROP403 Perform duties of farrier at race meetings

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 prepare for and provide routine and emergency race meeting farrier services. It requires knowledge of horse behaviour in high-pressure racing environments, safe handling techniques and applicable rules of racing.

The unit applies to individuals who perform farrier duties at harness or thoroughbred race meetings. The scope of duties of a race meeting farrier may vary between codes and from state to state.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current licence or registration requirements.

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for race	1.1 Confirm booking of farrier services for race meeting

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
meeting	1.2 Verify adequate supplies of shoes, nails and other equipment 1.3 Confirm invoicing system with race club prior to race meeting 1.4 Interpret and comply with rules of racing that relate to hoof care, shoeing and farrier services at race meetings
2. Provide hoof care and shoeing service at race meetings	2.1 Assess hazards associated with handling and shoeing horses, and control risks according to workplace health and safety and safe operating procedures 2.2 Inspect hoof and shoe condition, report options for treatment or adjustment that comply with rules of racing to relevant parties, and agree on procedures 2.3 Remove shoes, prepare hooves and shod (plated) horses according to rules of racing and wellbeing of the horse 2.4 Observe horses in pre-race activities and inspect shoeing or hoof status if situation warrants or as requested by stewards, starter or other relevant party 2.5 Report status of emergency to steward and starter 2.6 Carry out emergency repairs in a safe and timely manner
3. Finalise race meeting farrier services	3.1 Prepare tax invoice for farrier services and present to race club within agreed timeframe 3.2 Provide reports to stewards on hoof and shoeing injury and incidents 3.3 Ensure farrier work area is left clean and tidy according to track practices

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
Writing	Prepare invoices and injury reports accurately and legibly according to race club or industry requirements

Skill	Description
Numeracy	Calculate costs of services, including resources and time, for invoicing and present in accepted business format
Navigate the world of work	Take responsibility for complying with applicable rules of racing and safety and animal welfare requirements in carrying out role
Interact with others	Follow communication protocols and practices for reporting and responding promptly to farriery issues with racing officials and other personnel
Get the work done	- Plan, sequence and prioritise farriery activities and assemble resources for race meeting making adjustments to plans to deal with contingencies - Make decisions, often under pressure, taking action to prevent problems arising or escalating - Use key features of familiar workplace technology to prepare and present invoices and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP403 Perform duties of farrier at race meetings	RGRROP403A Perform duties of farrier at race meetings	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP403 Perform duties of farrier at race meetings

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 performed duties of a farrier at a minimum of two race meetings, including for each:

- organised working arrangements with race club or racing authority
- prepared materials and resource requirements for race meeting
- applied safe horse handling techniques and work practices, including assessed hazards and risks
- provided hoof care and shoeing services
- evaluated and responded to a shoe emergency or realistic scenario
- responded to and reported to instructions from racing officials.

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:

- applicable rules of racing relating to hoof care, shoeing and farrier services at race meetings
- race club and industry practices and protocols:
 - communication procedures with race meeting officials and licensed and other racing industry personnel
 - race club requirements and farrier standards for personal grooming and presentation
 - reporting requirements for irregularities and problems
- key racing industry safety requirements, including:
 - workplace health and safety legislation and farrier codes of practice
 - hazard identification and risk assessment for interacting with horses
 - safe operating procedures
 - safe handling and controlling techniques for racehorses
- working with racehorses:

- racing industry and animal welfare requirements
- horse identification features, including race colours and numbers
- range of behaviour traits and body language exhibited by racehorses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas at racetracks, including registered race meetings and trials
- resources, equipment and materials:
 - various standardbred or thoroughbred horses at race meetings – suitable for the skills and experience of the individual
 - equipment and materials needed at a typical race meeting
 - personal protective equipment correctly fitted and appropriate for activity for individual
 - resources to make bookings and prepare invoices and reports.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRROP404 Perform duties of veterinarian at race meetings or trials

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 provide race meeting veterinary advice to stewards on the health, welfare and fitness of race greyhounds or horses. It includes knowledge of relevant rules of racing, preparing for race meetings, making pre-race and post-race assessments of greyhounds or horses, providing advice to stewards and providing emergency care to animals.

The unit applies to individuals who are qualified veterinarians with recognised experience in the management and care of racing greyhounds or horses, and who are licensed to practise veterinary medicine in the nominated state.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Users are advised to check with the relevant controlling body or Principal Racing Authority (PRA) for current licence, accreditation or registration requirements.

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for race meeting	1.1 Confirm date, times and duties with race club or PRA

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.2 Confirm billing system with race club or PRA 1.3 Review rules of racing applicable to veterinary practices 1.4 Prepare supplies of first aid and emergency medications and equipment, including personal protective equipment 1.5 Advise stewards of veterinarian presence on course
2. Monitor greyhounds or horses during race meetings	2.1 Carry out pre-race and post-race assessment of greyhounds or horses at the request of stewards and/or trainer or after observation of signs of distress, illness, injury or abnormal behaviour 2.2 Collect pre-race and post-race blood and/or other samples as directed by stewards according to procedures and relevant rules of racing 2.3 Provide advice on the impact of adverse weather conditions on the health, welfare and management of greyhounds or horses to stewards and/or trainers 2.4 Observe race and post-race activities and examine and treat greyhounds or horses of concern, and report results to stewards
3. Provide emergency care to greyhounds or horses	3.1 Assess emergency care situation and resource requirements, including any assistance needed from staff on track 3.2 Carry out emergency care to greyhounds or horses 3.3 Provide written reports to stewards of any injuries and conditions suffered and any treatment provided to greyhounds or horses according to relevant racing code protocols and practices
4. Comply with euthanasia procedures	4.1 Report reasons for decision to euthanase greyhound or horse to stewards and personnel connected with the animal 4.2 Move greyhound or horse to private location if possible or screen area from public view 4.3 Verify and record identification of animal 4.4 Select euthanasia method and administer with consideration to staff safety, greyhound or horse welfare and the rules of racing 4.5 Confirm death of greyhound or horse 4.6 Take samples for testing or perform post-mortem 4.7 Coordinate arrangements with stewards, race club staff and greyhound or horse connections for removal of deceased animal

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.8 Provide written report on incident, including reasons for decision to euthanase and outcomes of post-mortem tests, to stewards

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 consolidate key information, including rules of racing and race club procedures
Writing	Use clear language and accurate industry and/or medical terminology for reporting and recording animal injury and treatment information
Numeracy	Perform calculations and measurements to determine medication doses
Navigate the world of work	- Follow workplace procedures, including WHS, animal welfare and first aid requirements, and meet expectations relating to own role and responsibilities - Maintain racing code requirements for confidentiality
Interact with others	Follow accepted industry practices and communication protocols for working with stewards, racing officials and other personnel
Get the work done	- Respond quickly to requests from stewards or other racing officials - Judge situations, often under pressure, and take appropriate action to prevent problems arising or to overcome problems before they escalate

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

current version	previous version		
RGRROP404 Perform duties of veterinarian at race meetings or trials	RGRROP404A Perform duties of veterinarian at race meetings or trials	Updated to meet Standards for Training Packages. Minor changes to performance criteria to clarify intent.	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>

Assessment Requirements for RGRROP404 Perform duties of veterinarian at race meetings or trials

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 performed duties of a veterinarian at a minimum of three race meetings or trials for greyhounds or horses, including for each:

- applied safe animal handling and work practices, including assessing hazards and controlling risks when dealing with greyhounds or horses
- identified animal by colour, brand, gender, and leg and face markings
- assessed animal health and illness or injury status
- treated animals during race events, including in emergency situations
- participated in safe sample collection processes according to procedures and relevant rules of racing
- followed procedures for euthanasing animals, notifying relevant personnel and disposing of body
- provided prompt and succinct information to stewards and others.

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:

- protocols and procedures for communicating with stewards, and licensed and other racing industry personnel
- relevant rules of racing for code and area of responsibility
- emergency animal care
- euthanasia practices and animal removal processes
- greyhound or horse behaviour, senses and communication traits
- signs of animal health, ill health, injury and diseases
- industry terminology related to race meeting procedures
- features used to identify animals accurately for relevant code, including colour, brand, gender, and leg and face markings for reporting

- impacts on animals of adverse or extreme weather conditions
- work health and safety and racing industry safety requirements, including safe operating procedures and personal protective equipment
- medications and treatments for injured or unhealthy animals
- racing industry animal welfare and ethical requirements
- reporting requirements for breaches of relevant procedures or rules of racing relating to sample collection or animal welfare
- sample collection standard operating procedures
- swabbing protocols and associated rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racetrack/s and related facilities
- resources, equipment and materials:
 - various greyhounds or horses at race meetings requiring first aid or emergency care, or realistic simulations if safety or access is restricted
 - materials and equipment relevant to providing first aid and emergency care for greyhounds or horses at a typical race meeting
 - personal protective equipment correctly fitted and appropriate for activity for individual
 - resources to make bookings and prepare invoices and reports.

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>

RGRROP405 Conduct veterinarian 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 supervise the collection of samples from racing animals. It includes the preparation, authorisation and carrying out of testing, and initiation of evidence-gathering activities, emphasising the continuity and security of evidence.

The unit applies to individuals who are veterinarians, registered with the relevant veterinarian practitioner registration authority, experienced in the management and care of racing greyhounds or horses.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant controlling body or Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Instruct staff in collection procedures	1.1 Review rules of racing relating to collection of samples with staff 1.2 Explain collection protocols and demonstrate to staff 1.3 Discuss potential problems with sample collection and explain preferred actions
2. Promote workplace health and safety and safe racing operating procedures	2.1 Identify hazards to humans relating to handling samples, and present risk management protocols 2.2 Identify hazards relating to collecting samples from animals, and explain and demonstrate risk management protocols 2.3 Explain reporting procedures in case of incident or accident during collection
3. Monitor swab collection	3.1 Observe and evaluate sample collection by staff 3.2 Provide feedback to staff on collecting technique, compliance with collecting protocols and safe operating procedures. 3.3 Provide assistance and advice to collecting staff according to workplace protocols and procedures 3.4 Check documentation on sample collection 3.5 Store samples securely until the end of the collection period, and then deliver to nominated officer 3.6 Document and report incidents or problems that occur during collection to stewards

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 key information in rules of racing and collection procedures
Writing	Use clear language and accurate industry terminology for reporting and recording sample information
Oral communication	Provide clear, sequenced instructions, using tone and terminology suitable for audience

Skill	Description
Navigate the world of work	- Follow workplace procedures, including workplace health and safety and animal welfare requirements, and meet expectations relating to own role and responsibilities - Maintain confidentiality of information according to racing code requirements
Interact with others	- Work collaboratively with others to promote teamwork - Follow accepted industry practices and communication protocols for working with stewards, racing officials and other personnel
Get the work done	Plan and coordinate multiple tasks and personnel to achieve outcomes relevant to sample collection

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP405 Conduct veterinarian supervision of sample collection procedures	RGRROP405A Conduct veterinarian supervision of sample collection procedures	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP405 Conduct veterinarian supervision of sample collection procedures

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 performed duties of a registered veterinarian supervising sample collection procedures at a minimum of two race meetings or trials for greyhounds or horses, including for each:

- directed and supervised personnel to correctly and safely participate in sample collection processes
- applied safe animal handling and work practices when dealing with greyhounds or horses
- complied with sample collection protocols and procedures, workplace health and safety and animal welfare legislative requirements to maintain the integrity of samples
- provided prompt and succinct information to stewards and others according to the rules of racing and industry codes of practice.

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:

- racing industry practices and protocols for sample collection and swabbing:
 - applicable rules of racing
 - supervising staff
 - safe operating procedures
- communication and reporting procedures and protocols:
 - with stewards, and licensed and other racing industry personnel
 - for irregularities and problems, including difficulties in obtaining samples
- key racing industry safety procedures relevant to role and sample collection, including:
 - workplace health and safety legislation and veterinary codes of practice
 - personal protective equipment
 - hazard identification and risk management
 - safe handling and controlling techniques for greyhounds and racehorses

- racing industry and animal welfare requirements for working with greyhounds or racehorses:
 - safe handling techniques
 - features used to identify animals: colour, brand, gender, and leg and face markings
 - greyhound behaviour and temperament or horse behaviour, body language, senses and communication traits.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racetrack/s and related facilities
- resources, equipment and materials:
 - various greyhounds or harness or thoroughbred horses at race meetings for collecting samples
 - materials and equipment relevant to collecting samples at a typical race meeting
 - personal protective equipment correctly fitted and appropriate for activity for individual
- relationships:
 - personnel to supervise
 - stewards and racing officials for reporting.

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>

RGRROP406 Perform duties of harness race starter

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 safely and efficiently conduct race starts, including preparing for race starts, working closely with other race meeting staff, reporting to stewards and race club personnel, and completing post-race activities.

The unit applies to individuals who act as starters for race meetings as part of their job function in the harness racing industry.

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

Racing performance (ROP)

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. Prepare for race starts	1.1 Confirm race fields, distances and start types according to requirements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.2 Note past problems with particular horses during race starts 1.3 Confirm operation of mobile and other start equipment prior to commencement of race meeting 1.4 Organise contingency plan in case of malfunction in start equipment 1.5 Interpret and comply with rules of racing relating to starting a race 1.6 Identify hazards and assess and control risks associated with the start of a race to minimise risk of injury according to safe operating procedures 1.7 Relay race meeting protocols and instructions to mobile driver and other staff
2. Start harness race using mobile barrier or standing start conditions	2.1 Verify starters and note colours and approved gear 2.2 Send horses to warm up 2.3 Confirm race start time with stewards 2.4 Call horses to score-up under clerk of course supervision 2.5 Request drivers to assume start positions within time and safety constraints 2.6 Manage incidents to minimise the risk of injury to staff and horses, and report to stewards and/or veterinarian 2.7 Declare non-starters after conferring with stewards 2.8 Confirm permission to start race with stewards 2.9 Initiate race start and operate gates once horse position is stable or when mobile barrier is at appropriate place on track
3. Complete post-race activities	3.1 Provide score-up and start reports to stewards 3.2 Update notes on problems with starters for personal records 3.3 Check barrier or start equipment for damage and/or maintenance requirements prior to shutting down 3.4 Report repairs or maintenance requirements to race club

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 racing documents relating to race distances, race fields, track conditions, horse identification and performance records
Writing	Prepare reports accurately and legibly according to steward or racing club requirements
Oral communication	Use clear language, accurate information and appropriate tone for audience when giving instructions or reporting information to others
Navigate the world of work	Take responsibility for complying with applicable rules of racing, and animal welfare and workplace health and safety requirements in carrying out role
Interact with others	Follow communication protocols and practices for reporting and responding promptly to issues with racing officials and other personnel, including the use of discretion and confidentiality
Get the work done	Make effective decisions and resolve problems within the bounds of the duties and responsibilities of a race meeting starter

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP406 Perform duties of harness race starter	RGRROP406A Perform duties of harness race starter	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP406 Perform duties of harness race starter

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 performed duties of a harness race starter at a minimum of three race meetings or trials, including for each:

- conducted pre-race preparations, including identifying risks associated with race meeting start
- followed process to start harness race using mobile barrier or standing start conditions
- completed post-race activities
- communicated with and reported to stewards.

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:

- race meeting and race start requirements, including:
 - relevant rules of racing for harness race starts
 - race fields, distances and start types
 - approved gear for harness racing and features of damaged or defective gear
 - operation of mobile and other start equipment, and procedures for operation and maintenance
- race meeting communication procedures, including:
 - protocols for communicating with stewards, race officials, drivers and others
 - reporting requirements for irregularities and problems
- working with race horses:
 - range of behaviour traits and body language exhibited by horses relevant to harness race starts
 - methods for identifying individual horses

- common features of injury, illness and distress in horses
- racing industry animal welfare requirements
- racing industry safety requirements, including:
 - identification and assessment of hazards and risks
 - personal protective equipment
 - control measures to minimise injury to staff, drivers and horses
 - safe horse handling and controlling techniques
 - organisational safe operating procedures
 - workplace health and safety requirements relating to interacting with horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling and approved race starting and associated facilities
- resources, equipment and materials:
 - various standardbred horses at harness race facilities
 - mobile or other start equipment for race meeting
 - personal protective equipment correctly fitted and appropriate for activity for individual
- relationships (internal/external):
 - access to drivers, stewards and other staff.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRROP407 Perform duties of thoroughbred race starter

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 safely and efficiently conduct thoroughbred race starts, including preparing for race starts, working closely with other race meeting staff, reporting to stewards and race club personnel and completing post-race activities.

The unit applies to individuals who act as starters for race meetings as part of their job function in the thoroughbred racing industry.

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

Racing performance (ROP)

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. Prepare for race starts	1.1 Confirm race fields and distances with racing club officials or instructions 1.2 Note past problems with particular horses during loading of

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	barriers 1.3 Confirm operation of barriers and other start equipment prior to commencement of race meeting 1.4 Organise contingency plans in case of malfunction in start equipment 1.5 Interpret and comply with rules of racing relating to starting a race 1.6 Identify hazards and assess and control risks associated with the start of a race to minimise risk of injury according to safe operating procedures 1.7 Relay and allocate race meeting duties and instructions to staff
2. Supervise pre-start activities	2.1 Identify and verify starters and note approved gear and colours 2.2 Send horses to start under supervision of clerk of course 2.3 Confirm race start time with stewards 2.4 Determine order of loading barriers, and relay to staff 2.5 Carry out barrier loading within time and safety constraints using approved methods and personal protective equipment and with consideration to public perception of non-verbal signals and handling techniques 2.6 Manage incidents to minimise risk of injury to staff and horses and report to stewards and veterinarian 2.7 Declare non-starters after conferring with stewards
3. Start race and complete post-race activities	3.1 Report possible delay in race time to stewards 3.2 Seek race start permission from stewards 3.3 Initiate race start as soon as starters are loaded and ready 3.4 Provide feedback on staff performance in a timely and positive manner 3.5 Present barrier loading and race start reports to stewards according to race club protocols 3.6 Check barrier or start equipment for damage and/or maintenance requirements prior to shutting down 3.7 Report repairs or maintenance requirements to race club in

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	required reporting format

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 racing documents relating to race distances, race fields, track conditions, horse identification and performance records
Writing	Prepare reports accurately and legibly according to steward or racing club requirements
Oral communication	Use clear language, accurate information and appropriate tone for audience when giving instructions or reporting information to others
Navigate the world of work	Take responsibility for complying with applicable rules of racing and safety and animal welfare requirements in carrying out role
Interact with others	Follow communication protocols and practices for reporting and responding promptly to issues with racing officials and other personnel, including the use of discretion and confidentiality
Get the work done	Make effective decisions and resolve problems within the bounds of the duties and responsibilities of a race meeting starter

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP407 Perform duties of	RGRROP407A Perform duties of	Updated to meet Standards for Training	Equivalent unit

thoroughbred race starter	thoroughbred race starter	Packages.	

Links

Companion Volumes, including Implementation Guides, are available at VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

Assessment Requirements for RGRROP407 Perform duties of thoroughbred race starter

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 performed duties of a thoroughbred race starter at a minimum of three race meetings or trials, including for each:

- conducted pre-race preparations, including identifying risks associated with race meeting start
- followed process to start thoroughbred race
- completed post-race activities
- communicated with and reported to stewards, veterinarian and other racing personnel.

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:

- race meeting and race start requirements, including:
 - relevant rules of racing for thoroughbred race starts
 - race fields, distances and start types
 - approved gear for thoroughbred racing and features of damaged or defective gear
 - operation of start equipment and procedures for operation and maintenance
- race meeting communication procedures, including:
 - protocols for communicating with stewards, race officials, riders and others
 - allocating duties to other staff
 - reporting requirements for irregularities and problems
- working with racehorses:
 - range of behaviour traits and body language exhibited by horses relevant to thoroughbred race starts
 - methods for identifying individual horses
 - common features of injury, illness and distress in horses

- racing industry animal welfare requirements
- racing industry safety requirements, including:
 - identification and assessment of hazards and risks
 - personal protective equipment
 - control measures to minimise injury to staff, drivers and horses
 - safe horse handling and controlling techniques
 - organisational safe operating procedures
 - work health and safety requirements relating to interacting with horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling and approved race starting and associated facilities
- resources, equipment and materials:
 - various thoroughbred horses at race meetings
 - starting equipment for race meeting
 - personal protective equipment correctly fitted and appropriate for activity for individual
- relationships (internal/external):
 - access to riders, stewards and other staff.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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>

RGRROP408 Perform duties of betting supervisor or steward at greyhound or horse race meetings

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 perform the duties related to betting ring and internet wagering activity of a betting supervisor at race meetings.

The unit applies to authorised racing officials who apply high-level mathematical skills to effectively monitor and interpret wagering information associated with greyhound, harness or thoroughbred race meetings.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant controlling body or 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

Racing performance (ROP)

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. Gather information relating to market prices	1.1 Interpret previous race performance of greyhounds or horses 1.2 Determine the expected form of the racing greyhounds or

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
and fluctuations	horses 1.3 Collect, interpret and report betting information to stewards 1.4 Monitor, note and report fluctuations and anomalies in prices to stewards prior to race 1.5 Monitor bookmakers' telephone calls 1.6 Monitor internet wagering activity 1.7 Observe activities in betting ring and surrounds
2. Mediate in betting disputes	2.1 Clarify wagering disputes 2.2 Investigate wagering disputes according to the rules of racing and legislative requirements 2.3 Resolve or refer wagering disputes to stewards
3. Inspect betting ledgers and other records of transactions	3.1 Compare accepted wagers with legislative requirements 3.2 Review bookmakers' ledgers and other records for compliance with rules of racing and legislative requirements 3.3 Compile and present evidence of suspected non-compliance by bookmakers or their employees to chief steward or other designated personnel 3.4 Seize and receipt ledgers and other documentation for further investigation if non-compliance is suspected

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	Read and interpret wagering information and other racing documentation and rules of racing
Writing	Provide clear and concise reports on race performance using industry-recognised language
Numeracy	Perform mathematical calculations to interpret complex

Skill	Description
	wagering and financial information, and record results
Oral communication	Report to racing officials in a clear and concise manner on race and wagering performance
Navigate the world of work	Take full responsibility for following policies and procedures, rules of racing and legislative requirements, identifying organisational implications of new legislation or regulation
Interact with others	Manage conflict through the recognition of contributing factors and by implementing strategies to resolve conflict
Get the work done	- Use the main features and functions of digital tools to complete work tasks and access information on wagering and race performance - Use observation skills effectively to monitor activities in betting ring and surrounds

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP408 Perform duties of betting supervisor or steward at greyhound or horse race meetings	RGRROP408A Perform duties of betting supervisor or steward at greyhound or horse race meetings	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>

Assessment Requirements for RGRROP408 Perform duties of betting supervisor or steward at greyhound or horse race meetings

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 performed the duties of betting supervisor or steward for at least two greyhound or horse race meetings, including for each:

- compiled and interpreted betting information and fluctuations
- monitored betting and wagering activity
- mediated betting disputes according to racing protocols and rules of racing
- analysed and interpreted bookmakers' ledgers, totalisator and other systems
- implemented the requirements, procedures and instructions that apply to monitoring wagering activity.

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:

- roles of racing industry personnel, including bookmakers, clerks and stewards
- rules of racing and legislative requirements relating to laying of bets, including:
 - rights and obligations of punters
 - bookmakers and other suppliers of wagering products
 - managing non-compliance
 - procedures for managing conflict and handling wagering disputes
- organisational policies and procedures and industry terminology relating to race meeting wagering
- effects of race-related activity on betting and wagering, including:
 - race incidents on animal performance
 - track conditions and ratings
 - course layout and rail placement

- wagering trends, including odds fluctuations and unusual betting patterns
- protocols and procedures for communicating with stewards, and licensed and other racing industry personnel and the public, including:
 - presenting evidence
 - reporting irregularities and problems
- types of documentation and interpretation maintained by bookmakers
- equipment and systems used in work role, and procedures for its operation and maintenance.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - race administration offices and race meetings
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to supervise, interpret and analyse wagering activity
- specifications:
 - work instructions and related documentation
- relationships (internal and/or external):
 - opportunities to demonstrate mediation skills in real or simulated wagering disputes with others.

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>

RGRROP409 Perform duties of greyhound grader

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 use grading policies and procedures to grade greyhounds for eligibility to compete in races.

The unit applies to individuals who are required to apply the grading policy to the classification of racing greyhounds for a racing governing body as part of their job role.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Interpret race performance	1.1 Analyse performance of greyhounds in line with grading policies and procedures 1.2 Examine and interpret race result reports and communicate findings to appropriate personnel in a manner that complies with workplace practices
2. Rank race performance	2.1 Apply race class structure to compare performances 2.2 Consider experience and/or age of runner and incidents within

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	the race when evaluating performance. 2.3 Consider box draw, distance of race and track type 2.4 Relate weather conditions to race performance
3. Compile and maintain grading records	3.1 Rank race fields using approved grading system of racing controlling body or authority 3.2 Prepare and maintain currency of records of performance according to organisational procedures 3.3 Maintain computer-based and hard copy records according to organisational procedures 3.4 Ensure integrity and ethical principles are applied to grading protocols and procedures and other duties 3.5 Maintain confidentiality of decisions according to organisational protocols

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 analyse greyhound race performance information and other racing documentation for application to grading process
Writing	Maintain grading records and documentation electronically and in print using accurate and appropriate racing industry terminology
Numeracy	Perform mathematical calculations to interpret and analyse embedded numerical data for grading process
Oral communication	Use collaborative techniques, including active listening and questioning to convey and clarify information
Navigate the world of work	Take full responsibility for following policies, procedures and legislative requirements

Skill	Description
Get the work done	• Use the main features and functions of digital tools to complete work tasks and access information on greyhound performance and grading • Apply systematic and analytical decision-making processes for complex and non-routine situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP409 Perform duties of greyhound grader	RGRROP409A Perform duties of greyhound grader	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP409 Perform duties of greyhound grader

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:

- interpreted race results and greyhound performances
- implemented grading procedures to determine greyhound ranks, considering a range of variables
- maintained accurate records according to racing procedures and confidentiality requirements
- complied with requirements, procedures and instructions when grading greyhounds for races.

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:

- grading systems, classifications, distances and industry terminology related to greyhound races
- organisational policies and procedures related to greyhound grading, including communication and reporting protocols
- ethical conduct standards of relevant controlling body or Principal Racing Authority, including principles of confidentiality
- systems and documentation used in grading greyhounds
- factors that affect greyhound performance.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - industry-supervised access to racing administration offices and racetracks

- resources, equipment and materials:
 - materials, equipment and systems relevant to assessing individual's ability to complete greyhound grading procedures
- 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>

RGRROP410 Perform duties of racehorse handicapper

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 for racehorse handicappers to interpret race performance, rank race performance and compile and update handicapping records.

The unit applies to racing industry personnel who are required to apply the handicapping policy to the classification of racehorses for a racing governing body as part of their job role in the harness or thoroughbred codes of racing.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Interpret race performances	1.1 Analyse performance of horses relevant to race event 1.2 Examine and interpret speed maps
2. Rank race performances	2.1 Use race class structure to compare performances 2.2 Relate track ratings and weather conditions to race performance

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.3 Consider experience and/or age of runner and incidents within the race in relation to race requirements 2.4 Consider barrier draw and distance of race
3. Compile and maintain handicapping records	3.1 Rank race fields using organisational handicapping system 3.2 Prepare and maintain currency of records of performance 3.3 Maintain computer-based and/or hard copy records according to organisational procedures 3.4 Employ appropriate communication skills when dealing with racing participants 3.5 Ensure integrity and ethical principles are applied to handicapping protocols and procedures and other duties 3.6 Maintain confidentiality of decisions and records according to organisational 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	Interpret and analyse race and horse performance and other racing documentation, including rules of racing for application to handicapping process
Writing	Use accurate and appropriate racing industry terminology
Numeracy	Perform mathematical calculations to interpret and analyse embedded numerical data for handicapping and performance assessment
Oral communication	Use collaborative techniques, including active listening and questioning, to convey and clarify information
Navigate the world of work	Take full responsibility for following policies, procedures and legislative requirements
Get the work done	Use the main features and functions of digital tools to complete work tasks and access information on racehorse performance and

Skill	Description
	handicapping assessment • Apply systematic and analytical decision-making processes for complex and non-routine situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP410 Perform duties of racehorse handicapper	RGRROP410A Perform duties of racehorse handicapper	Updated to meet Standards for Training Packages.	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>

Assessment Requirements for RGRROP410 Perform duties of racehorse handicapper

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:

- interpreted race results and racehorse performance data
- implemented procedures to determine racehorse rank and handicap, considering a range of variables
- maintained accurate records according to organisational procedures and confidentiality requirements
- complied with requirements, procedures and instructions when ranking racehorses and applying handicapping system.

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:

- race form, class structure, track ratings and industry terminology related to horse racing
- rules of racing and handicapping regulations relevant to the racing code
- factors that affect racehorse performance, and the effects of track conditions, ratings, course layout and rail placement on horse performance
- organisational policies and procedures related to racehorse ranking and handicapping, including reporting protocols for irregularities and problems
- communication procedures, including reporting lines within the workplace and wider racing industry, including:
 - dealing with disgruntled racing participants
 - gathering and relaying information relating to racehorse handicapping
 - responding to trainers or owners disputing the handicap and/or formal complaint
- ethical conduct standards of relevant Principal Racing Authority, including principles of confidentiality
- systems and documentation used in racehorse ranking and handicapping.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - industry-supervised access to racing administration offices and racecourses relevant to the applicable racing code
- resources, equipment and materials:
 - materials, systems and equipment relevant to assessing individual's ability to complete race handicapping procedures
- 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>

RGRROP411 Perform duties of greyhound or horse race judge

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 operate computers and other relevant technology to correctly identify greyhounds or horses and specify the finish positions in races, and report outcomes of the race.

The unit applies to racing industry personnel who are required to perform the duties of a greyhound or horse race judge for a racing governing body or race club as part of their job role in the greyhound, harness or thoroughbred code of the industry.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant controlling body or Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Prepare for race day	1.1 Verify race fields and distances for relevant races 1.2 Confirm barrier position, racing colours and greyhound or horse identification with relevant personnel 1.3 Verify operation of equipment used to observe race, and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	identify placings prior to commencement of race meeting 1.4 Comply with rules of racing for the declaration of places in a race
2. Identify the finish positions in a greyhound or horse race or trial	2.1 Identify individual greyhounds or horses within a race 2.2 Identify racing positions of all greyhounds or horses throughout the major stages of the race prior to the finish 2.3 Note incidents within a race according to the rules of racing 2.4 Trigger photo finish image recording as per racing requirements 2.5 Estimate placings of first four greyhounds or first five horses 2.6 Confirm and declare placings of all runners after interpretation of photo finish image
3. Report outcomes of the race	3.1 Advise stewards of final placings 3.2 Provide results to public via semaphore or other notification system 3.3 Prepare report on placings and forward to stewards and other relevant parties in line with reporting 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	Interpret and analyse race information and records and other documentation from a variety of sources
Writing	Prepare racing reports using industry terminology and ensuring clarity of meaning and accuracy of information
Oral communication	Use collaborative techniques, including active listening and questioning, to convey and clarify information
Navigate the world of	Take full responsibility for following policies and procedures, rules of racing and legislative requirements

Skill	Description
work	
Get the work done	• Use the main features and functions of digital tools to complete work tasks and access information on race runners and places • Apply systematic and analytical decision-making processes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP411 Perform duties of greyhound or horse race judge	RGRROP411A Perform duties of greyhound or horse race judge	Updated to meet Standards for Training Package.	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>

Assessment Requirements for RGRROP411 Perform duties of greyhound or horse race judge

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 performed duties of greyhound or horse race judge, at a minimum of three race meetings or trials, including for each:

- prepared for race day, including:
 - verified the race conditions and equipment prior to race
 - identified and verified race runners
- monitored race and estimated and confirmed relevant places of greyhounds or horses
- advised and reported race places to stewards and the general public
- maintained appropriate records and reports on race placings
- complied with procedures, rules of racing and relevant legislation in performing duties to judge races.

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:

- relevant rules of racing and industry terminology related to race procedures and judging races
- organisational policies and procedures and documentation relating to race placings and reporting
- types of equipment used to monitor and record race proceedings, and procedures for its operation and maintenance
- communication procedures, including reporting lines within the workplace and wider racing industry, including:
 - reporting irregularities and problems
- identification features of greyhounds or horses, including race colours and barrier or box numbers
- ethical conduct standards of relevant controlling body or Principal Racing Authority.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - industry-supervised access to race meetings and racecourse facilities relevant to the applicable racing code
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to complete race judging procedures
- 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>

RGRSTD301 Perform duties of cadet steward

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 perform the duties of a cadet steward in race meeting and non-race meeting activities.

The unit applies to stipendiary or cadet stewards or those who have been approved by a Principal Racing Authority (PRA) to attend meetings or trials and support senior stewards in non-race meeting duties. They perform duties as directed by the chairman of stipendiary stewards for the greyhound, harness and thoroughbred racing codes, and work in environments including racing administration, kennels or stables, racecourses and public areas.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant 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. Support racing	1.1 Organise and prepare office equipment used in racing operations

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
operations staff in administrative duties	1.2 Prepare race day documentation according to instructions 1.3 Research roles in race day operations and define duties 1.4 Perform a range of racing operations functions in order to assist or replace staff as a contingency measure 1.5 Report problems and/or incidents to supervisor and/or chairman of stewards' panel
2. Assist in conduct of race meetings or trials	2.1 Perform duties allocated in an effective and timely manner according to instructions and safe work practices 2.2 Inspect gear used on racing animals for condition, fit, safety and authorised use 2.3 Verify identification of animals at race meetings and trials 2.4 Verify identification of licensed or registered persons at race meetings or trials 2.5 Observe and report on animal performance for relevant racing code
3. Verify suitability of animals to race	3.1 Identify features of healthy racing animals 3.2 Identify symptoms of poor health, pain or distress in racing animals 3.3 Refer animals to specialist for evaluation according to procedures 3.4 Receive advice from specialist on animal fitness to start, and convey to chairman of stewards
4. Support senior stewards in non-race day activities	4.1 Check safety and security of kennels or stables for compliance with racing requirements 4.2 Check animals against kennel or stable returns 4.3 Gather information on animal performance as requested by stewards 4.4 Gather information on racing participants as requested by stewards 4.5 Assist with the gathering of evidence for investigations, inquiries and appeals 4.6 Update records according to 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
Learning	Actively maintain a current and thorough knowledge of the rules of racing and PRA requirements for stewards
Reading	Interpret key information in procedures and protocols, rules of racing and other documentation, and consolidate information to determine work requirements
Writing	Accurately record and complete racing industry documentation, and compile reports using clear language and terminology
Oral communication	Effectively participate in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	- Take responsibility for following explicit and implicit policies, procedures and legislative requirements - Seek advice and clarification for new activities
Interact with others	Cooperate with others and contribute to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	Make routine decisions and implement standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD301 Perform duties of cadet steward	RGRSTD301A Perform duties of cadet steward	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>

Assessment Requirements for RGRSTD301 Perform duties of cadet steward

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 performed duties of cadet steward at a minimum of two race meetings or trials, and on at least one non-race day occasion, including for each:

- supported racing operations staff and completed administrative duties, including preparing race day documentation
- assisted with the conduct of race meetings or trials, including verifying the suitability of animals to race
- identified animals by colour, markings, brands, microchips and tattoos according to relevant code requirements
- supported senior stewards in non-race day activities, including:
 - checked and gathered information on security, safety, animal welfare and performance and participant activity
- followed instructions and procedures and complied with the rules of racing that apply to the duties of a cadet steward.

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:

- procedures and protocols for communicating with other stewards and officials, including:
 - reporting lines within the workplace and wider racing industry
 - principles of effective communication
 - reporting irregularities and problems
- duties and responsibilities of cadet steward role, including:
 - ethical conduct standards of relevant controlling body or Principal Racing Authority
 - relationship of own role to roles and activities of licensed and non-licensed racing industry personnel

- relevant rules of racing and own role, including:
 - licensing requirements for racing industry personnel
 - registration requirements of greyhounds or horses
 - racing industry animal welfare requirements
 - key safety and environmental requirements
- methods for identifying greyhounds or racehorses, including:
 - markings, physical features and brands
 - microchips and tattoos according to relevant code requirements
 - registration documentation
- approved racing gear and reasons for identifying and reporting problems with condition, fit and safety
- animal performance indicators and checking for common signs and symptoms of injury, ill health or distress in racing animals
- safety and security of kennels or stables
- reasons racing animals may not perform as expected
- organisational policies and procedures that apply to cadet steward duties:
 - methods and protocols for collecting evidence
 - purpose and comprehension of racing and non-racing operations documentation
 - procedures for recordkeeping and use of office information systems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing administration buildings, training and racetracks, race trials and meetings and related facilities, including commercial kennels or stables
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to perform cadet steward duties
- 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>

RGRSTD302 Interpret wagering trends

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 conduct pre-race and race meeting checks of a variety of documentation, including written, audio and visual, to monitor and interpret wagering information for race integrity purposes.

The unit applies to stipendiary or cadet stewards or those who have been approved by a Principal Racing Authority (PRA) to perform the job functions associated with interpreting wagering trends in greyhound, harness or thoroughbred racing codes.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant 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. Read and interpret wagering information	1.1 Interpret industry terminology, abbreviations and acronyms used in wagering

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.2 Recognise different types of bets available for relevant racing code 1.3 Interpret rules of racing related to bookmakers, bookmakers' clerks and other licensed and registered personnel, including owners 1.4 Interpret bookmakers' ledgers 1.5 Interpret information provided on totalisators and other betting or form analysis systems
2. Monitor wagering	2.1 Monitor on-course and totalisator wagering trends to determine patterns 2.2 Monitor off-course e-betting system wagers to understand trends
3. Relate odds offered to current form	3.1 Review speed maps and predicted form of greyhounds or horses 3.2 Compare the odds offered by a range of sources to predicted form 3.3 Assess race performance against wagers made and reported 3.4 Report on fluctuations and anomalies according to PRA 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	Analyse key information in wagering documentation and consolidate information to determine trends and patterns
Writing	Accurately record and complete workplace documentation, and compile reports using clear language and terminology
Numeracy	Perform mathematical calculations to interpret complex wagering information
Oral communication	Report to racing officials in a clear and concise manner on wagering performance
Navigate the world of work	Take full responsibility for following policies, procedures and legislative requirements relating to integrity in racing relevant to own job role

Skill	Description
Get the work done	Use the main features and functions of digital tools to complete work tasks and access information on wagering and performance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD302 Interpret wagering trends	RGRSTD302A Interpret wagering trends	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>

Assessment Requirements for RGRSTD302 Interpret wagering trends

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 interpreted wagering trends for at least three races at two separate race meetings or trials, including for each:

- interpreted wagering information to predict race outcomes
- analysed race form and predicted expected race results
- accurately monitored and reported on betting activity, trends, fluctuations and anomalies.

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:

- betting and wagering systems and role of key players, including:
 - bookmakers and bookmakers' clerks
 - totalisators and other betting or form analysis systems
 - odds fluctuations and unusual betting patterns
 - industry terminology related to betting and wagering
- procedures and protocols for communicating with other stewards and officials, including:
 - reporting lines within the workplace
 - reporting irregularities, fluctuations and anomalies with wagering information
- factors to consider in monitoring wagering in the racing industry, including:
 - reasons racing animals may not perform as expected
 - effect of track conditions and ratings, course layout and rail placement on animal performance
 - identification of greyhounds or racehorses by markings, colours and numbers
 - key features of handicapping processes for thoroughbreds
- organisational policies and procedures relevant to interpreting wagering trends, including:

- ethical conduct standards of relevant principal racing authority
- processes for analysing betting data
- accessing and operation of organisational systems and technology for tracking and recording wagering information
- relevant rules of racing, including those relating to bookmakers, bookmakers' clerks and other licensed and registered personnel, including owners.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing administration buildings, race meetings and related facilities
- resources, equipment and materials:
 - materials, equipment and systems relevant to assessing individual's ability to interpret wagering trends
- 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>

RGRSTD303 Assess racing and training gear suitability and safety

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 check approved and non-approved gear and equipment is correctly fitted for comfort and safety purposes.

The unit applies to individuals who work as a stipendiary or cadet steward, or others approved by a Principal Racing Authority (PRA) to undertake these duties in greyhound, harness or thoroughbred racing codes.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant 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. Ensure compliance of racing and training gear	1.1 Inspect and identify approved racing and training gear and equipment

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
for relevant racing code	1.2 Inspect and identify non-approved gear and equipment 1.3 Report and remove non-approved or illegal gear according to current rules of racing and register of approved gear for relevant racing code
2. Check fit and safety of racing and training gear for relevant racing code	2.1 Check racing and training gear fit to ensure comfort and safety to greyhound or horse 2.2 Inspect potential wear points on gear or equipment to determine usability and/or maintenance needs 2.3 Inspect stitching, bonding and attachment points for wear 2.4 Inspect bandages and boots for suitable fit and secure closing
3. Make emergency adjustments to gear	3.1 Employ safe handling techniques to restrain greyhound or horse during gear adjustments 3.2 Supervise or assist with adjusting or replacing gear to ensure safe racing and handling

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
Navigate the world of work	- Follow instructions, procedures and safe handling and ethical practices when dealing with greyhounds or horses - Understand responsibilities of own role in relation to rules of racing
Interact with others	Follow racing industry communication protocols and procedures for discussing, reporting or escalating issues
Get the work done	Follow clear instructions and make decisions based on defined criteria for assessing racing gear suitability and safety

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD303 Assess racing and training gear suitability and safety	RGRSTD303A Assess racing gear suitability and safety	Updated to meet Standards for Training Packages. Title changed and minor edits made 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>

Assessment Requirements for RGRSTD303 Assess racing and training gear suitability and safety

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 inspected and assessed different items of approved gear to determine suitability and safety for at least three race meetings or training events, including for each:

- checked compliance, detected and removed or reported non-approved or illegal gear
- checked fit, safety and suitability of approved racing or training gear during track and stable/kennel visits
- supervised or assisted with adjustments to approved gear to address comfort and safety
- handled racing animals according to safety and animal welfare requirements.

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:

- procedures and practices for assessing racing gear:
 - approved racing gear and equipment according to relevant code or national gear register for thoroughbreds
 - non-approved racing gear and equipment
 - implications of greyhounds or horses racing without approved or safe gear
 - factors to consider in checking fit for racing gear comfort
- greyhound or horse safe handling and controlling techniques
- range of behaviour traits exhibited by greyhounds or horses
- reporting lines and reporting requirements for irregularities and problems
- racing industry standards and expectations relevant to assessing gear suitability and safety:
 - racing industry animal welfare requirements
 - racing industry safety requirements, including safe operating procedures
- relevant rules of racing relating to racing gear.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - stables or kennels, training and racetrack or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - gear or equipment to be worn by greyhounds or horses and racing personnel during trials and races approved by racing control body or on national gear register for relevant racing code
 - personal protective equipment correctly fitted and appropriate for activity for individual.

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>

RGRSTD402 Perform non-race day duties of steward

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 and monitor trackwork and training operations. It includes managing the job functions associated with checking the equipment used in trackwork, the eligibility of participants, including greyhounds or horses, and conducting kennel or stable inspections.

The unit applies to a stipendiary or cadet steward or those who have been approved by a Principal Racing Authority (PRA) to manage the job functions associated with non-race day duties in workplace environments of racing administration, kennels, stables, racecourses and public areas.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant 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>
1. Oversee training operations	1.1 Monitor trackwork and training operations, ensuring track equipment and surface are safe 1.2 Monitor welfare of staff working in training operations 1.3 Verify animal welfare according to rules of racing and regulatory requirements 1.4 Review swab sample results and investigate irregularities 1.5 Evaluate site security and safety according to workplace policies and procedures
2. Carry out kennel or stable inspections	2.1 Verify cleanliness and hygiene of kennel or stable according to workplace health and safety, animal welfare and environmental regulatory requirements 2.2 Verify health and wellbeing of staff working in kennels or stables 2.3 Check medications, treatments and feed stuffs for presence of prohibited substances 2.4 Verify compliance of medication register with rules of racing and security 2.5 Complete and lodge kennel or stable inspection reports according to PRA procedures 2.6 Confirm kennel or stable security procedures are adhered to
3. Regulate and control conduct of industry participants	3.1 Review and confirm lease agreements with relevant stakeholders 3.2 Explain responsibilities and obligations to licensed and registered persons, owners, agents and others 3.3 Review applications for licence or registration according to PRA guidelines 3.4 Provide assistance to drivers, riders or others after critical incidents 3.5 Seek assistance for personal recovery or debrief after critical incident

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	Critically analyse racing documentation and records, consolidating information to use as required
Writing	Prepare succinct, operational reports using accurate and appropriate racing industry terminology
Oral communication	- Participate in verbal exchanges using active listening and questioning techniques to gather, clarify and relay information related to non-race day duties - Use clear language and concepts, and tone and pace appropriate for the audience and purpose when communicating with a range of racing personnel
Navigate the world of work	- Understand responsibilities and accountabilities of role, including workplace health and safety, rules of racing and animal welfare requirements - Recognise need for high-level personal ethics and integrity
Interact with others	- Interact with a diverse range of key personnel, stakeholders and participants from across the racing industry in a professional manner - Collaborate with other race officials, sharing information to build strong work groups and behaviours conducive to a productive environment
Get the work done	- Organise and prioritise work efficiently and flexibly in an environment often characterised by pressure and short timeframes - Apply systematic and analytical problem-solving skills to routine and complex situations - Access and utilise workplace racing information and recording systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD402 Perform non-race day duties of steward	RGRSTD402A Perform stewards' non-race day duties	Updated to meet Standards for Training Packages. Changes to title and 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>

Assessment Requirements for RGRSTD402 Perform non-race day duties of steward

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:

- overseen and monitored training operations, including:
 - verified staff and animal welfare, security and safety
 - followed procedures and instructions that apply to stewards
- reviewed and investigated swab irregularities
- inspected stable or kennels and for health and hygiene and prepared reports
- provided or ensured industry participants complied with agreements and obligations and registration and licensing requirements
- sought assistance for others and self after a critical incident.

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:

- communication procedures and protocols with other stewards and industry personnel, including:
 - reporting lines within the workplace and wider racing industry
 - principles of effective communication in explaining responsibilities and requirements to others
 - reporting requirements for irregularities and problems
- controlling body or principal racing authority policies and procedures, including:
 - relevant rules of racing
 - ethical conduct standards
 - licensing and registration requirements for personnel and animals
 - roles and activities of licensed and non-licensed racing industry personnel
 - obligations of licensed and registered persons, owners and agents

- prohibited substances
- greyhound, harness or thoroughbred code industry practices relating to trackwork and training operations
- steward non-race day duties, including:
 - industry terminology related to compliance
 - checking site security and safety policies and procedures
 - swab testing, investigations and reporting procedures
 - symptoms of and ways of checking for common signs of injury, ill health or distress in racing animals
 - greyhound or racehorse identification features
- racing industry requirements relating to:
 - workplace health and safety
 - animal welfare
 - environmental requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - commercial kennel or stable establishments, racecourse trackwork and training activities, and related facilities
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to perform the non-race day duties of a stipendiary steward
- specifications:
 - work instructions and related documentation
- relationships:
 - access to kennel or stable staff, racing officials and licensed or registered personnel.

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>

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.

Application

This unit of competency describes the skills and knowledge required to ensure the principles of administrative law are applied in the investigation and resolution of racing matters.

The unit applies to individuals authorised to conduct and resolve racing incident investigations 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. Apply the principles of administrative law	1.1 Apply natural justice to the investigation and resolution of racing matters 1.2 Follow racing protocols and procedures and due processes during

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	the investigation and resolution of racing matters 1.3 Identify circumstances requiring the exercise of powers that are outside organisational or own limits, and refer to designated personnel 1.4 Identify potential risks associated with the exercise of powers and strategies to manage risks 1.5 Prepare documentation of investigations and interviews, complying with the rules of racing and principles of administrative law
2. Conduct inquiries using effective interview techniques	2.1 Outline the purpose and intent of the interview to all participants, explaining rules and protocols to be followed 2.2 Organise and use communication and recording aids during interviews according to organisational requirements 2.3 Explain participant rights and responsibilities and determine the participant's need for assistance 2.4 Use active listening and effective questioning techniques to elicit and clarify information 2.5 Apply strategies for dealing with difficult people and conflict situations 2.6 Conduct interviews and inquiries in a timely manner according to organisational protocols and principles of administrative law
3. Make decision and determine appropriate penalties	3.1 Identify specific rules of racing that apply to the racing matter 3.2 Consult rules of racing to clarify information relating to the matter 3.3 Base decisions on evidence provided and according to the rules of racing 3.4 Consider penalties appropriate to the matter based on the evidence gathered, previous history of the participant and previous penalties for similar breaches of specific rules 3.5 Announce the decision and associated penalty, providing reasons to ensure a fair and transparent process 3.6 Explain right to appeal and associated process to the participant

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	Critically analyse complex documentation from a variety of sources, and consolidate information relating to investigation and evidence to determine requirements and draw conclusions
Writing	Document evidence accurately, including justification for decisions and penalties, using clear language and industry terminology in workplace formats
Oral communication	Communicate using assertive communication techniques to gather, interpret and relay information related to racing incident investigations
Navigate the world of work	- Take responsibility for following explicit and implicit policies, procedures and requirements - Recognise the need for ethical behaviour and actively promote the integrity and fairness of processes
Interact with others	- Manage conflict through the recognition of contributing factors and by implementing strategies to resolve conflict - Recognise the diversity in people and manage this diversity to ensure fair and transparent processes
Get the work done	- Make critical decisions in complex situations based on evidence, taking into consideration a range of variables - Apply systematic and analytical decision-making processes for complex and non-routine situations - Respond to problems requiring immediate resolution, drawing on past experiences to focus on the cause of a problem

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD403 Apply principles of administrative law to investigation and resolution of racing matters	RGRSTD403A Apply principles of administrative law to investigation and resolution of racing incidents	Updated to meet Standards for Training Packages. Changes to title and performance criteria	Equivalent unit

		for clarity.	

Links

Companion Volumes, including Implementation Guides, are available at VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

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>

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

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	workplace procedures 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	Critically analyse complex documentation from a variety of sources and consolidate information relating to the investigation of the appeal
Writing	Document transcripts and evidence using clear and detailed language in order to convey explicit information logically and sequentially
Oral communication	- 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	- 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	- 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>

Assessment Requirements for 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.

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 prepared for at least three racing industry appeals, including for each:

- researched and gathered information for an appeal
- prepared evidence, employing a range of appropriate communication strategies
- presented appeal information using appropriate communication strategies.

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 and terminology relating to administrative law and appeals
- steps in the appeal process, including evidence-gathering procedures and techniques
- rules of racing relevant to appeal subject matter
- ethical conduct standards of relevant principal racing authority
- organisational policies and procedures relating to appeals and format of documentation for evidence and transcripts
- communication procedures and protocols, including:
 - effective listening and speaking skills
 - presentation skills
 - assertiveness skills
 - reporting lines.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - supervised access to inquiry, protest and appeals documents at supervisor's discretion

- access to racing administration buildings and related appeals facilities
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to prepare evidence at racing appeals
- 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>

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>
1. Inspect collection area	1.1 Assess sampling area for cleanliness, safety and security according to racing industry requirements 1.2 Assess sampling area as suitable for human and animal comfort during collection process 1.3 Identify alternative area that complies with requirements for collection if original area is unsuitable 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 2.2 Review swab attendant's planned actions for compliance with collection procedures and protocols for nominated laboratory work 2.3 Review work health and safety operating procedures with swab attendant 2.4 Review procedures for dealing with collection incidents and non-compliance with swab attendant 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 3.2 Check sampling area for mislaid documentation or sample kit items 3.3 Store samples to avoid deterioration prior to return to laboratory 3.4 Record incidents that occurred during collection process in stewards' report 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

Skill	Description
Reading	Interpret sampling procedures and other documentation, and consolidate information to ensure compliance
Writing	Accurately record and complete required sampling documentation using clear language and correct terminology
Oral communication	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
Navigate the world of work	- 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 - Understand the need for integrity, security and due processes for collecting samples from racing personnel and racing animals
Interact with others	Use workplace practices and protocols effectively to communicate and work with a diverse range of people relevant to the job role
Get the work done	- Prioritise, organise and sequence tasks related to supervising sample collection procedures, adapting to requirements of race track facility or contingency situations - Make routine decisions and address less predictable problems by applying problem-solving processes in determining solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD405 Conduct steward supervision of sample collection procedures	RGRSTD405A Conduct steward supervision of sample collection procedures	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>

Assessment Requirements for 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.

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 supervised sample collection procedures for at least two racing personnel and two racing animals, including:

- inspected sampling facilities and checked appropriateness and security of the facility
- reviewed sampling protocols and procedures with relevant personnel to ensure compliance
- checked and recorded samples to ensure all samples are accounted for and returned to laboratory safely and securely.

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:

- swabbing and sample collection procedures and protocols, including:
 - cleanliness, safety and security of the sampling area
 - considerations for animal comfort and individual comfort and privacy
 - sample collection kits
 - dealing with incidents
 - maintaining integrity of samples
- communication protocols and procedures, including:
 - giving clear instructions and explaining information clearly to others
 - dealing with licensed and other racing industry personnel
 - reporting irregularities and problems, including difficulties in obtaining samples
- ethical conduct standards of relevant Principal Racing Authority
- reasons for sample collection, relevant rules of racing and racing industry requirements, including:
 - workplace health and safety procedures and animal welfare requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - race meetings and related facilities, including swabbing facilities
- resources, equipment and materials:
 - a range of greyhounds, standardbred or thoroughbred horses for sample collection
 - racing personnel for sample collection
 - materials and equipment relevant to assessing individual's ability to oversee sample collection
- 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>

RGRSTD406 Assess greyhound or horse handling skills

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 assess safe animal handling practices of licence or registration applicants in a range of situations, including greyhound or horse races or trials, and provide appropriate feedback.

The unit applies to individuals authorised to assess the greyhound or horse handling skills of licence or registration applicants working 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 controlling body or Principal Racing Authority (PRA). Users are advised to check with the relevant authority 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. Review greyhound or horse handling skills required for nominated job functions	1.1 Identify greyhound or horse handling skills for nominated job functions for relevant governing authority's licensing or registration requirements 1.2 Revise or update knowledge of current licensing or registration and workplace health and safety requirements in relation to greyhound or horse handling skills 1.3 Select organisational assessment tool or checklist for assessing the handling skills of the applicant for the nominated job function
2. Assess greyhound or horse handling skills	2.1 Identify horse or greyhound by colour, markings, and brands or tattoos relevant to racing code 2.2 Ensure horse or greyhound being handled is appropriate for the skill level of the applicant, and appropriate for competence for licence to be issued 2.3 Check that the applicant has selected and can correctly name the appropriate approved racing gear relevant to nominated job function according to relevant governing authority's register 2.4 Observe and record whether the applicant has correctly fitted and adjusted the relevant, approved racing gear 2.5 Observe and record whether the applicant has safely handled the greyhound or horse according to racing industry code approved practices identified on organisational assessment tool or checklist
3. Determine if greyhound or horse handling skills are appropriate for nominated job function	3.1 Assess performance during handling skills tests using objective measurements and safe operating procedures on organisational assessment tool or checklist 3.2 Make a judgement and record outcome of handling and gear fitting evaluation 3.3 Advise applicant of outcome and provide feedback on handling skills assessment 3.4 Recommend remedial action where skills do not meet the governing authority's requirements 3.5 Record reasons for decision on licence or registration application endorsement or rejection

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 key information in PRA-approved assessment tools relating to greyhound or horse handling skills for licence or registration purposes
Writing	Record information in workplace checklists, forms and reports accurately and legibly and in sufficient detail
Oral communication	Use clear language and concepts, and tone and pace appropriate for the audience and purpose, participating in verbal exchanges
Navigate the world of work	Take responsibility for complying with organisational policies and procedures, including workplace health and safety and animal welfare requirements relevant to job role
Interact with others	Use appropriate interpersonal techniques to relate to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
Get the work done	- Prepare and organise resources and sequences activities to undertake greyhound or horse handling skills assessments of applicants - Apply safe work practices when approaching and moving around greyhounds or horses - Judge situations and make decisions based on evidence gathered, ensuring safe and fair processes are followed

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD406 Assess greyhound or horse handling skills	RGRSTD406A Assess greyhound or horse handling skills	Updated to meet Standards for Training Packages. 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>

Assessment Requirements for RGRSTD406 Assess greyhound or horse handling skills

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 assessed the greyhound or horse handling skills of at least three licence or registration applicants, including for each:

- reviewed requirements and selected the appropriate organisational assessment tool to assess the licence or registration applicant
- observed and recorded the applicant's ability to:
 - adhere to safe work practices
 - identify horse or greyhound by colour, markings and brands or tattoos relevant to racing code
 - demonstrate application of safe animal handling and controlling methods
 - identify and apply nominated gear correctly
 - work with animals in confined spaces
- made assessment decision and recommendation for licence or registration application based on evidence collected in assessment process
- followed organisational procedures for recording information and advising applicant of outcome.

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:

- governing authority's licence or registration requirements for a range of job functions and relationship to the rules of racing for relevant code
- governing authority's performance requirements and tools for assessing applicant's greyhound or horse handling skills
- role of evidence and using objective measurements when assessing applicants
- principles of effective communication when giving instructions and providing feedback
- ethical conduct standards of relevant governing authority

- approved racing gear for relevant code, including correct fit and adjustment
- greyhound or horse behaviour, body language and communication traits and safe handling and controlling techniques
- types of remedial action to recommend to unsuccessful applicants
- racing industry requirements, including:
 - animal welfare requirements and signs of animal health, ill health, injury and diseases
 - workplace health and safety relevant to animal handling and control.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas, such as kennels or stables, and training and racetracks
- resources, equipment and materials:
 - a range of greyhounds, harness or thoroughbred horses
 - various licence or registration applicants
 - materials and equipment relevant to assessing individual's ability to assess greyhound or horse handling skills of licence or registration applicants
- 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>

RGRSTD407 Assess driving or riding skills of licence or registration applicants

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 assess and provide feedback to licence or registration applicants for safe high-level horse driving or riding practices using industry-approved gear. It includes judging pace and driving or riding techniques in a range of situations, including trackwork, trials and race driving or riding.

The unit applies to individuals authorised to assess the driving or riding skills of licence or registration applicants in workplace environments of racing administration, stables, racecourses and public areas.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant controlling body or Principal Racing Authority (PRA). Users are advised to check with the relevant authority 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>
1. Review licence registration requirements	1.1 Determine driving or riding skills required for nominated class of licence or registration 1.2 Revise or update knowledge of current work health and safety and governing authority's licensing or registration requirements in relation to driving or riding skills 1.3 Select workplace assessment tool or checklist for assessing the driving or riding skills of the applicant for the nominated class of licence or registration
2. Assess applicant's horse driving or riding skills	2.1 Observe and record driver or rider while performing pre-drive or ride gear check and post-work cool down 2.2 Assess driver or rider for ability to maintain control of the horse during trackwork, trials and racing as required by applicant category 2.3 Assess driver or rider for ability to start a race or trial without hindering their horse's progress 2.4 Assess driver or rider for ability to maintain nominated speed and position during trackwork 2.5 Assess driver or rider for ability to make decisions that will improve their horse's position without endangering others
3. Determine licence or registration application outcome	3.1 Evaluate performance during driving or riding skills tests using objective measurements and safe operating procedures on organisational assessment tool or checklist 3.2 Make a judgement and record outcome of driving or riding assessment 3.3 Advise applicant of outcome and provide feedback on assessment of driving or riding skills 3.4 Recommend remedial action where skills do not meet governing authority's requirements 3.5 Record reasons for decision on licence or registration application endorsement or rejection according to recording requirements

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 key information in PRA-approved assessment tools relating to horse driving or riding skills for licence or registration purposes
Writing	Record information in workplace checklists, forms and reports accurately and legibly and in sufficient detail
Numeracy	Perform basic mathematical calculations when assessing time and speeds of riders and drivers and estimating pace
Oral communication	Use clear language and concepts, and tone and pace appropriate for the audience and purpose, participating in verbal exchanges
Navigate the world of work	Take responsibility for complying with organisational policies and procedures, including work health and safety and animal welfare requirements relevant to job role
Interact with others	Use appropriate interpersonal techniques to relate to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
Get the work done	- Prepare and organise resources and sequence activities to undertake driving or riding skills assessments of applicants - Apply safe work practices when approaching, interacting and moving around horses in harness or under saddle - Judge situations and make decisions based on evidence gathered, ensuring safe and fair processes are followed

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD407 Assess driving or riding skills of licence or registration applicants	RGRSTD407A Assess driving or riding skills of licence or registration applicants	Updated to meet Standards for Training Packages. 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>

Assessment Requirements for RGRSTD407 Assess driving or riding skills of licence or registration applicants

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 assessed the driving or riding skills of at least three licence or registration applicants, including for each:

- reviewed requirements and selected the appropriate organisational assessment tool to assess the licence or registration applicant for class of application
- observed and recorded the applicant's ability to:
 - adhere to safe work practices
 - select and fit nominated gear correctly
 - demonstrate application of safe control of horses in harness or under saddle
 - demonstrate driving or riding skills applicable to class of application
- made assessment decision and recommendation for licence or registration application based on evidence collected in assessment process
- followed organisational procedures for recording information and advising applicant of outcome.

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:

- governing authority's licence or registration requirements for driving or riding for nominated class and relationship to the rules of racing for relevant code
- governing authority's performance requirements and tools for assessing applicants, covering:
 - safe horse handling and controlling techniques in harness or under saddle
 - use of approved gear, including correct fit and adjustment
 - ability to start a race or trial without hindering horse's progress
- role of evidence and using objective measurements when assessing applicants
- principles of effective communication when giving instructions and providing feedback

- ethical conduct standards of relevant governing authority
- horse behaviour, body language and communication traits and safe handling and controlling techniques
- types of remedial action to recommend to unsuccessful applicants
- racing industry requirements, including:
 - animal welfare requirements and signs of animal health, ill health, injury and diseases
 - work health and safety relevant to animal handling and control
- organisational procedures for processing outcomes of licence or registration assessment process.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas, such as stables, training and racetracks
- resources, equipment and materials:
 - a range of standardbred or thoroughbred horses
 - materials and equipment relevant to assessing individual's ability to assess licence or registration applicants' driving or riding skills
- 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>

RGRSTD408 Analyse race performance

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 conduct procedures related to pre- and post-race checks of written documentation and audio or visual records to analyse race performance.

The unit applies to individuals who determine, collect and organise information to effectively analyse race performances in greyhound, harness or thoroughbred codes of racing.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are employed by the relevant controlling body or Principal Racing Authority (PRA). Users are advised to check with the relevant authority 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. Interpret and analyse form	1.1 Interpret and use industry terminology and abbreviations to describe action and performance

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.2 Analyse trial and race day performance from a range of sources 1.3 Interpret and prepare speed maps
2. Evaluate factors that can affect racing performance	2.1 Assess track shape and design features for their impact on performance 2.2 Assess track surfaces and ratings for their impact on performance 2.3 Evaluate level of education and experience of the greyhound or horse for their impact on performance 2.4 Analyse how greyhounds or horses raced, and any effects other animals may have had on how they travelled 2.5 Evaluate position in the field during a race, level of experience of jockey or driver for horse racing, and wagering trends to determine what effects these factors may have on performance and impact on the outcome of the race
3. Analyse performance in trackwork, trials and races	3.1 Identify animals by barrier or box number, race or rug colours, and race number 3.2 Locate and identify position of individual animals during various stages of performance 3.3 Observe any interference during a performance 3.4 Detect loss or gaining of ground during a performance to aid analysis 3.5 Identify and explain other incidents during a performance 3.6 Present reports on performance in verbal and written form according to requirements

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 key information relating to race performance from various racing reports and records

Skill	Description
Writing	Prepare succinct and logically sequenced reports using clear language and accurate industry terminology
Numeracy	Calculate speed and distance relating to racing greyhounds or horses, noting changes in pace and positioning
Navigate the world of work	Work independently and collectively, adhering to workplace procedures and racing regulatory requirements
Interact with others	Follow racing communication protocols and practices to interact with other personnel and provide written and verbal reports
Get the work done	- Organise and prioritise a range of sources of information to analyse systematically and make decisions, following clear rules and guidelines - Use key features and functions of workplace technology to prepare speed maps and record and report information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD408 Analyse race performance	RGRSTD408A Analyse race performance	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>

Assessment Requirements for RGRSTD408 Analyse race performance

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 gathered, analysed and relayed racing performance information for at least two race meetings, including for each race:

- interpreted and analysed form and prepared speed maps according to workplace requirements
- evaluated factors that can affect racing performance, including:
 - track shape, design, surface and rating
 - barrier or box draw
 - education and experience of the greyhound or horse
 - impact of other animals during the race
 - driver or rider experience and race instructions provided by trainer (for harness or thoroughbred codes)
- observed and analysed performance in trackwork, trials and race, including live racing or via replays (video or other technology)
- provided clear and concise reports on race performance.

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:

- ways to identify greyhounds or horses, including:
 - barrier or box number, race or rug colours, and race number
 - brand, colour, sex, and leg and face markings
- factors that affect greyhound or racehorse performance, including:
 - level of education and experience
 - effect of track conditions and ratings
 - track shape, layout and rail placement

- barrier or box placement
- effect of other animals while racing, including interference
- purpose of and steps for developing speed maps
- normal action and impaired action of greyhound or horses at different gaits and stages of exercise at critical control points during a race, including signs of fatigue or injury
- types of interference and incidents in races
- wagering trends and indicators of potential issues
- racing industry principles and practices relevant to analysing race performance, including:
 - race form, class structure and track ratings
 - industry terminology related to race performance
 - relevant rules of racing relating to riders, drivers and trainers of animals involved in trackwork, trials and races.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racetrack workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - materials and equipment to analyse race performance, including stewards' reports, race form, replays via video, DVD or other technology
 - technology and software to prepare speed maps.

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>

RGRSTD409 Perform duties of a race day steward

Modification History

Release	Comments
Release 2	This version released with RGR Racing and Breeding Training Package Version 2.0.
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency covers the skills and knowledge required to prepare for, administer and conduct race meeting and trial operations, including hearing protests and conducting reviews.

The unit applies to individuals who have strong communication and supervisory skills and specialist knowledge relating to racing operations and rules of racing in the greyhound, harness or thoroughbred codes.

It applies to individuals approved to manage the job functions associated with race day duties.

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.

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

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. Prepare for race meetings	1.1 Evaluate information on race form before the race meeting 1.2 Confirm fields and race distances 1.3 Confirm and process scratchings and any jockey or driver changes 1.4 Liaise with club officials and track staff on track conditions, race club facilities and racing procedures 1.5 Allocate duties to staff at race meetings based on a range of operational requirements, staff experience, level of responsibility and complexity of job 1.6 Confirm control of restricted areas 1.7 Inspect and assess track condition for racing safety 1.8 Declare track rating according to racing protocols and procedures
2. Conduct race meetings	2.1 Refer animal welfare issues to veterinarian or other specialist 2.2 Identify and resolve racing participant workplace health and safety issues 2.3 Conduct races within time available and according to racing protocols and procedures 2.4 Confirm results and relay any changes to on- and off-course wagering operators 2.5 Confirm places (and rider weights for thoroughbred code) and announce all clear 2.6 Manage race day incidents and emergencies following racing protocols and safe operating procedures
3. Follow up race meeting	3.1 Select greyhounds or horses to be sampled for prohibited substance testing in line with racing authority's swab sampling strategy 3.2 Refer and escalate race day unresolved issues to nominated personnel for resolution 3.3 Assist and support riders, drivers and/or others after critical race incidents
4. Hear protests	4.1 Provide notice of protest to racing participants according to protocol and procedures 4.2 Call persons involved to investigation according to organisational

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	requirements 4.3 Hear and evaluate protest, and announce protest decision according to racing protocols and procedures
5. Conduct race reviews	5.1 Review vision of each race and discuss with steward panel members 5.2 Call jockeys, drivers, or greyhound trainer involved in incident to investigation 5.3 Provide own observations regarding racing incidents 5.4 Take statements, ask questions and review available vision of incident 5.5 Discuss with panel and make a decision 5.6 Issue charge against relevant rule of racing and invoke penalty based on outcome of investigation
6. Finalise reports and post-race activities	6.1 Ensure chain of custody protocols are followed regarding swab samples 6.2 Finalise steward reports according to organisational requirements 6.3 Secure evidence for appeals or future reference

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	Analyse and interpret key information in workplace documentation, including rules of racing
Writing	Prepare succinct and logically sequenced reports using clear language and accurate industry terminology
Numeracy	Analyse race and trial statistical information in hearing protests and conducting race reviews
Oral communication	Use assertive communication techniques to gather, interpret and relay information related to steward duties

Skill	Description
Navigate the world of work	• Work independently and collectively, adhering to racing regulations and workplace procedures, including workplace health and safety and animal welfare requirements
Interact with others	• Liaise and communicate with others, working within the boundaries set by racing controlling bodies and racing industry protocols and practices
Get the work done	• Plan, schedule and allocate multiple tasks and resources within time constraints and competing demands to ensure efficient race day operations • Analyse evidence systematically and make decisions, following clear rules and guidelines • Access and utilise workplace racing information and recording systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD409 Perform duties of a race day steward Release 2	RGRSTD409 Perform duties of a race day steward Release 1	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>

Assessment Requirements for RGRSTD409 Perform duties of a race day steward

Modification History

Release	Comments
Release 2	This version released with RGR Racing and Breeding Training Package Version 2.0.
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

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 the individual has performed duties of a race day steward over at least three race meetings or trials, including for each:

- prepared for and confirmed race meeting arrangements, including:
 - confirmed race distances and fields
 - checked and rated the condition and safety of the track
 - allocated staff duties and communicated with other stewards and racing personnel
- conducted race meeting according to protocols, procedures and timeframes
- enforced the rules of racing and other regulations to ensure safety and integrity of the race
- reviewed races and conducted or participated in protests and inquiries on at least two occasions
- provided clear and concise reports and finalised post-race activities.

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:

- procedures and practices for preparing for race day duties of a steward:
 - methods to evaluate form prior to race meeting or trial
 - confirming race distances and fields
 - checking and rating the condition and safety of the track for relevant racing code
 - allocating staff duties, including to club officials and track staff
 - communicating with other stewards and racing personnel
- racing industry protocols and relevant rules of racing, including:

- roles and activities of licensed and non-licensed racing industry personnel and track officials
- types of gear and reasons for identifying and reporting problems with condition, fit and safety
- collecting samples and chain of custody for swab samples
- ethical conduct standards of relevant Principal Racing Authority
- racing industry animal welfare and workplace health and safety requirements, including:
 - symptoms and ways of checking for common signs of injury, ill health or distress in racing animals
 - hazards and risk control procedures
 - types of and processes for dealing with critical race incidents
- procedures for gathering evidence, hearing protests and conducting inquiries and reviews, including:
 - principles of administrative law and natural justice
 - types of evidence used in protests and race reviews
- steward reporting requirements, including:
 - irregularities and problems
 - reporting lines
 - reporting formats
 - documenting evidence.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - race meetings, trials and related facilities or an environment that accurately reflects performance in a real race meeting or trial setting, including realistic simulations or role-plays for assessing incidents or emergencies and/or protests that may not occur in the actual race meetings or trials used for assessing the performance evidence
- resources, equipment and materials:
 - personal protective equipment correctly fitted and appropriate for activity for individual
- specifications:
 - rules of racing and workplace documentation related to performing duties of a race day steward
- relationships:
 - other stewards and racing personnel to liaise and communicate with.

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>

ACMGAS202 Participate in workplace communications

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to participate in workplace communications in an animal care and management environment.

This unit applies to new entrants to the animal care and management industry. Animal care may occur in a wide variety of workplaces, including retail pet stores, kennels and catteries, shelters, veterinary practices, zoos, animal research facilities and others. The unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Follow routine instructions	1.1 Listen to and interpret spoken instructions 1.2 Follow instructions and procedures in an appropriate sequence for the task and in accordance with the information received

Element	Performance criteria
	1.3 Ask supervisor for clarification when required
2. Obtain and provide information in response to workplace requirements	2.1 Obtain specific information from the relevant source 2.2 Interpret information 2.3 Provide information clearly and precisely in written or verbal format as required 2.4 Ensure all personal interaction is courteous, and enquiries are clear and concise 2.5 Store information following organisational procedures
3. Complete relevant work-related documents	3.1 Complete work-related documents accurately 3.2 Record workplace data on manual or electronic forms and documents 3.3 Use basic mathematical processes for routine workplace calculations 3.4 Check information on forms and documents and correct errors 3.5 Report work progress to supervisor
4. Participate in workplace meetings and discussions	4.1 Attend team meetings on time 4.2 Express opinions clearly and listen to opinions of others without interruption 4.3 Ensure input to meetings and discussions is consistent with the purpose and established protocols 4.4 Interact courteously with colleagues and clients 4.5 Ask questions about workplace procedures and issues as required 4.6 Interpret and implement outcomes of meetings and discussions in line with job role

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
Navigate the world of	Knowing current workplace procedures

Skill	Description
work	
Get the work done	Anticipate work problems and discuss with supervisor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS202 Participate in workplace communications	ACMGAS202A Participate in workplace communications	Updated to meet Standards for Training Packages Elements 1 and 2 combined Assessment requirements revised	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMGAS202 Participate in workplace communications

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has participated in workplace communications on two separate occasions, including:

- followed routine instructions
- participated appropriately in a workplace meeting or discussion
- accurately completed a workplace document
- accurately completed routine workplace calculations
- obtained and provided information in response to a specific request.

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:

- modes of communication appropriate in animal care workplaces
- effective communication skills across a range of modes
- effective communication principles for use in teams
- communication procedures and systems, and technology relevant to the organisation and own work responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
 - equipment and resources appropriate to work undertaken in an animal care environment

- specifications:
 - access to organisational policies and procedures
- relationships (internal and/or external):
 - interactions with team members.

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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMGAS304 Carry out simple breeding procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan mating and breeding, parturition or hatching and weaning of animals under supervision.

The unit applies to individuals who work under broad supervision and use discretion and judgement in the selection and use of available resources. The unit can be contextualised to be species-specific.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

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. Select animals for breeding	1.1 Identify the basic principles of genetics related to breeding program requirements 1.2 Identify breeding program requirements and clarify with supervisor 1.3 Select animals for mating according to the breeding program 1.4 Schedule examinations and tests, as required, to confirm suitability of selected animals with breeding program 1.5 Monitor individual animals to determine the current stage of their reproductive cycle 1.6 Identify WHS hazards associated with working with animals, assess the risks and implement control measures in case of emergency 1.7 Select and use appropriate personal protective equipment
2. Implement breeding procedures	2.1 Place animals selected for mating in an appropriate environment 2.2 Apply appropriate breeding systems according to the breeding program 2.3 Apply appropriate mating methods according to the breeding program 2.4 Monitor animals during and after the mating period to determine success of mating
3. Monitor post-mating progress	3.1 Observe and document changes in behaviour and condition, where appropriate, in breeding females to determine possible pregnancy 3.2 Schedule examinations and tests, if appropriate, to determine pregnancy 3.3 Estimate and document hatching or parturition dates
4. Prepare for and assist with birth or hatching	4.1 Provide a suitable environment to assist with the birth or hatching 4.2 Identify signs of hatching or parturition and report potential problems to supervisor 4.3 Provide appropriate monitoring to ensure the safe birth or hatching of young animals 4.4 Identify sex and measure offspring and document results 4.5 Monitor mother and offspring to ensure appropriate bonding, feeding and activity behaviours, and report problems to supervisor
5. Wean animals	5.1 Modify offspring diets in preparation for weaning 5.2 Schedule vaccinations, other medications and permanent

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	identification protocols as required 5.3 Select and implement suitable weaning process according to workplace protocols 5.4 Carry out post-weaning management according to the breeding program 5.5 Update breeding records

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	Seek information from written material about breeding systems and mating methods to apply to own work
Writing	- Keep accurate records of schedules for vaccinations, other medications and requirements for permanent identification markers - Use industry specific terminology to document and update breeding records
Numeracy	Compare information and data within written texts, including weights and other measurements
Get the work done	Identify and prioritise tasks and carry out routine problem solving when tasks do not go to plan

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS304 Carry out simple breeding procedures	ACMGAS304A Carry out simple breeding procedures	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMGAS304 Carry out simple breeding procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out simple breeding procedures with at least four animals, including:

- applied safe work practices, including the selection and use of personal protective equipment when working with animals
- monitored and observed animals and reported on breeding cycle
- communicated effectively with supervisor and followed instructions
- carried out breeding, hatching or parturition and weaning procedures according to organisation's policies and procedures
- carried out post-weaning management
- maintained accurate breeding program and animal health-related records.

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:

- normal and abnormal animal behaviour for the relevant species
- nutrition and health requirements of one or more species at various stages of their life and reproductive cycle
- purpose of keeping breeding data and records
- signs of animal wellbeing, illness, or injury
- the basic principles of genetics
- ways of determining current reproductive cycle status, through identifying specific indicators including oestrus, sexual behaviour, and aggression between males and evidence of mating

- the best breeding systems, methods and traits to produce the best possible breeding outcomes, health and wellbeing of animals related to species concerned
- the functions and requirements of a breeding colony, where relevant
- the housing requirements for mother and young of relevant species
- the mating behaviour of relevant species
- weaning procedures
- WHS and animal welfare legislative requirements and codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - live animals of the relevant species
- specifications:
 - access to specific workplace documents, including a documented breeding plan for the relevant species
 - current WHS and animal welfare legislation, regulations and codes of practice.

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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMWHHS201 Participate in workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to work safely and participate in work health and safety processes in an animal care environment.

This unit applies to individuals who require knowledge of work, health and safety to carry out their own work, either under direct supervision or with some individual responsibility.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Work Health and Safety (WHS)

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. Plan and prepare to work safely	1.1 Locate and interpret information on WHS related to work area 1.2 Identify WHS responsibilities in the workplace 1.3 Identify hazards in the work area 1.4 Take action to control risks in own control 1.5 Report other hazards and risks to supervisor 1.6 Carry out pre-start checks according to workplace procedures
2. Conduct work safely	2.1 Use personal protective equipment correctly 2.2 Follow work procedures and work instructions to ensure safe work 2.3 Report incidents and injuries to supervisor 2.4 Undertake WHS housekeeping in work area 2.5 Identify own levels of stress and fatigue to ensure ability to work safely and sustainably
3. Participate in work health and safety activities	3.1 Contribute to workplace meetings, workplace inspections and other WHS consultative activities 3.2 Raise WHS issues with designated personnel in line with workplace policies and procedures 3.3 Contribute to improving WHS systems and processes
4. Follow emergency response procedures	4.1 Identify and report emergency situations 4.2 Follow organisation procedures for responding to emergencies

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	Access and follow information in standard workplace procedures, work instructions and emergency procedures

Skill	Description
Oral communication	• Provide accurate descriptions of hazards, risks, incidents and injuries to supervisor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHHS201 Participate in workplace health and safety processes	ACMWHHS201A Participate in workplace health and safety processes	Updated to meet Standards for Training Packages	Equivalent unit
	ACMOHS201A Participate in occupational health and safety processes	Updated to meet Standards for Training Packages Reflect national WHS legislation	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMWHS201 Participate in workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- followed workplace instructions to carry out a minimum of three animal care tasks safely, including:
 - identified hazards
 - controlled risks within own control
 - supported others to work safely
 - reported risks to supervisor
 - used appropriate personal protective equipment
- contributed to a minimum of two WHS activities
- identified requirements for a minimum of two types of emergency situations that may occur in an animal care environment.

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:

- organisation policies and procedures relevant to own work
- common workplace hazards that occur in an animal care environment, including those caused by:
 - animal bites, envenomation, kicks, scratches, crush injuries
 - hazardous chemicals
 - body fluids
 - chemicals and medicines
 - sharps

- manual tasks
- noise
- gravity
- machinery and equipment
- extreme temperatures
- spills
- controls to eliminate hazards typical in the animal care environment
- personal protective equipment, including:
 - clothing and footwear
 - face and eye protection
 - hand protection
 - head protection
 - hearing protection
 - respiratory protection
- typical workplace safety signs found in an animal care environment
- signs of personal stress and fatigue and potential to affect safe work
- typical emergency situations that may occur in an animal care environment, including:
 - serious injury events
 - events requiring evacuation
 - fires and explosions
 - hazardous substance and chemical spills
 - explosion and bomb alerts
 - security emergencies, such as intruders and disturbed persons
 - internal emergencies, such as loss of power or water supply and structural collapse
 - external emergencies and natural disasters, such as flood, storm and traffic accident
- the WHS roles and responsibilities of employees, supervisors and managers in the workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or simulated environment that accurately reflects work undertaken in a real workplace setting
- resources, equipment and materials:
 - equipment and resources appropriate to work being undertaken in an animal care environment
- specifications:
 - relevant organisational policies and procedures
 - current WHS legislation and regulations
- relationships (internal and/or external):

- interaction with others.

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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

ACMWH301 Contribute to workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan, support and contribute to work health and safety processes in an animal care environment.

This unit applies to individuals who have responsibility for maintaining work health and safety as part of their role, including duty of care for other workers. They contribute to work health and safety compliance in addition to their main duties.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Element	Performance criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and conduct work	1.1 Locate and access WHS information relevant to own work role

Element	Performance criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
safely	1.2 Plan work in accordance with WHS legislation, industry standards, codes of practice/compliance codes, and the organisation's policies and work procedures 1.3 Identify hazards and report to supervisor 1.4 Address identified hazards and select risk controls prior to starting work 1.5 Report incidents and injuries in accordance with organisation policies 1.6 Undertake WHS housekeeping in work areas 1.7 Monitor own levels of stress and fatigue to ensure ability to work safely and sustainably
2. Support others to work safely	2.1 Provide information on safe work practices and procedures to members of the work group 2.2 Check WHS practices of less experienced members of the workgroup 2.3 Provide guidance to less experienced members of the team to support them in working safely 2.4 Provide support to members of the team to accurately record incidents and complete associated workplace documentation
3. Contribute to work health and safety participative processes	3.1 Raise WHS issues in line with organisation procedures within prompt timeframes 3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety 3.3 Encourage workgroup members to work safely 3.4 Apply knowledge of the roles and responsibilities of health and safety representatives and WHS committees
4. Contribute to hazard identification, work health and safety risk assessment and risk control activities	4.1 Check workplace for hazards using itemised checklists 4.2 Make contributions to risk assessments 4.3 Report identified hazards and inadequate risk controls 4.4 Provide input to develop and implement control measures, with reference to the hierarchy of risk control
5. Participate in the control	5.1 Identify emergency signals and alarms, and respond to them

Element	Performance criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
of emergency situations	appropriately 5.2 Take action to control and confine emergency, accounting for the nature and scope of the emergency, within scope of role

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 organisational and legislative documentation
Writing	Accurately complete WHS checklists and documentation
Oral communication	- Discuss WHS issues with team members and supervisor - Present information using language appropriate to audience - Collaborate with others to achieve joint outcomes
Get the work done	- Keep up-to-date on changes to legislation relevant to own role - Sequence and schedule activities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWH301 Contribute to workplace health and safety processes	ACMWH301A Contribute to workplace health and safety processes	Updated to meet Standards for Training Packages Assessment requirements revised	Equivalent unit
	ACMOHS301A Contribute to occupational health and safety processes	Updated to meet Standards for Training Packages Reflect national WHS	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHHS301 Contribute to workplace health and safety processes	ACMWHHS301A Contribute to workplace health and safety processes	Updated to meet Standards for Training Packages Assessment requirements revised	Equivalent unit
		legislation	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMWHS301 Contribute to workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned and conducted a minimum of two animal care work tasks, on at least two separate occasions, including:

- following relevant WHS legislation, standards, codes of practice
- identifying and reporting hazards to supervisor
- selecting and implementing appropriate risk controls
- carrying out WHS housekeeping tasks
- contributing to at least one WHS meeting or participative process
- demonstrating awareness of how to respond to at least one emergency situation that may occur in an animal care environment.

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:

- basic hazard identification procedures, including workplace inspections and review of workplace data
- hierarchy of risk control (from Safe Work Australia *Model Code of Practice: How to manage work health and safety risks* or similar code from relevant jurisdiction)
- common hazards that occur in an animal care environment, including crush injuries, chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- WHS legislation, regulations, industry standards, codes of practice/compliance codes, and the organisation's policies and work procedures
- zoonotic diseases
- personal protective equipment requirements, including use, storage and maintenance
- roles and responsibilities of health and safety representatives and WHS committees
- safety signs and their meanings, including:

- dangerous goods class signs
- emergency equipment
- personal protective equipment
- specific hazards, including sharps and radiation
- WHS information within in the workplace
- external sources of WHS information
- standard emergency signals, alarms and required responses
- types of emergencies that occur in an animal care environment
- the legal rights and responsibilities of the workplace parties
- the role of Safe Work Australia and current WHS legislative obligations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - a range of animals
 - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
 - organisational policies and procedures
 - current WHS legislation and regulations
- relationships (internal and/or external):
 - interactions with team members.

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=b75f4b23-54c9-4cc9-a5db-d3502d154103>

BSBSMB303 Organise finances for the micro business

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to estimate start-up costs, financial viability and projected cash flow for a micro business with reference to candidates' personal financial situation.

It applies to individuals who are establishing or operating a micro business providing self-employment.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Ascertain own financial position and ability to provide capital	1.1 Realistically detail personal, family or community financial situation showing funds available and commitments already incurred

ELEMENT	PERFORMANCE CRITERIA
or equity for the business	1.2 Determine equity finance and assets available for micro business from personal, family or community sources
2. Determine projected cash flow for the business	2.1 Determine level of forecast business activity over a year and the business mix 2.2 Estimate establishment costs for the business and repayment schedule for borrowings 2.3 Calculate monthly variable and fixed costs needed to conduct business activity over a year 2.4 Estimate personal drawings needed from the business 2.5 Estimate monthly income generated by the business for a year, based on price per unit item or hourly charge rate for labour 2.6 Develop a cash flow budget for the first year of business operation 2.7 Seek professional advice to estimate goods and services tax and operating finance required for the business
3. Source required funds to establish the business	3.1 Estimate required funding to establish and run the business based on expected sales and activity levels, available finances and commitments 3.2 Investigate methods of accessing alternative sources of finance 3.3 Identify strategies for meeting financial obligations 3.4 Implement plans to access available funds as required
4. Monitor business profitability	4.1 Maintain and review monthly expenditure and income records 4.2 Compare equity at beginning and end of a year to estimate business performance 4.3 Assess financial viability of the business after a year of operation 4.4 Seek professional advice on depreciation, insurance and tax implications of the business

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance	Description

	Criteria	
Reading	1.1, 2.1, 3.2, 4.1-4.3	Gathers, interprets and analyses a variety of textual information from a range of sources and identifies relevant and key information
Writing	1.1, 2.6, 2.7, 3.4, 4.4	Uses factual information and industry related terminology to complete required workplace documentation
Oral Communication	1.1, 2.7, 4.4	- Articulates clearly using vocabulary and tone suitable to audience - Uses listening and questioning techniques to seek information and confirm understanding
Numeracy	1.1, 1.2, 2.1-2.7, 3.1, 4.1-4.3	Analyses numerical information to calculate revenue and expense forecasts and estimate funding required to run the business
Navigate the world of work	1.1	Uses a systematic process for developing career, identifying personal commitments and accepting realistic possibilities
Get the work done	1.1, 1.2, 2.1-2.7, 3.1-3.4, 4.3, 4.4	- Understands and explicitly applies some basic principles of analytical and lateral thinking - Uses main features and functions of digital tools to complete work tasks and access information - Usually seeks input and expert advice when decisions involve unfamiliar issues - Determines priorities and sequences steps involved in clearly defined familiar tasks, and identifies and assembles resources required.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB303 Organise finances for the micro business Release 2	BSBSMB303 Organise finances for the micro business Release 1	Minor edits to clarify intent of unit	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBSMB303 Organise finances for the micro business

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- conduct an investigation of own financial position, commitments and needs
- determine projected cash flow for the business
- estimate the funding needed to establish and operate the business
- assess the financial viability of the business.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify sources of specialist financial advice for micro business operators
- describe appropriate accounting software for use in the business
- locate the Australia Taxation office (ATO) website and summarise data for operating a micro business
- explain key financial terminology relevant to micro business
- describe the relationship between finances and business sales and marketing strategies
- describe methods of costing or pricing and preparation of financial forecasts

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business technology including internet access
- specialist accounting software
- relevant workplace documentation and resources
- case studies, or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to source advice and specialist services to manage business compliance requirements.

It applies to individuals who are establishing or operating a micro business providing self-employment.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify regulatory, taxation and insurance requirements of the business	1.1 Identify regulatory, taxation and insurance requirements that might be relevant to operation of the business 1.2 Gather information that assists in interpreting and explaining regulatory, taxation and insurance requirements

ELEMENT	PERFORMANCE CRITERIA
	1.3 Investigate relationships between legislation, regulations, codes of practice, associated standards and written material to determine compliance requirements of the business
2. Develop procedures to ensure compliance and risk minimisation	2.1 Identify business advisors and other sources of assistance relevant to compliance requirements and business type 2.2 Explain business type and operations to advisors, covering full scope of the business 2.3 Clarify and confirm compliance requirements and risk minimisation needs with advisors 2.4 Access sources of advice and specialist services for regulatory, taxation and insurance compliance 2.5 Review advice and procedures against compliance requirements and their appropriateness for the business
3. Implement compliance procedures	3.1 Implement procedures within provided guidelines 3.2 Take action to ensure the business complies with relevant taxation and business registration requirements, legislation, regulations, codes of practice and associated standards 3.3 Arrange appropriate insurance cover for the business

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1, 2.4, 2.5, 3.1-3.3	Identifies and interprets legislative and regulatory information pertinent to business requirements
Writing	1.1, 2.1, 3.2, 3.3	Develops material for a specific audience using clear and detailed language to clarify information and requirements
Oral Communication	2.2, 2.3, 3.3	Articulates clearly using specific and relevant language suitable to audience to convey requirements, and listening and questioning techniques to confirm understanding
Numeracy	2.5, 3.3	Analyses numerical information to calculate specific business requirements

		• Uses formal and informal mathematical language to discuss compliance
Navigate the world of work	1.1, 1.3, 3.1, 3.2	• Takes some personal responsibility for adherence to legal and regulatory requirements
Get the work done	1.2, 1.3, 2.1, 2.4, 3.3	• Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing • Understands and explicitly applies some basic principles of analytical and lateral thinking • Takes responsibility for the outcomes of routine decisions related directly to own role • Determines priorities and sequences steps involved in clearly defined familiar tasks, and identifies and assembles resources required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business Release 2	BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business Release 1	Minor edits to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify regulatory, taxation and insurance compliance requirements, and risk minimisation needs of the business
- identify, select and access sources of advice on compliance and risk minimisation procedures for the business
- complete a development and review of procedures for compliance and risk minimisation (with assistance from advisors).

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify micro business registration and licensing requirements
- list government legislative requirements relating to business operation
- categorise the nature of legal responsibility
- pinpoint relevant industry codes of practice
- list relevant WHS responsibilities and procedures
- name sources of advice and specialist services
- identify sources of information about regulatory, taxation and insurance requirements and issues
- outline taxation requirements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business technology including internet access for research
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBSMB405 Monitor and manage small business operations

Modification History

Release	Comments
Release 3	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement a business plan and modify operations as required.

It applies to individuals who operate a small business which stands alone, or is part of a department within a larger organisation. Individuals in this role use problem-solving skills and take responsibility for developing approaches to manage business operations.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the</i>	<i>Performance criteria describe the performance needed to</i>

ELEMENT	PERFORMANCE CRITERIA
<i>essential outcomes.</i>	<i>demonstrate achievement of the element.</i>
1. Develop operational strategies and procedures	1.1 Develop an action plan to provide a clear and coherent direction, in accordance with business goals and objectives 1.2 Identify work health and safety (WHS) and environmental issues, and implement strategies to minimise risk factors 1.3 Develop a quality system for the business in line with industry standards, compliance requirements and cultural criteria 1.4 Develop performance measures and operational targets to conform with the business plan 1.5 Develop strategies for innovation, including utilisation of existing, new or emerging technologies, where practicable, to optimise business performance
2. Implement operational strategies and procedures	2.1 Implement systems and key performance indicators or targets to monitor business performance and customer satisfaction 2.2 Implement systems to control stock, expenditure or cost, wastage or shrinkage and risks to health and safety in accordance with the business plan 2.3 Maintain staffing requirements, where applicable, within budget, to maximise productivity 2.4 Carry out provision of goods or services in accordance with established legal, ethical cultural and technical standards 2.5 Provide goods or services in accordance with time, cost and quality specifications, and customer requirements 2.6 Apply quality procedures to address product or service and customer requirements
3. Monitor business performance	3.1 Regularly monitor and review achievement of operational targets to ensure optimum business performance, in accordance with business plan goals and objectives 3.2 Review systems and structures, with a view to more effectively supporting business performance 3.3 Investigate and analyse operating problems to establish causes and implement changes as required, as part of the business quality system 3.4 Amend operational policies and procedures to incorporate corrective action
4. Review business operations	4.1 Review and adjust business plan, as required, to maintain business viability, in accordance with business goals and

ELEMENT	PERFORMANCE CRITERIA
	objectives 4.2 Clearly record proposed changes to aid future planning and evaluation 4.3 Undertake ongoing research into new business opportunities and adjust business goals and objectives as new business opportunities arise

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.5, 2.1, 2.2, 2.4, 2.5, 3.1, 4.1	Evaluates complex text to determine legislative, regulatory and workplace documentation
Writing	1.1, 1.3-1.5, 3.2, 3.4, 4.1, 4.2	Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	3.2	Articulates clearly using specific and relevant language suitable to audience to convey requirements, and employs listening and questioning techniques to confirm understanding
Numeracy	2.2, 2.3, 2.5	Interprets numerical information to manage performance information and regulate cash flow
Navigate the world of work	1.1-1.3, 2.2, 2.4, 4.1	- Monitors adherence to organisational policies and procedures and considers own role for its contribution to broader goals of the work environment - Appreciates implications of legal and regulatory responsibilities related to own work with specific reference to safety
Get the work done	1.1, 1.3-1.5, 2.1-2.3, 2.5, 2.6, 3.1-3.3, 4.1, 4.3	- Reflects on how digital systems and tools are used or could be used to achieve work goals, and begins to recognise strategic and operational applications - Identifies concepts, principles and features of approaches in use in other contexts and considers how these may suit own situation - Develops plans to manage relatively complex, non-routine tasks with an awareness of how they may

		contribute to longer-term operational and strategic goals • Uses each experience to reflect on how variables impact decision outcomes, and to gain insights into what constitutes 'good' judgement and an effective decision in different contexts • Recognises and addresses some unfamiliar problems of increasing complexity within own scope

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB405 Monitor and manage small business operations Release 3	BSBSMB405 Monitor and manage small business operations Release 2	Updated to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBSMB405 Monitor and manage small business operations

Modification History

Release	Comments
Release 3	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop strategies and procedures to successfully manage business operations, including:
 - developing an action plan
 - identifying risk management procedures
 - developing a quality system
 - implementing performance measures
 - utilising technologies to optimise business performance
- implement and monitor strategies and procedures developed, including:
 - analysing and correcting business problems
 - reviewing and adjusting the business plan
- record and research business improvements
- make appropriate adjustments to business operations as required.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise relevant industry codes of practice
- explain methods for implementing operation and revenue control systems
- summarise methods for monitoring performance and implementing improvements
- outline work health and safety (WHS) responsibilities and procedures for managing hazards
- identify relevant principles of risk management, including risk assessment
- clarify quality system principles and methods
- summarise relevant performance measures
- discuss role of innovation
- outline systems to manage staff, stock, expenditure, services and customer service
- identify technical or specialist skills relevant to business operations.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business equipment and resources
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

BSBSMB407 Manage a small team

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to select, induct, train and develop staff members to enhance business operations within the parameters of all relevant legislative requirements.

It applies to individuals who operate a small business that stands alone, or is part of a department within a larger organisation. Individuals in this role have a good knowledge of industrial relations and team management and use effective, responsive and supportive communication in workplace interactions.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop staffing plan	1.1 Determine staffing requirements to allow the business to run effectively, in accordance with requirements outlined in the

ELEMENT	PERFORMANCE CRITERIA
	business plan 1.2 Identify and compare existing skills of owner/s and staff with business requirements to identify any gaps 1.3 Develop policies and procedures for owner/s and staff, in accordance with the business plan
2. Recruit, induct, train and retain team	2.1 Develop job or position descriptions, competencies required and selection criteria to meet business' needs 2.2 Judge information obtained from each candidate against specified selection criteria, and select according to business needs and legal requirements 2.3 Induct new staff members in accordance with policies and procedures of the business 2.4 Make team members aware of their responsibilities and performance requirements as soon as practicable, and take opportunities to coach team members who are unfamiliar with procedures of the business 2.5 Develop and implement a staff development program and career paths based on requirements of business and staff competencies 2.6 Advertise staff vacancies appropriately in accordance with staffing plan
3. Comply with industrial relations obligations	3.1 Clarify workplace rights and obligations of employers and employees, in accordance with legal requirements and codes of practice 3.2 Counsel staff, if required, in a positive and constructive manner and record outcomes accurately
4. Maintain staff records	4.1 Develop staff records system to provide timely and accurate information, in accordance with confidentiality, legal and taxation requirements 4.2 Monitor and accurately maintain system for recording and retrieving personnel and payroll information, and seek specialist advice where required
5. Manage staff	5.1 Regularly review contribution and skills of self and other team members to ensure performance is in line with agreed performance measures 5.2 Monitor and adjust staffing requirements to respond to any changes in tasks and functions required by the business 5.3 Support and encourage staff, and acknowledge and reward

ELEMENT	PERFORMANCE CRITERIA
	their contribution 5.4 Regularly provide opportunities for staff to discuss work related issues 5.5 Develop contingency plans to cope with unexpected or extreme situations and take appropriate corrective action as required
6. Review team performance	6.1 Develop positive and constructive relationships with and between team members 6.2 Review and update team objectives in support of business goals on a regular basis in consultation with team members 6.3 Identify strengths and weaknesses of team against current and expected work requirements 6.4 Schedule time, on a regular basis, for team members to review work operations to maintain and improve operational efficiency 6.5 Encourage team members to monitor their own performance, suggest improvements and identify professional development needs, in accordance with personal and business requirements 6.6 Monitor and review staff turnover rate

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.2, 2.3, 2.5, 2.6, 3.1, 4.1, 5.1, 6.3, 6.5, 6.6	Evaluates complex text to determine legislative, regulatory and workplace documentation
Writing	1.3, 2.1-2.6, 3.1, 3.2, 4.1, 4.2, 5.5, 6.1-6.3, 6.5	Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	1.2, 2.2-2.4, 3.1, 3.2, 4.2, 5.3, 5.4, 6.1, 6.2, 6.4, 6.5	- Articulates clearly using specific and relevant language suitable to audience to convey requirements, and employs listening and questioning techniques to confirm understanding - Participates in verbal negotiations and coaching using tone and language suitable to audience

Numeracy	6.4	• Uses basic mathematical formulas to review staff performances within available work schedules
Navigate the world of work	1.3, 2.2, 3.1, 4.1	• Understands own legal rights and responsibilities and is extending understanding of general legal principles across work contexts • Monitors adherence to organisational policies and procedures and considers own role for its contribution to broader goals of the work environment
Interact with others	2.4, 2.6, 5.3, 6.1, 6.5	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Looks for ways of establishing connections and building genuine understanding with a diverse range of people • Actively identifies important communication exchanges, selecting appropriate channels, format, tone and context to suit purpose and audience, and monitors impact
Get the work done	1.1, 1.2, 2.2, 2.3, 2.5, 4.2, 5.1, 5.2, 5.5, 6.3, 6.6	• Uses digital technologies and systems safely, legally and ethically when gathering, storing, accessing and sharing information • Develops plans to manage relatively complex, non-routine tasks with an awareness of how they may contribute to longer-term operational and strategic goals • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account • Uses formal and informal processes to monitor implementation of ideas and reflect on outcomes • Recognises and anticipates an increasing range of familiar problems, their symptoms and causes, actively looking for early warning signs and implementing contingency plans

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBSMB407 Manage a small team Release 2	BSBSMB407 Manage a small	Updated to clarify intent	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
	team Release 1		

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBSMB407 Manage a small team

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use the business plan to:
 - determine staffing requirements
 - coordinate skill-gap training where required
 - develop human resource policies and procedures
- develop job descriptions and selection criteria
- determine induction processes
- implement staff development program
- adhere to legal requirements and codes of practice
- develop staff records system
- conduct ongoing performance measures
- communicate effectively with staff members
- develop contingency plans
- develop strategies to review team performance
- monitor and review staff.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss all government legislative requirements relating to staffing the business operation

- explain work health and safety (WHS) responsibilities and procedures for managing hazards
- summarise relevant industry awards or enterprise agreements
- outline staff development pathways
- identify training course options for staff development
- summarise staff counselling, grievance and disciplinary procedures
- identify unfair dismissal legislation and procedures.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business equipment and resources
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Respond to an emergency situation

- 1.1 Recognise an emergency situation
- 1.2 Identify, assess and manage immediate hazards to health and safety of self and others
- 1.3 Assess the casualty and recognise the need for first aid response
- 1.4 Assess the situation and seek assistance from emergency response services

2. Apply appropriate first aid procedures

- 2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines
- 2.2 Provide first aid in accordance with established first aid principles
- 2.3 Display respectful behaviour towards casualty
- 2.4 Obtain consent from casualty where possible
- 2.5 Use available resources and equipment to make the casualty as comfortable as possible
- 2.6 Operate first aid equipment according to manufacturer's instructions
- 2.7 Monitor the casualty's condition and respond in accordance with first aid principles

3. Communicate details of the incident

- 3.1 Accurately convey incident details to emergency response services
- 3.2 Report details of incident to workplace supervisor as appropriate
- 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

4. Evaluate the incident and own performance

4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents

4.2 Participate in debriefing to address individual needs

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Performance Evidence

e candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:

- performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
- performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- responded appropriately in the event of regurgitation or vomiting
- managed the unconscious breathing casualty
- followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least two simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
 - conducted a visual and verbal assessment of the casualty
 - demonstrated safe manual handling techniques
 - post-incident debrief and evaluation
 - provided an accurate verbal or written report of the incident
- Applied first aid procedures for the following:
 - allergic reaction
 - anaphylaxis
 - bleeding control
 - choking and airway obstruction
 - envenomation, using pressure immobilisation
 - fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques
 - respiratory distress, including asthma
 - shock

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
 - ARC Guidelines relevant to provision of CPR and first aid
 - safe work practices to minimise risks and potential hazards
 - infection control principles and procedures, including use of standard precautions
 - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:
 - awareness of potential need for stress-management techniques and available support following an emergency situation
 - duty of care requirements

- respectful behaviour towards a casualty
- own skills and limitations
- consent
- privacy and confidentiality requirements
- importance of debriefing
- considerations when providing first aid including:
 - airway obstruction due to body position
 - appropriate duration and cessation of CPR
 - appropriate use of an AED
 - chain of survival
 - standard precautions
 - how to conduct a visual and verbal assessment of the casualty
- principles and procedures for first aid management of the following scenarios:
 - abdominal injuries
 - allergic reaction
 - anaphylaxis
 - basic care of a wound
 - bleeding control
 - burns
 - cardiac conditions, including chest pain
 - choking and airway obstruction
 - crush injuries
 - diabetes
 - dislocations
 - drowning
 - envenomation
 - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
 - eye and ear injuries
 - fractures
 - febrile convulsions
 - head, neck and spinal injuries
 - minor skin injuries
 - needle stick injuries
 - poisoning and toxic substances
 - respiratory distress, including asthma
 - seizures, including epilepsy
 - shock
 - soft tissue injuries, including strains and, sprains
 - stroke

- unconsciousness
- basic anatomy and physiology relating to:
 - how to recognise a person is not breathing normally
 - chest
 - response/consciousness
 - upper airway and effect of positional change
 - considerations in provision of first aid for specified conditions

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training device
- placebo bronchodilator and spacer device
- roller bandages
- triangular bandages
- workplace First Aid kit
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form for written reports
- wound dressings

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

RGRSTD501 Manage steward services

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 manage and supervise compliance in race meeting and non-race meeting contexts, and the application of, and ability to, practice and supervise ethical and integrity compliance, and manage investigations and inquiries, within associated rules of racing and legislation.

The unit applies to individuals who perform the role of chairman of stewards to maintain and uphold fair racing, and supervise and enforce the industry's probity and integrity standards as empowered by the relevant racing code's national and local rules of racing.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant controlling body or Principal Racing Authority (PRA). Users are advised to check with the relevant authority 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>
1. Supervise integrity and compliance in racing	1.1 Promote compliance with rules of racing and legislation through implementation of relevant policies, protocols and procedures 1.2 Promote integrity and model ethical behaviour 1.3 Supervise and coordinate race meeting operations 1.4 Supervise and monitor activities of licensed or registered persons
2. Supervise welfare of animals and staff	2.1 Promote animal welfare legislation and relevant rules of racing for racing industry code 2.2 Promote policies and procedures relating to licensed persons' welfare and safety 2.3 Promote policies and procedures relating to staff welfare and safety
3. Manage investigations and inquiries	3.1 Review investigation and inquiry processes for compliance and relevance 3.2 Review inquiry conclusions and penalties awarded for consistency, relevance and compliance with administrative law 3.3 Research appeal decisions and report to people concerned
4. Contribute to the update of rules of racing and related procedures	4.1 Review policies, protocols and procedures for relevance, currency and compliance with legislation and practices 4.2 Prepare proposals for amendments and new rules, policies or procedures 4.3 Establish and maintain links with colleagues in same and other racing codes for sharing of information 4.4 Advise staff members and educate about policy and procedural changes

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	Analyse and research issues to reach sound conclusions based on evidence

Skill	Description
	Organise, evaluate and critique ideas and information from a wide range of complex texts
Writing	- Demonstrate sound writing skills by selecting appropriate conventions and stylistic devices to express precise meaning - Record outcomes of reviews and makes changes to policy documentation using racing industry-relevant terminology
Oral communication	- Establish and maintain complex and effective communications in a broad range of contexts, including formal presentations and meetings - Display depth of understanding of complex verbal exchanges, including multiple and unstated meanings when communicating with others
Navigate the world of work	- Work autonomously and implement strategies that ensure racing policies, procedures and regulatory requirements are being met - Monitor and review the organisation's policies, procedures and adherence to legislative requirements in order to implement and manage change
Interact with others	Work proactively and collaboratively with personnel to manage change, make decisions and achieve shared outcomes
Get the work done	- Plan strategic priorities and outcomes within a flexible, efficient and effective context in a diverse environment exposed to competing demands - Address complex problems involving multiple variables, using analytical techniques, experience and knowledge to focus in on the root cause - Use digital technologies to manage business operations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD501 Manage steward services	RGRSTD501A Manage steward services	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>

Assessment Requirements for RGRSTD501 Manage steward services

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 managed steward services over at least one racing season, including:

- supervised procedures and rules of racing for relevant industry racing code, including race meeting operations
- implemented the relevant rules of racing and related protocols relating to welfare of animals and staff
- managed investigations and inquiries to ensure compliance with expected standards and protocols
- contributed to the continued development of rules, policies and procedures
- modelled ethical behaviour and actively promoted the integrity and fairness of operations.

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:

- areas of relevant rules of racing, including:
 - race meetings
 - animal welfare
 - staff welfare
 - licensing and registration of personnel and animals
 - local rules
 - integrity, offences and penalties
 - approved racing gear
- principles of administrative law and sound knowledge of legal proceedings, including:
 - procedures for gathering evidence, hearing protests, conducting inquiries and appeals
- key applicable legislation and codes of practice, including animal welfare
- organisational policies and procedures, protocols and management practices, including:

- ethical conduct standards of relevant principal racing authority
- staff welfare and safety, including access to counselling
- racing industry communication procedures, including:
 - networking with racing administration executives, staff, stewards, officials, and licensed or registered personnel
 - reporting lines within the workplace and wider racing industry
 - principles of effective communication
- processes for developing and reviewing policies and protocols.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing administration offices, racetracks, race trials and meetings, and related facilities
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to manage steward services
- 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>

RGRSWA301 Collect non-blood samples from greyhounds or horses

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 prepare for and collect non-blood samples from racing animals and complete reporting requirements.

The unit applies to individuals who work under supervision, using specialised knowledge and practical skills to carry out routine non-blood sampling activities within greyhound, harness or thoroughbred racing code workplaces.

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

Pre-requisite Unit

Nil

Unit Sector

Swabbing (SWA)

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. Prepare for sample collection	1.1 Confirm process for selecting greyhounds or horses to be sampled with stewards or supervising veterinarian 1.2 Confirm preparation of collecting area and provision of collecting equipment and collection bags, including personal protective equipment

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Secure collecting area and equipment 1.4 Identify hazards and minimise risks associated with sample collection 1.5 Identify and escort greyhounds or horses required for non-blood sample collection to collecting area following safe animal handling practices
2. Collect samples	2.1 Explain collection procedures and rights and obligations to nominated witness 2.2 Follow safe urine collection procedures and protocols 2.3 Take other non-blood samples according to collection protocols and safety procedures 2.4 Maintain chain of custody of sampling equipment, documentation and sample 2.5 Follow swab documentation, packaging, security and shipping protocols 2.6 Implement contingency plans when sample cannot be provided within timeframe 2.7 Maintain safety of greyhound or horse, self and others during collection of sample
3. Complete sample reports	3.1 Complete and store sample documents according to racing protocols and procedures 3.2 Record and report alterations to collection procedures to stewards 3.3 Record and report incidents that occurred during collection process to stewards 3.4 Give evidence relating to collection processes at inquiries when requested by stewards

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

Skill	Description
Reading	Interpret instructions, workplace procedures, reporting requirements and rules of racing relating to collecting non-blood samples
Writing	Record data accurately and complete workplace documentation and report clearly and succinctly
Numeracy	Measure and calculate volume associated with non-blood sampling
Oral communication	Provide prompt and succinct information to stewards and others as required
Navigate the world of work	- Take responsibility for adherence to workplace and racing industry procedures, including safe work practices and animal welfare requirements, relating to own role and area of responsibility - Recognise importance of complying with collection protocols and procedures essential to maintaining the integrity of the samples and the continuity and security of evidence
Interact with others	- Work collaboratively with others to ensure timely completion of job tasks - Follow protocols and procedures for communicating with stewards and licensed and other racing industry personnel
Get the work done	- Plan, prioritise and assemble resources to collect non-blood samples from racing animals in required timeframes - Use problem-solving techniques to deal with difficult people and contingency situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSWA301 Collect non-blood samples from greyhounds or horses	RGRSWA301A Collect non-blood samples from greyhounds or horses	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>

Assessment Requirements for RGRSWA301 Collect non-blood samples from greyhounds or horses

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 collected non-blood samples from at least three greyhounds or horses over two separate occasions, including for each:

- confirmed sample collection arrangements with stewards and identified animal by colour, brand, sex, and leg and face markings
- prepared resources and secured area for sample collection
- explained process to industry participant involved in the collection process
- used safe handling work practices when escorting and dealing with greyhounds or horses
- interpreted instructions and completed documentation for the collection of non-blood samples
- collected non-blood samples from greyhounds or horses
- followed laboratory procedures, including security and chain of custody protocols for the possession of non-blood samples, transportation and logging and recording of samples
- identified and reported irregularities in swabbing procedures
- provided information and prompt and succinct reports to stewards and others.

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:

- role of stewards and veterinarians, and rights of participants/witnesses
- swabbing protocols and terminology and associated rules of racing
- techniques for safely handling greyhounds or horses
- common greyhound or horse behaviour and communication traits
- types and purpose of equipment for collecting samples, including personal protective equipment
- workplace operating procedures for:
 - preparing the collection area

- sample collection for saliva, urine and other non-invasive samples
- reporting irregularities and problems, including difficulties in obtaining samples
- contingency situations
- racing industry safety requirements for collecting non-blood samples, including:
 - safe operating procedures
 - personal protective equipment
 - hazard identification
 - risk control
- laboratory protocols and procedures for collecting non-blood samples
- racing industry standards and expectations relevant to the collection of non-blood samples from greyhounds or horses
- communication procedures within the race meeting environment and wider racing industry
- ethical conduct standards of relevant racing principal authority
- protocols and procedures for communicating with stewards, and licensed and other racing industry personnel
- racing industry animal welfare requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas at a racetrack, swabbing facility or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - various greyhounds or horses for collecting non-blood samples
 - workplace instructions and laboratory procedures and reporting documentation
 - equipment for collecting non-blood samples
 - personal protective equipment correctly fitted and appropriate for activity for individual
- relationships (internal and/or external):
 - racing officials or other relevant people to report to.

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>

RGRSWA302 Collect non-blood samples from racing personnel

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 prepare for and collect non-blood samples from racing personnel, and complete reporting requirements.

The unit applies to individuals who work under supervision, using specialised knowledge and practical skills to carry out routine non-blood sampling activities within greyhound, harness or thoroughbred racing code workplaces.

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

Pre-requisite Unit

Nil

Unit Sector

Swabbing (SWA)

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. Prepare for sample collection from racing personnel	1.1 Confirm process for selecting racing participants to be sampled with stewards 1.2 Confirm preparation of collecting area and provision of collecting equipment and collection bags 1.3 Secure collecting area and equipment 1.4 Identify and escort racing participants required for non-blood

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	sample collection to collecting area
2. Collect samples from racing personnel	2.1 Explain collection procedures and rights and obligations to racing participant 2.2 Follow urine collection procedure and protocols 2.3 Maintain modesty of person within limitations of the collection protocols 2.4 Take other non-blood samples according to protocols and procedures 2.5 Maintain chain of custody of sampling equipment, documentation and sample 2.6 Follow swab documentation, packaging, security and shipping protocols 2.7 Implement contingency plans when sample cannot be provided within timeframe 2.8 Maintain safety of self and personnel during collection process
3. Complete sample reports	3.1 Complete and store sample documents according to racing protocols and procedures 3.2 Record and report alterations to collection procedures to stewards 3.3 Record and report incidents that occurred during collection procedure to stewards 3.4 Give evidence relating to collection process at inquiry if requested by steward

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 instructions, workplace procedures, reporting requirements and rules of racing relating to collecting non-blood samples

Skill	Description
Writing	Record information accurately, and complete workplace documentation and reports clearly and succinctly
Numeracy	Measure and calculate volume and temperature associated with non-blood sampling
Oral communication	Provide prompt and succinct information to stewards and others as required
Navigate the world of work	- Take responsibility for adherence to workplace and racing industry procedures, including safe work practices and confidentiality of information, relating to own role and area of responsibility - Recognise the importance of complying with laboratory protocols and procedures essential to maintaining the integrity of the samples and the continuity and security of evidence
Interact with others	- Work collaboratively with others to ensure timely completion of job tasks - Follow protocols and procedures for communicating with stewards, and licensed and other racing industry personnel
Get the work done	- Plan, prioritise and assemble resources to collect non-blood samples from racing personnel in required timeframes - Use problem-solving techniques to deal with difficult people and contingency situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSWA302 Collect non-blood samples from racing personnel	RGRSWA302A Collect non-blood samples from racing personnel	Updated to meet Standards for Training Packages. Minor change 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>

Assessment Requirements for RGRSWA302 Collect non-blood samples from racing personnel

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:

- interpreted instructions, prepared and confirmed sample collection arrangements with stewards
- identified, prepared and briefed racing personnel involved in the collection process
- tested and/or collected the following non-blood samples, with at least three racing personnel:
 - urine
 - breathalyser testing
- followed laboratory procedures, including safety, security and chain of custody protocols for samples.

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:

- protocols and procedures for communicating with stewards, and licensed and other racing industry personnel
- swabbing and sample collection protocols and associated ethical conduct and rules of racing
- types and purpose of equipment for collecting samples, including personal protective equipment
- racing industry safety requirements for collecting non-blood samples, including:
 - safe operating procedures
 - hazard identification
 - risk control
- laboratory protocols and standard operating procedures for collecting non-blood samples, including:

- urine
- breathalyser testing
- other non-invasive samples
- laboratory protocols and standard operating procedures for completing documentation and reporting information and irregularities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe and appropriate racing sample collection facility or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - personnel for collection of non-blood samples
 - workplace instructions and laboratory procedures and reporting documentation
 - equipment for collecting non-blood samples
 - personal protective equipment correctly fitted and appropriate for activity for individual
- relationships (internal and/or external):
 - racing officials or other relevant people to report to.

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>

RGRSWA303 Collect blood samples for racing animal drug testing

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 work under supervision and apply the process for the safe and secure collection of blood samples from racing animals.

The unit applies to racing personnel or other authorised persons who are required to collect blood samples from racing greyhounds or horses under supervision as part of their job role, in work environments of racing administration-approved sample collection facilities that may include racecourses, kennels or stable premises.

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

Pre-requisite Unit

Nil

Unit Sector

Swabbing (SWA)

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. Plan for blood collection from greyhounds or horses	1.1 Confirm process for selecting greyhounds or horses with stewards 1.2 Confirm collecting area is prepared and equipment is provided 1.3 Secure collecting area and equipment according to 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 Identify animals nominated for blood collection and escort to collecting area following safe animal handling practices
2. Collect blood samples from greyhounds or horses	2.1 Explain collection procedures and rights and obligations to nominated witness 2.2 Employ techniques for handling greyhounds or horses to ensure safety of animals, self and others 2.3 Prepare animals for blood collection 2.4 Follow safe blood collection procedures and protocols 2.5 Maintain chain of custody of sampling equipment, documentation and samples 2.6 Follow swab documentation, packaging, security and shipping protocols 2.7 Manage disposal of sharps to ensure safety of self and others
3. Document and provide information on swabbing procedure to relevant parties	3.1 Complete and file swab documentation 3.2 Justify and document alterations to standard collection procedures 3.3 Document incidents that occurred during collection procedure, and report to stewards

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 blood sampling procedures and other documentation and consolidate information to ensure compliance
Writing	Accurately record and complete required blood sampling documentation using clear language and correct terminology
Numeracy	Use volumetric measurements to take and report on blood samples
Oral communication	Effectively participate in verbal exchanges using active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information with racing officials and witnesses

Skill	Description
Navigate the world of work	Take responsibility for following rules of racing, racetrack policies and procedures and legislative requirements relating to job role
Interact with others	- Follow racing industry communication protocols with stewards, racing officials, and licensed and registered personnel - Cooperate with others and contribute to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	- Make routine decisions and implement standard procedures for collecting blood samples, using formal decision-making processes for more complex and non-routine situations - Address less predictable problems and initiate standard procedures in response, applying problem-solving processes in determining solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSWA303 Collect blood samples for racing animal drug testing	RGRSWA303A Collect blood samples for racing animal drug testing	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>

Assessment Requirements for RGRSWA303 Collect blood samples for racing animal drug testing

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 collected blood samples from at least three greyhounds or horses over two separate occasions, including for each:

- planned the blood collection process and checked and confirmed blood collection resources were ready and available
- implemented safety and security procedures for the blood sampling process according to protocols
- ensured witnesses were informed of process
- used safe animal handling techniques according to racing safety and animal welfare requirements
- collected blood samples from animals according to racing and laboratory protocols
- documented and provided information on swabbing procedure to relevant parties.

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:

- protocols and procedures for communicating with stewards, and licensed and other racing industry personnel relevant to swabbing and sample collection
- ethical conduct standards of relevant Principal Racing Authority
- racing industry safety requirements, including:
 - safe operating procedures for blood sampling
 - hazard identification and risk management
 - safe handling techniques for animals
- greyhound or horse behaviour and communication traits relevant to safety and sample collection
- laboratory and racing protocols and standard operating procedures for sample collection, including:

- security arrangements
- preparation for collecting samples
- safe operation of collecting equipment
- collection procedures
- chain of custody of sampling equipment, documentation and samples
- racing industry animal welfare requirements related to sample collection and handling techniques
- documentation and reporting requirements, including for irregularities in procedures and difficulties in obtaining samples.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - safe handling areas for collecting blood samples, such as racetracks and related swabbing facilities
- resources, equipment and materials:
 - a range of greyhounds or standardbred or thoroughbred horses
 - materials and equipment relevant to assessing individual's ability to perform blood sample collection duties
- specifications:
 - work instructions and related documentation
 - safe operating procedures when sampling and handling sharps
- relationships (internal and/or external):
 - racing officials or other relevant people to report to.

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>

RGRTRK301 Assist with race meeting track management

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 assist with race meeting track management operations and maintain and monitor the organisation's policies, allocate race meeting trackwork duties and supervise staff.

The unit applies to race club employees who assist with race meeting track management operations in workplace environments of racing administration, kennels, stables, racecourses and public areas.

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

Pre-requisite Unit

Nil

Unit Sector

Track management (TRK)

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. Prepare for race meeting	1.1 Verify race club opening time and race times for relevant racing code 1.2 Calculate staffing requirements and seek approval from supervisor 1.3 Perform track preparation requirements after verifying with supervisor

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 Distribute contact details and protocols for principal staff and section leaders after verifying with supervisor and chairman of stewards 1.5 Check operation of two-way radios and other communications equipment
2. Allocate race meeting duties	2.1 Verify staff members' availability for race meeting and recruit casual staff according to club procedures 2.2 Confirm endorsement of staff for specific duties 2.3 Conduct induction for race meeting duties for casual and new staff 2.4 Record and distribute staff roster and duties
3. Monitor race meeting operations	3.1 Monitor race start preparations and operations for problems that need reporting 3.2 Monitor maintenance to track surface and ancillary equipment according to track supervisor or steward's instructions and safety procedures 3.3 Support staff in undertaking emergency repairs, and make areas safe according to workplace procedures
4. Monitor post-race meeting track operations	4.1 Identify and record damage to track and surrounds 4.2 Prepare report for supervisor that prioritises areas of maintenance or repair required to meet race club or racing authority requirements 4.3 Verify and report staff presence and duties on race day to payroll department

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 workplace and other documentation and consolidate information to determine track management activities and requirements

Skill	Description
Writing	Prepare reports and other documentation using clear language and correct terminology to convey explicit information, requirements and recommendations
Numeracy	Perform mathematical calculations to analyse and assess labour requirements and set schedules
Oral communication	Use clear language, tone and pace appropriate for audience and purpose when communicating with race officials and staff
Navigate the world of work	Take responsibility for following workplace policies and procedures including environment and work health and safety requirements relevant to work role
Interact with others	Collaborate with others, sharing information to build strong work groups and behaviours that are conducive to a productive environment
Get the work done	- Plan, prioritise and organise staff and resources to assist with track management activities - Make routine decisions and address less predictable problems by applying problem-solving processes in determining solutions

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the individual, accessibility of the item, and local industry and regional contexts) are included.

Racing code must include at least one of the following:	- greyhound - harness - thoroughbred.
Race start preparations must include at least one of the following:	- starting boxes and lure system for greyhound racing - standing start or mobile start vehicle for harness racing - barriers for thoroughbred racing.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRTRK301 Assist with race	RGRTRK301A Assist with race	Updated to meet Standards for Training	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
meeting track management	meeting track management	Packages. Minor changes to performance criteria for clarity.	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

Assessment Requirements for RGRTRK301 Assist with race meeting track management

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 assisted with track management in the relevant racing code, for at least two race meetings, including for each:

- verified race meeting operational requirements and assisted with planning staffing requirements
- confirmed staffing and allocated duties
- monitored race day operational activities
- monitored and reported post-race meeting track operations.

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:

- roles and responsibilities of staff involved in race meeting track management operations
- race club policies and procedures relating to race meeting track management, including:
 - allocating staff rosters and schedules
 - casual and new staff induction
 - work health and safety requirements
 - hazards and potential hazards in the workplace, and risk control procedures
- racing authority standards or procedures for race club and race day operations
- procedures or standard protocols and procedures for communicating with stewards, racing officials and other relevant people, including:
 - following instructions
 - principles of effective communication for induction of staff
 - reporting lines
 - reporting irregularities or problems
- race day procedures for relevant code, including:

- preparation of facilities for racing officials and participants
- preparation of track
- starting procedures
- maintenance to track between races
- post-race clean-up and pull-down
- racing industry requirements for work health and safety and animal welfare, and relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - relevant racing industry work sites, such as racetracks and facilities and race meetings
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to assist with race meeting track management operations
- 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>

RGRTRK303 Provide emergency animal assistance

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 provide emergency animal assistance, including managing the incident scene, assisting personnel at the scene, using safe animal handling techniques; and transporting the injured or deceased animal from the scene.

The unit applies to individuals who work in greyhound, harness or thoroughbred codes of the racing industry using specialised knowledge and organisational skills to manage racing incidents with animals during trackwork, barrier trials and race meetings.

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

Pre-requisite Unit

Nil

Unit Sector

Track management (TRK)

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. Provide assistance at incident scene	1.1 Contact veterinarian, steward and other specialists when animal emergency occurs 1.2 Assist individuals in potential danger or risk at incident scene until assistance arrives 1.3 Assist with catching or restraining animal using safe handling

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	techniques to prevent further injury or damage 1.4 Provide assistance to supervising personnel who are treating or assessing the animal 1.5 Apply basic methods of restraint to animal under veterinary or specialist supervision
2. Manage incident scene	2.1 Identify hazards, assess risks and select appropriate personal protective equipment to avoid injury to personnel or animals 2.2 Collect and install privacy screens according to workplace procedures 2.3 Allocate staff members to restrict public access to incident area 2.4 Give consideration to the distress of those associated with the injured animal and of the general public in the management of incident 2.5 Use discretion in the handling of a deceased animal 2.6 Assist stewards and veterinarian in the collection of a post-mortem swab sample if requested by the stewards
3. Transport animal	3.1 Prepare and transport vehicle and equipment to incident site 3.2 Select animal loading techniques to minimise risk of further injury to animal or injury to personnel 3.3 Use discretion in the loading of a deceased animal 3.4 Transport animal to designated veterinary hospital or review area 3.5 Assist with arranging transport to designated disposal area after required samples have been collected 3.6 Assist with cleaning transport vehicle and equipment and check for operational readiness according to track procedures and any commercial arrangements

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
Numeracy	Estimate weight and volume for lifting, loading and transporting animals
Oral communication	Issue clear instructions at incident site and report facts accurately to racing officials and other personnel
Navigate the world of work	- Take responsibility for adherence to workplace and racing industry procedures, including safe work practices and animal welfare requirements, relating to own role and area of responsibility - Contribute to review procedures with supervising personnel
Interact with others	- Use collaborative techniques to manage incidents effectively and efficiently to minimise impact and stress of incident to animals and personnel - Use discretion and empathy when dealing with grief issues
Get the work done	- Plan, prioritise and assemble resources to provide emergency animal assistance within required response times - Evaluate incidents and risks promptly, and devise and implement solutions and control measures to achieve outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRTRK303 Provide emergency animal assistance	RGRTRK303A Provide emergency animal assistance	Updated to meet Standards for Training Packages. Minor changes to performance criteria to clarify intent of unit.	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>

Assessment Requirements for RGRTRK303 Provide emergency animal assistance

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 provided emergency animal assistance for at least three incidents or realistic simulations, including for each:

- assessed risks associated with emergency animal assistance and incident site
- assisted individuals and secured incident scene
- contacted veterinarian, steward or other specialists in an emergency
- assisted with managing the incident scene, including:
 - restricted public access or view of incident
 - assisted veterinarian and/or steward
- assisted with arranging and transporting injured or deceased animal to designated destination.

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:

- types of incidents, hazards and emergencies at racing and training tracks, including:
 - on track
 - public areas
 - stables or kennels
 - training equipment and facilities
- types and roles of specialists to contact in an emergency
- strategies and considerations for managing incident scenes
- personal protective equipment, including operation and maintenance procedures
- avenues and procedures for personnel to access grief counselling
- common greyhound or horse injuries at racing and training tracks

- manual handling techniques, equipment and procedures for animal restraint, lifting, loading and transporting
- disposal areas and procedures
- race meeting track management operations and staff roles
- racing industry standards and expectations relevant for providing emergency animal assistance, covering:
 - animal welfare, work health and safety and environmental procedures
 - protocols and procedures for communicating with stewards, veterinarians, racing officials and other relevant people.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing or training track site or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - real injured animals, appropriate simulations or cadavers, depending on assessment environment and situation
 - greyhound or horse vehicle for transporting animals
 - materials and equipment required to provide emergency animal assistance
 - personal protective equipment correctly fitted and appropriate for activity for individual.

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>

RGRTRK401 Supervise preparation of track and facilities for race meetings

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 supervise the preparation of race track and facilities, monitor track conditions and operations during the race meeting, and oversee the post-race clean-up and maintenance work.

The unit applies to individuals who are required to supervise the preparation of the racetrack and associated facilities for race meetings in the greyhound, harness or thoroughbred codes of racing.

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

Pre-requisite Unit

Nil

Unit Sector

Track management (TRK)

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. Plan for race meetings	1.1 Clarify race meeting schedule for relevant racing code with race club personnel 1.2 Prepare pre-planning maintenance and race day work rosters with monthly, weekly and daily objectives

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Implement track and facilities maintenance program. including organising resources and contractors according to allocated budget 1.4 Monitor weather for potential impact on preparation for race meetings
2. Prepare track for race meetings	2.1 Prepare and condition track surface for racing, considering drainage and irrigation needs, using equipment appropriate for surface type 2.2 Monitor track lighting prior to night meetings to ensure operability, minimise shadows and meet requirements for TV coverage or recording 2.3 Ensure ancillary infrastructure relevant to code is in safe working condition according to race club and racing authority standards 2.4 Use, store and secure chemicals safely according to material safety data sheets (MSDS) and workplace health and safety requirements
3. Prepare track facilities	3.1 Ensure facilities including swabbing area, steward or camera towers, judge's box and racing participant rooms are functional, clean and meet racing authority standards 3.2 Ensure kennels or stables are cleaned, and area is secured according to race club and stewards' requirements 3.3 Check fencing and signage on areas with restricted access to the public
4. Prepare for race day	4.1 Clarify race day requirements with race club personnel and stewards 4.2 Verify race distances and track selection 4.3 Check the operation and condition of starting boxes, barriers, rails or mobile start vehicles depending on code and position according to race plan 4.4 Place equipment for incidents and emergencies strategically for immediate action when required 4.5 Verify track condition in consultation with stewards prior to start and during race meeting, and make adjustments according to racetrack practices 4.6 Check repairs to track surface between races according to track condition
5. Oversee post-race	5.1 Check track surface and arrange repairs and schedule maintenance

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
meeting clean-up and pull down	operations 5.2 Ensure kennels or stables and other facilities are cleaned, repaired and secured according to race club practices 5.3 Check inventory for return of all race club equipment 5.4 Report damage to equipment or infrastructure and initiate repairs following workplace procedures 5.5 Check area for safety and remove all items, equipment or contractor supplies before site is declared open for regular access

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	Analyse workplace and other documentation and consolidate information to determine track and facilities management activities and requirements
Writing	Prepare reports using workplace formats and clear language to convey explicit information related to track preparation and maintenance
Oral communication	- Follow racing industry communication protocols with stewards, racing officials, and other staff using language, tone and pace appropriate for the audience and purpose - Use active listening and questioning techniques to gather, clarify and relay information related to racetrack management
Navigate the world of work	Take full responsibility for following workplace policies and procedures, rules of racing and regulations, including environmental and work health and safety requirements relevant to track management
Interact with others	Collaborate with others, sharing information to build strong work groups and behaviours that are conducive to a productive environment
Get the work done	- Plan, sequence, prioritise and organise staff and resources to prepare track and facilities for race meetings - Make decisions and address complex and less predictable

Skill	Description
	problems by applying problem-solving processes and contingency plans in determining solutions

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the individual, accessibility of the item, and local industry and regional contexts) are included.

Racing code must include at least one of the following:	• greyhound • harness • thoroughbred.
Track surface must include at least one of the following:	• grass/turf • sand/gravel/dirt • synthetic/artificial.
Ancillary infrastructure must include at least one of the following codes of racing:	• greyhound racing: • starting boxes • lure system – rail, cable, carriage, roller brackets • harness racing: • mobile start vehicle • thoroughbred racing: • barriers • rails.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRTRK401 Supervise preparation of track and facilities for race meetings	RGRTRK401A Prepare track and facilities for race meetings	Updated to meet Standards for Training Packages. Additional elements and changes to performance criteria and title to reflect job role.	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>

Assessment Requirements for RGRTRK401 Supervise preparation of track and facilities for race meetings

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 supervised the preparation of track and facilities for at least two race meetings in the relevant racing code, including for each:

- planned for race meetings, including:
 - verified track requirements
 - planned and scheduled works for race meeting
 - organised resources
- prepared track surface for race meetings
- prepared track facilities and ancillary infrastructure according to race club and/or controlling body or racing authority standards and procedures
- supervised race day preparations for track and facilities
- supervised post-race meeting clean-up and pull-down, including:
 - checked track condition post-race
 - reported, planned and organised repairs and maintenance requirements
 - rendered the track safe for regular access.

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:

- track surface types and conditioning and maintenance needs for relevant track surface, including:
 - grass/turf
 - sand/gravel/dirt
 - synthetic/artificial (mix of sand particles, polymers and oils)
- track conditions and rating scales relevant to applicable racing code

- machinery and equipment relevant to track surface and procedures for their operation and maintenance
- materials and consumables relevant to track surface, including:
 - fertilisers, poisons used on grass/turf tracks
 - canola oil or other wetting agents
- equipment for incidents and emergencies, including:
 - sight reduction screens
 - towing vehicle
- workplace policies and procedures relevant to racing code, for:
 - work health and safety
 - environment and waste management
 - handling chemicals
 - track maintenance
- racetrack and facility management schedules, operations and staff roles:
 - staff supervision, including rights and responsibilities of employees, supervisors, employers and contractors
- relevant rules of racing and racing industry animal welfare requirements relating to track conditions
- communication and reporting procedures and protocols, including with stewards.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing industry work sites, including racetrack and related facilities for relevant code
- resources, equipment and materials:
 - materials and equipment relevant to racing code to assess an individual's ability to prepare track and facilities for race meetings
- 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>

RGRTRK402 Relate animal welfare to track and environmental conditions

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 relate the injuries and performance of racing animals to external conditions and present options for improving performance and safety.

The unit applies to individuals who use specialised knowledge and analytical techniques to assess track and environmental conditions in greyhound, harness or thoroughbred codes of the racing industry.

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

Pre-requisite Unit

Nil

Unit Sector

Track management (TRK)

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. Relate animal physiology to environmental conditions	1.1 Research animal cooling mechanisms and relate efficiency to ambient temperature and humidity 1.2 Investigate influence of other climatic conditions on animal performance

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Relate animal performance to common racing veterinary conditions	2.1 Investigate impact of digestive, respiratory and nervous distress and illnesses on animal performance 2.2 Connect common racing veterinary conditions to track and environmental conditions
3. Relate animal injuries and performance to track design and surfaces	3.1 Determine relationship between track camber and tightness of turns to performance injuries 3.2 Review relationship between track density and track materials to performance injuries 3.3 Relate grading, mowing and watering techniques to animal performance 3.4 Determine the impact of weather on track surfaces and animal performance
4. Evaluate track and environmental conditions and options to improve animal performance and safety	4.1 Measure track density and moisture content and interpret results using standard industry tools 4.2 Measure ambient temperature and humidity and interpret results 4.3 Determine track rating using industry standard definitions 4.4 Analyse options for improving track conditions for optimal greyhound or horse performance and safety 4.5 Analyse overall weather conditions to determine whether racing can continue 4.6 Submit justification for adjusting or not adjusting track or environmental conditions to stakeholders

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	Consolidate, interpret and critically analyse technical information from a range of industry sources to determine findings
Numeracy	Interpret results obtained from measuring track and environmental conditions using industry tools and equipment

Skill	Description
Navigate the world of work	Follow racing industry regulations and workplace procedures, including safety and animal welfare requirements, and meet expectations relating to own role and area of responsibility
Interact with others	Follow racing industry protocols and practices when communicating with stewards, racing officials, and licensed and registered personnel
Get the work done	Collect and analyse evidence systematically, justifying decision-making processes and outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRTRK402 Relate animal welfare to track and environmental conditions	RGRTRK402A Relate animal welfare to track and environmental conditions	Updated to meet Standards for Training Packages. Changes to some elements and 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>

Assessment Requirements for RGRTRK402 Relate animal welfare to track and environmental conditions

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 determined relationships between animal performance and track and environmental conditions for relevant code, including:

- researched information on animal physiology, performance and injuries
- determined track ratings and condition using basic technology for two race tracks
- analysed relationship between animal injuries and performance to track design and surfaces for three animals or realistic case studies
- evaluated track and environmental conditions and options to improve animal performance and safety for three animals or realistic case studies.

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:

- animal cooling mechanisms and factors that affect hydration status of racing animals
- clinical signs in racing animals of common veterinary conditions related to:
 - digestive, respiratory and nervous systems
 - lameness
- climatic conditions impacting on track condition and animal performance, and relevant rules of racing and animal welfare relating to weather conditions
- features of track construction and design impacting on animal performance
- track ratings and condition and impact on animals, including:
 - track camber and tightness of turns
 - track materials and density
 - grading or mowing and watering techniques
- types and purpose of equipment for measuring environmental and track conditions, and procedures for their operation and maintenance

- process for determining track ratings
- factors to consider for adjusting or not adjusting track or environmental conditions, including:
 - animals
 - general public
 - image of racing
 - options that are feasible or not feasible within time available, budget or resource constraints
- racing industry standards and expectations relevant to track and environmental conditions, including:
 - workplace health and safety and environmental requirements
 - animal welfare requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racetrack or training track or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - resources, equipment and materials relevant to assessing individual's ability to relate animal welfare to track and environment conditions, including DVDs or videos of animal locomotion, standard industry tools, veterinary reports, scans and X-rays.

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>

RGRTRK403 Maintain specialised non-turf track surfaces for racing

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 manage and renovate specialised non-turf track surfaces for racing, using specialised materials, machinery and equipment.

The unit applies to individuals who plan and prepare budgets and liaise with staff and contractors in the maintenance of specialised non-turf track surfaces in racing environments.

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

Track management (TRK)

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. Compare specialised track materials	1.1 Recognise features of track construction and design 1.2 Evaluate track materials for subsoil compatibility, as well as

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	climatic, drainage and durability management considerations 1.3 Assess specialised track materials for environmental sustainability and economic viability 1.4 Compare strategies for managing a range of common track problems, including animal welfare, for specialised track surfaces
2. Manage specialised track surfaces	2.1 Select and prepare machinery and equipment for track maintenance operations according to manufacturer or supplier directions, workplace health and safety requirements and workplace procedures 2.2 Evaluate track camber, fall and surface depth for relevant racing code 2.3 Plan daily, weekly and race day meeting care requirements and carry out nominated specialised track surfaces, complying with manufacturer or supplier specifications and directions 2.4 Measure track density and moisture content, and declare track rating 2.5 Plan and carry out minor repairs to nominated specialised track surfaces according to manufacturer or supplier and supervisor's directions
3. Renovate specialised track surfaces	3.1 Plan renovation and create and present budget to supervisor for approval 3.2 Select, order and prepare materials and equipment for track renovation 3.3 Engage contractor or instruct staff on maintenance procedures according to manufacturer specifications and directions, workplace health and safety requirements and workplace 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

Skill	Description
Reading	Interpret key information in workplace and other documentation and consolidate to determine specialised track management activities and requirements
Writing	Prepare documentation using workplace formats and accurate terminology to convey explicit information and requirements for track maintenance
Numeracy	Perform mathematical calculations to interpret data relating to track surface components, and material quantities and costs related to track surfaces
Oral communication	Use clear language, tone and pace appropriate for the audience and purpose when gathering and relaying information related to race meeting track requirements
Navigate the world of work	Take full responsibility for following workplace policies and procedures and regulations, including workplace health and safety and environmental requirements
Interact with others	Collaborate with others, sharing information to build strong work groups and behaviours that are conducive to a productive environment
Get the work done	- Plan, prioritise and organise staff and resources to assist with track management activities - Make routine decisions and address less predictable and complex problems by applying problem-solving processes in determining solutions to maintain non-turf track surfaces

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the individual, accessibility of the item, and local industry and regional contexts) are included.

Specialised track materials must include at least one of the following:	- sands - soils - fine crushed rock - road base or similar - synthetic or artificial.
Racing code must include at least one of the following:	- greyhound - harness - thoroughbred.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRTRK403 Maintain specialised non-turf track surfaces for racing	RGRTRK302A Maintain specialised non-turf track surfaces for racing	Updated to meet Standards for Training Packages. Minor changes to title and performance criteria for clarity and to reflect job role level.	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>

Assessment Requirements for RGRTRK403 Maintain specialised non-turf track surfaces for racing

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 one occasion for the relevant racing code, the individual has:

- assessed specialised track materials and conditions and compared requirements
- planned and organised equipment and resources for maintenance and repair of specialised track
- planned materials, resources and budget, and engaged contractors for track renovation works
- maintained specialised non-turf track surface using appropriate equipment and safe work practices.

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:

- specialised non-turf track base and surface materials suitable for greyhound, harness or thoroughbred training and racing, including:
 - sands and soils
 - fine crushed rock, road base or similar
 - synthetic or artificial
- features of specialised track construction, including:
 - type of base and thickness of base and surface materials
 - compressive strength
 - subgrade layer preparation
 - stability of materials
 - track camber, fall and surface depth
- considerations in maintaining specialised non-turf track surfaces:
 - track construction

- track materials
- environmental and sustainability
- economic
- types of equipment required for specialised tracks, and procedures for their operation, relevant to racing code
- consumables and materials relevant to track maintenance
- regular maintenance requirements for non-turf tracks relevant to racing code, including daily, weekly and race day meeting care requirements
- racing industry animal welfare requirements relevant to track surfaces, including:
 - animal injuries
 - animal gait abnormalities
- workplace procedures for:
 - routine maintenance
 - engaging contractors
 - procurement of resources
 - workplace health and safety
 - environment and sustainability.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - training and racetracks with specialised non-turf track surfaces for relevant racing code
- resources, equipment and materials:
 - materials and equipment relevant to assessing the individual's ability to maintain specialised non-turf track surfaces for relevant racing code
- 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>

SFIPROC611C Participate in a media interview or presentation

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency involves representing a seafood enterprise or industry group in a range of situations. Needs might emerge from a product recall, a similar emergency situation or from a need for the seafood enterprise/group to promote a positive image to the target audience. The unit also addresses the needs of seafood enterprises in small or close knit communities where the significance of the enterprise to that community imposes a representative role on individuals to promote the wider interest. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	All enterprise or workplace procedures and activities are carried out according to <i>relevant government regulations, licensing and other compliance requirements.</i>

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare and issue media releases	1.1. The content of proposed media release is consistent with the intent of the <i>message/information</i>. 1.2. Specific details are researched and confirmed, where appropriate. 1.3. Media release is prepared using language appropriate to the <i>target audience</i>. 1.4. The destination and timing of the media release is confirmed to ensure contact with target audience. 1.5. <i>Authority to proceed</i> is sought appropriate to the intent of the media release. 1.6. Media release, with relevant contact detail, is issued and clarification of content is provided, as appropriate.
2. Arrange media interviews	2.1. Medium for interview is selected to ensure reach to target audience. 2.2. Appropriate and mutually convenient time/place for interview is established. 2.3. Material and/or information are prepared in advance of interview with specific data/information confirmed

ELEMENT	PERFORMANCE CRITERIA
	by specialists.
3. Conduct media interviews	3.1. Media interview is conducted to advantage the preferred position or perspective. 3.2. Verbal and non-verbal skills are used to advantage the enterprise. 3.3. Opportunities to advance a preferred position or point of view are captured.
4. Prepare action plans for impromptu interviews	4.1. Action plans are prepared to identify situations where an impromptu interview may be required or sought. 4.2. Checklists are developed to address key points which may be raised or questions during an impromptu interview.
5. Deliver presentations in a public forum	5.1. Information is gathered and assessed for relevance to topic and audience. 5.2. Appropriate language is used to deliver message clearly and authoritatively. 5.3. Ideas or concepts are developed logically and articulated clearly. 5.4. Questions are dealt with effectively. 5.5. Appropriate verbal and non-verbal forms of communication are used.
6. Develop personal image and presentation skills	6.1. Professional and social situations likely to be encountered are identified. 6.2. Requirements of presenters are determined and expectations of presenter are clarified. 6.3. Advice and guidance is sought as to most appropriate techniques for presentation and image/grooming.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communicating verbally and in writing

REQUIRED SKILLS AND KNOWLEDGE

- communicating with diverse audiences
- demonstrating active listening techniques
- developing cogent arguments
- identifying issues affecting the enterprise
- optimising presentation opportunities
- presenting information and expressing point of view in public forums, both impromptu and planned
- prioritising tasks and giving appropriate attention to detail
- seeking feedback and guidance on performance
- setting goals for self improvement
- using technology to search for information, prepare presentations, write reports and communicate electronically.

Literacy skills used for:

- adapting presentation style to suit target audience
- reading and writing complex reports.

Numeracy skills used for:

- calculating time and/or space
- confirming financial and/or costing data
- meeting and/or setting deadlines.

Required knowledge

- issues affecting the enterprise or the operational environment
- media options and opportunities
- presentation techniques
- statutory, legislative or legal requirements and/or obligations with regard to public announcements
- systems for managing information, including its currency
- techniques for writing for maximum impact.

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment

EVIDENCE GUIDE	
Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment evidence required to demonstrate competence in this unit	Assessment must confirm the ability to: • assess own performance, seek feedback and act on constructive advice • capitalise on opportunities to represent the enterprise or industry group by utilising or capturing media attention and other possibilities, such as public speaking opportunities • deliver messages with conviction • manage work to achieve goals and results • prepare accurate and cogent materials • seek out and act on opportunities to the benefit of the enterprise • use technology for information management and communication. Assessment must confirm knowledge of: • available learning methods to maintain currency of knowledge regarding issues affecting the enterprise or industry group • day-to-day workings of the media and media contact points • knowledge related to seafood enterprise or industry group • legal and liability issues affecting enterprise contact with the media.
Context of and specific resources for assessment	Assessment of this unit may occur in either a real or simulated workplace. Resource may include: • access to candidates peers and/or managers • access to key stakeholders • audio and/or video facilities to simulate presentations or review historical material • documentation relating to any formalising of media relationships • regulations and codes of practice relevant to the enterprise.

EVIDENCE GUIDE	
Method of assessment	The following assessment methods are suggested: • case studies • demonstration in the workplace • third-party reports.
Guidance information for assessment	This unit may be assessed holistically with other units within a qualification.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Relevant government regulations, licensing and other compliance requirements</i> may include:	• business or workplace operations, policies and practices: • commercial law, including fair trading and trade practices • consumer law • corporate law, including registration, licensing and financial reporting • disability policies and practices • equal opportunity, anti-discrimination and sexual harassment • industrial relations and awards, individual employment contracts and share of catch agreements • jurisdictional variations • superannuation • taxation • trade practices • warnings and dismissals • worker's compensation • ecologically sustainable development (ESD)

RANGE STATEMENT	
	principles, environmental hazard identification, risk assessment and control • food safety, Hazard Analysis Critical Control Point (HACCP), hygiene and temperature control along chain of custody • imports quarantine and inspection, and importing approved arrangements for Australian Quarantine Inspection Service (AQIS), Australian Customs Service (ACS) and Biosecurity Australia (BA) • land, buildings and vehicles: • buildings and structures design and appearance, constructions and additions • use of utilities, including water, natural gas, electricity and sewage • water or land lease, tenure or ownership and use • occupational health and safety (OHS) hazard identification, risk assessment and control • product quality assurance: • correct naming and labelling (e.g. country of origin, Australian Fish Names Standard and eco-labelling) • correct quantities, sizes and other customer requirements • third-party certification (e.g. Australian Grown and ISO 14001:2004 Environmental management systems).
Message/information may include:	• food or product recall advice • generalised information • general information about products • seafood emergency information.
Target audience may include:	• general public • interest groups • local community.
Authority to proceed may include:	• the need to clarify issues of liability and/or legality • key stakeholders, such as: • health authorities • insurers • police.

RANGE STATEMENT	
Situations may include:	• threats to domestic or export markets • emergency situations, such as storms, flood, fire and theft • impact of changed regulations • product recalls • skill shortages • threats to industry sustainability.
Appropriate language may include:	• clarity • eliminating ambiguity • relevance and understanding of cultural sensitivities.
Verbal and non-verbal forms of communication may include:	• active listening and engagement of the audience • aggressive posture, tone or language • passive posture, tone or language • relevance and understanding of jargon and acronyms.
Expectations of presenter may include:	• attentiveness • grooming • promptness • relevance of information provided • sensitivity to issues • timing.

Unit Sector(s)

Unit sector	Seafood processing

Co-requisite units

Co-requisite units	

Competency field

Competency field	

SIFXMGT002 Coordinate staff

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate staff work schedules, rosters and completion of tasks. It applies to funeral home and cemetery and crematorium staff responsible for coordinating others as part of their role, ensuring that all work carried out is according to work health and safety, relevant legislation and workplace policies and procedures.

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

Competency Field

Management and Leadership

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Coordinate staff rosters and schedules.

2. Coordinate completion

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Identify work requirements in consultation with supervisor.
- 1.2 Develop work schedules and rosters to meet work requirements in consultation with supervisor.
- 1.3 Provide information to staff on work schedules and rosters.
- 1.4 Monitor work schedules and rosters and identify problems or difficulties.
- 1.5 Take corrective action to address problems and difficulties according to workplace policies and procedures.

- 2.1 Allocate tasks to staff members according to supervisor

of tasks.

instructions and individual areas of expertise.

2.2 Use appropriate communication techniques to communicate task requirements to staff members.

2.3 Monitor staff progress in completing tasks according to work requirements.

2.4 Recognise staff problems or difficulties in completing tasks and assist staff to find solutions.

2.5 Seek advice from supervisor when required.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SIFMGT002A Coordinate staff.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>

Assessment Requirements for SIFXMGT002 Coordinate staff

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- develop and communicate work schedules to staff members
- monitor completion of tasks
- respond to operational and service issues in the workplace.

Evidence of performance of coordinating staff on two or more occasions is required to demonstrate consistency of performance and ability to respond to different situations.

Knowledge Evidence

Demonstrated knowledge of:

- role of quality assurance, workflow planning, delegation and problem-solving required in a frontline management role
- effective communication techniques for allocating tasks, including:
 - encouraging questions
 - providing prompt feedback
 - providing clarification
- federal, state or territory, and local government legislation, regulations and codes of practice that impact human resources including Equal Employment Opportunity (EEO) and anti-discrimination
- workplace policies and procedures in relation to coordinating staff, including:
 - human resources
 - privacy
 - code of conduct
 - authorities and responsibilities of staff
- workplace job roles and work requirements aligned to staff skills and areas of expertise in relation to required tasks.

Assessment Conditions

Skills must be demonstrated in funeral services workplace:

- using suitable equipment and resources, including:

- communication technologies and computers
- workplace policies and procedures relevant to personnel and rostering
- under industry conditions where there is:
 - integration of tasks with possible interruptions to work typical of the job role
 - interaction with team members

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>

SIRXMKT006 Develop a social media strategy

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to plan and evaluate the use of social media. It requires the ability to determine suitable social media platforms, plan appropriate use and evaluate the effectiveness of social media activity.

This unit applies to individuals working in a diverse range of sectors and business contexts. They operate independently, under limited supervision from others, and are responsible for making a range of operational decisions.

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

Pre-requisite Unit

Nil

Competency Field

Marketing

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Determine social media requirements.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1. Review organisational strategic objectives and determine objectives and priorities for social media use.

1.2. Source and analyse information about the target market, its

	social media use, behaviours and preferred platforms.
	1.3. Identify and analyse emerging trends in social media platform use.
	1.4. Review and compare social media platforms and select those that meet organisational and target market needs.
	1.5. Identify opportunities for social media integration with existing systems and procedures.
	1.6. Identify opportunities to maximise business exposure through social media activity.
	1.7. Determine opportunities for building brand awareness and an online community through social media use.
2. Develop social media policies and procedures.	2.1. Establish scope of social media policies and procedures based on planned social media activity. 2.2. Establish guidelines for social media engagement and content use. 2.3. Develop issue and crisis management guidelines and appropriate responses. 2.4. Integrate legal and ethical considerations into social media policies and procedures. 2.5. Ensure policies and procedures are customer-focused and align with organisational marketing plan and strategy.
3. Develop social media strategy.	3.1. Determine strategies for social media content development, customer engagement and customer service. 3.2. Develop and document a social media action plan detailing key responsibilities, resourcing requirements and timeframes. 3.3. Prepare a social media calendar documenting planned social media activity in line with marketing strategy and promotional activities. 3.4. Establish key performance indicators and evaluation criteria for measuring success of social media activity. 3.5. Establish methods for tracking and analysing social media engagement, activity and reach. 3.6. Ensure social media strategy aligns with organisational objectives and customer service standards.
4. Monitor social media use.	4.1. Communicate social media strategy, action plan, calendar and policies and procedures with relevant personnel. 4.2. Monitor social media issues and crisis management and take required action to ensure impacts are minimised and occurrence of future issues or crisis are minimised.

	4.3. Ensure tracking of social media engagement, activity and reach.
	4.4. Monitor posting of social media content and ensure alignment with social media strategy, policies and procedures.
5. Review social media performance.	5.1. Analyse captured data to determine social media engagement, activity and reach.
	5.2. Evaluate social media activity against strategy and use performance indicators to evaluate success of social media use.
	5.3. Identify opportunities for future improvements in social media use and modify strategy and plans accordingly.

Foundation Skills

FOUNDATION SKILLS

Foundation skills essential to performance in this unit, but not explicit in the performance criteria, are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	- interpret social media technical and key terminology - interpret complex and potentially unfamiliar information sources related to social media use
Numeracy skills to:	interpret and analyse social media activity reports.
Technology skills to:	use technologies and devices that support social media platforms.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guides -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>

Assessment Requirements for SIRXMKT006 Develop a social media strategy

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- research and compare at least three different social media platforms for organisational use and select platforms that best meet organisational social media requirements
- for each platform identify:
 - key features
 - benefits
 - limitations
 - functionality
 - target audience and key users
 - terms of use
- develop organisational policies and procedures for social media use detailing:
 - appropriate use of social media
 - appropriate content use and posting
 - complaints handling and crisis management
 - meeting legal and ethical responsibilities
 - privacy and security
- develop a social media strategy for execution over a three-month period that details:
 - calendar of activities
 - resourcing requirements
 - content strategy
 - engagement strategy
 - activity and engagement tracking
 - key performance indicators and evaluation criteria
- monitor and review social media data to review social media performance over a one month-period and make recommendations for future improvements.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- key legal and ethical considerations as relevant to social media use:
 - Australian Consumer Law
 - copyright
 - privacy
 - codes of practice
 - data and personal security
- trends in social media use and role in:
 - consumer engagement and feedback
 - generating sales
 - promotions and marketing
 - branding
- social media platforms:
 - key features
 - benefits
 - limitations
 - functionality
 - target audience and key users
 - terms of use
- key contents of organisational social media policies and procedures:
 - appropriate use of social media
 - appropriate content use and posting
 - complaints handling and crisis management
 - meeting legal and ethical responsibilities
 - privacy and security
- techniques for achieving the following through social media use:
 - customer engagement
 - brand awareness
 - brand advocacy
 - increased sales
 - improved reach
- role and benefits of user-generated content
- role and key inclusions of a social media strategy:
 - calendar of activities
 - resourcing requirements
 - content strategy
 - engagement strategy
 - activity and engagement tracking
 - key performance indicators and evaluation criteria
 - action plan
- tools and methods for tracking social media activity

- types of social media issues and crisis:
 - potential impact
 - management strategies.

Assessment Conditions

Skills must be demonstrated in a service industries environment. This can be:

- an industry workplace
- a simulated industry workplace.

Assessment must ensure use of:

- information technology hardware and software
- online information systems
- social media platforms
- social media usage and activity reports.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume Implementation Guides -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>

SISSCOP308A Model the responsibilities of an elite athlete

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to operate according to the legal and ethical responsibilities of an elite athlete. This unit focuses on the non-technical skills required to exhibit the behaviour expected of an elite athlete. It includes developing self-management strategies to address issues that may affect professional and personal performance outcomes in the relevant sport.

Application of the Unit

This unit applies to current or aspiring elite athletes who are competing in individual or team sports at a state, national or international level.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance

ELEMENT**PERFORMANCE CRITERIA**

is to be consistent with the evidence guide.

1. Develop self management strategies.
 - 1.1. Identify a range of **information sources** and gather **relevant information** on **issues** affecting **elite athletes**.
 - 1.2. Identify **potential barriers** that may impact on professional and personal performance.
 - 1.3. Develop and implement strategies to effectively manage the potential barriers that an athlete may encounter.
2. Operate in accord with the legal and ethical responsibilities of an elite athlete.
 - 2.1. Apply **legal responsibilities** to all on and off field endeavours.
 - 2.2. Apply **ethical responsibilities** to all on and off field endeavours according to **industry codes of practice**.
 - 2.3. Apply the **principles of sport** to all on and off field sporting endeavours.
 - 2.4. Report breaches of **ethical rights** to appropriate personnel according to organisational policies and procedures.
 - 2.5. Contribute to a safe environment for other athletes and sport personnel.
3. Address drugs in sport issues.
 - 3.1. Identify a range of information sources and gather **relevant information** on the possible effects of drugs on the professional careers of elite athletes.
 - 3.2. Identify and comply with **responsibilities of an elite athlete** according to **anti-doping policies and codes**.
 - 3.3. Identify and comply with **drug testing procedures** according to anti-doping policies and codes.
4. Work with officials and support personnel.
 - 4.1. Develop and maintain professional relationships with officials and **support personnel**.
 - 4.2. Seek advice and support from relevant personnel to meet responsibilities of an elite athlete.
 - 4.3. Liaise with officials and other support personnel to identify and implement strategies to promote own sport and or the sport industry.
5. Comply with contractual obligations.
 - 5.1. Identify **stakeholders** elite athletes are required to represent and their **obligations** to them.
 - 5.2. Identify **professional** and **social situations** in which elite athletes are required to represent stakeholders.
 - 5.3. Identify and clarify the rights and responsibilities of all parties in the **contract**.
 - 5.4. Carry out tasks and responsibilities according to

ELEMENT**PERFORMANCE CRITERIA**

legal and ethical requirements as stated in the contract.

5.5. Identify the ***potential consequences*** of a breach of contract for long term career opportunities.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- problem-solving skills to identify ethical issues such as drugs and behaviour that may impact on performance and outcomes as an elite athlete and implement strategies to address these
- language and literacy skills to:
 - read and interpret rights and responsibilities documented in a contract
 - source and apply information in relation to requirements of an elite athlete such as codes of conduct, anti-doping codes and anti-discrimination legislation
- self-management skills to:
 - comply with legal and ethical responsibilities of an elite athlete to demonstrate appropriate behaviour on and off the field
 - meet role model expectations
 - promote the value and integrity of sporting competition
- communication skills to:
 - develop and maintain professional relationships with a range of sporting and support staff
 - report any breaches in ethical rights such as problems with discrimination and harassment from other athletes or staff.

Required knowledge

- ethical and legal responsibilities of elite athletes to enable fair and safe competition
- principles of sport and competition to ensure promotion of the values and benefits of appropriate sports
- legal and ethical responsibilities contained in athlete contracts to enable athlete to carry out tasks and obligations responsibly
- anti-doping codes to enable compliance with testing requirements
- classification of major drugs in relation to their legal status to maintain legal training and competition standards
- short and long term physical and psychological effects of drugs on the human body
- information sources regarding drugs in sport to enable understanding of rights and responsibilities in relation to drugs in sport and to maintain currency of knowledge.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- demonstrates professional practice on and off the playing arena and in relationships with other athletes and sporting personnel
- applies relevant international, national and sport specific standards, rules, regulations, codes and policies to practice
- evaluates and reflects on strategies that may enhance professional and personal performance
- communicates in a way that engenders respect between all parties.

Context of and specific resources for assessment

Assessment must ensure assessment of the candidate's professional practice on and off the sporting arena over a period of time to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- other elite athletes and relevant support staff
- documentation such as contracts and regulations, codes and policies for the specific sport.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of interaction with a range of sporting personnel, including fellow athletes, coaches and support staff
- oral or written questioning to assess knowledge of policies and codes for relevant sport such as anti-doping codes and testing procedures, codes of behaviour and sources of information regarding the responsibilities of elite athletes
- third-party reports from coaches or other support staff detailing examples of appropriate behaviour and understanding of expected responsibilities of an elite athlete.

Holistic assessment with other units relevant to the industry

sector, workplace and job role is recommended.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

- Information sources*** may include:
- sporting bodies
 - sports literature
 - sporting personnel
 - drugs monitoring bodies.
- Relevant information*** may include:
- roles and responsibilities of elite athletes
 - codes of conduct.
- Issues*** may include:
- drugs
 - alcohol
 - behaviour on and off the field
 - role model expectations
 - discrimination.
- Elite athletes*** may include:
- beginner through to high performance level competitors
 - athletes under 16 years of age who require parent or guardian consent prior to being included in a training program
 - female or male athletes
 - athletes with a disability or special needs
 - athletes from minority ethnic and cultural groups.
- Potential barriers*** may include:
- managing injury
 - other commitments
 - interpersonal conflict
 - managing media
 - non-selection.
- Legal responsibilities*** may include:
- anti-discrimination legislation
 - anti-doping codes
 - duty of care
 - occupational health and safety
 - contract clauses regarding behaviour

Ethical responsibilities may include:

- sporting tribunal decisions.
- contributing to a safe environment for other athletes that is free of discrimination, harassment and abuse
- treating all athletes fairly, with respect and dignity
- promoting fair play, teamwork and modelling appropriate sporting behaviour
- behaving with integrity and honour on and off the field
- respecting fellow athletes and competitors
- maintaining the sport's standards, rules, regulations, codes and policies.

Industry codes of practice may include:

- sport codes and regulations
- anti-doping codes
- codes of conduct.

Principles of sport must include:

- fairness
- respect
- responsibility
- safety.

Ethical rights may include:

- competing and training in an environment free from discrimination and harassment
- competing and training in an environment free of drugs
- being treated fairly, equally and with respect by coaches, officials, fellow athletes and supporters
- having access to codes, policies rules and regulations required to compete in the sport
- fair application of the principles of natural justice in relation to complaints or allegations faced by the athlete.

Relevant information may include:

- professional advice available on drugs in sport
- classification of major drugs in relation to their legal status
- short term and long term effects of drugs on the human body
- possible harmful effects of drug use
- classification of drugs as either banned or permitted in sport
- physical and psychological effects of banned and restricted drugs.

Responsibilities of an elite athlete

- being available for sample collection
- taking responsibility for what is ingested and

must include:

used

- informing medical personnel of obligations not to use prohibited substances
- ensuring any medical treatment does not violate anti-doping policies
- providing accurate and up-to-date information on whereabouts.

Anti-doping policies and codes include:

- the world anti-doping code (WADA)
- national anti-doping codes
- sport-specific requirements.

Drug testing procedures include:

- availability of athlete
- provision of samples
- representation rights
- right of appeal.

Support personnel may include:

- administrators
- other coach or coaches
- sports scientists
- sports medicine providers
- agents
- parents or guardians.

Stakeholders may include:

- sporting bodies
- sponsors
- coaches
- government bodies.

Obligations may include:

- media activities
- commercial activities
- educational activities
- community activities.

Professional situations may include:

- interviews
- training and competition
- promotional functions
- after competition activities
- sports clinics for schools and community organisations
- official dinners
- meetings
- photo shoots
- charity events.

Social situations may include:

- supporters and fans
- colleagues, competitors or officials
- sponsors.

Contract may include:

- player
- sponsorship
- employment
- performance
- formation.

Potential consequences may include:

- loss of contract
- suspension
- fines
- disciplinary action
- legal implications
- decrease in desired profile.

Unit Sector(s)

Sport

Competency Field

Career Oriented Participation

SISSCOP309A Design an athlete's diet

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to design a diet with the correct nutritional requirements for persons participating in sport in order to optimise sporting performance. It focuses on modifying the diet in response to changing sporting requirements such as training, competition and recovery.

Application of the Unit

This unit applies to current or aspiring elite athletes who are competing in individual or team sports at a state, national or international level. It may also apply to those in sports development or coaching roles.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

Elements describe the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent

ELEMENT**PERFORMANCE CRITERIA**

with the evidence guide.

1. Identify dietary strategies for optimising sporting performance.	1.1. Identify sources of information on a range of dietary strategies for the appropriate sport. 1.2. Compare the identified dietary strategies and their effects on sporting performance. 1.3. Select dietary strategies appropriate to the relevant sport.
2. Design a diet for training.	2.1. Identify the nutritional requirements for an athlete in training in the relevant sport. 2.2. Identify the athlete's food likes and dislikes. 2.3. Design an eating plan that satisfies the athlete's training needs and addresses nutritional and physiological requirements . 2.4. Assess effectiveness of eating plan in optimising performance and modify as required.
3. Modify a diet for competition and recovery.	3.1. Identify the nutritional requirements for an athlete in competition and recovery in the relevant sport. 3.2. Identify and analyse sources of information on the benefits of carbohydrate loading for competition and recovery. 3.3. Identify and analyse sources of information on pre-competition foods and the timing of pre-competition meals for the relevant sport. 3.4. Assess and modify an eating plan according to nutritional requirements for competition and recovery 3.5. Evaluate effectiveness of eating plan in assisting in the preparation for and recovery from event.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- problem-solving skills to:
 - assess the effectiveness of an eating plan to enhance performance during training, competition and in aiding recovery post training
 - make appropriate modifications to the eating plan
- literacy and numeracy skills to source and interpret information about nutrition

requirements for the relevant sport.

Required knowledge

- dietary needs for the relevant sport to enable design of an appropriate eating plan
- nutritional principles and effects of nutrition to enable the preparation of a beneficial eating plan to optimise body composition and sporting performance
- fluids maintenance and replenishment during competition or recovery as part of an effective eating plan
- benefits of recovery eating after competition
- the effects of a poor diet on sporting performance to enable these to be identified and addressed
- the physiological characteristics of diet in order to design an appropriate diet for athletes.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- applies sport-specific nutritional knowledge to assess different dietary strategies for optimising an athlete's body composition and sporting performance
- designs a diet that will provide nutritional requirements throughout training and modifies the diet to address changing competition and recovery needs
- evaluates the effectiveness of the diet and adapts it to better enhance performance in relevant sport.

Context of and specific resources for assessment

Assessment must ensure preparation and modification of training, competition and recovery diets specific to the requirements of the candidate's current or intended work environment to demonstrate competency and consistency of performance

Assessment must also ensure access to:

- information on nutritional requirements for the relevant sport and the nutritional values of different diets in optimising sporting performance.

Method of assessment

A range of assessment methods should be used to assess

practical skills and knowledge. The following examples are appropriate for this unit:

- oral or written questioning to assess knowledge of nutritional requirements for training, competition and recovery
- third-party reports from a supervisor detailing performance
- portfolio showing preparation of an athlete's diet and modifications made for different requirements such as training, competition and recovery.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- sport-specific activity units.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Dietary strategies may include:

- low fat versus low kilojoule diets
- reducing body fat not muscle
- ***carbohydrate loading***
- regularity of meals
- dietary supplements
- hydration.

Effects may include:

- increase in performance
- increase in energy
- increase in concentration
- increase in reaction times.

Nutritional requirements may include:

- high carbohydrate
- low fat
- balanced fluids
- high GI factor
- low fibre
- moderate protein
- eating timeframes.

- Physiological requirements*** may include:
- fat to muscle ratio
 - metabolic rate.
- Benefits of carbohydrate loading*** may include:
- stored energy
 - greater endurance.
- Pre-competition foods*** may include:
- low fat
 - high carbohydrates
 - low fibre content
 - easily digestible foods.

Unit Sector(s)

Sport

Competency Field

Career Oriented Participation

SISXEMR001 Respond to emergency situations

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to recognise and respond appropriately in emergency situations, such as those caused by fire, accident or weather. It requires the ability to maintain participant welfare when responding to emergency situations.

This unit applies to individuals who work in a range of roles and settings in the sport, fitness or recreation industries. This includes after-school or holiday-care programs; those assisting with coaching activities, as attendants at sporting grounds or facilities; or undertaking a role in indoor and outdoor recreation activities, such as camps and other guided activities. This unit also applies to those working in aquatic centres, such as instructors, operators or lifeguards.

These individuals undertake work according to relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Emergency Response

Unit Sector

Cross-Sector

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. Apply workplace emergency procedures.	1.1 Source and interpret relevant organisational policies and procedures. 1.2 Recognise emergency and potential emergency situations. 1.3 Identify personnel responsible for the appropriate area. 1.4 Identify location and use of emergency equipment as required. 1.5 Identify exits and assembly points.
2. Respond to an emergency situation.	2.1 Report workplace emergency situations to appropriate personnel as required. 2.2 Use communication systems during emergency situation. 2.3 Follow instructions from appropriate personnel during the emergency. 2.4 Select and use emergency equipment as required.
3. Coordinate and monitor participant response.	3.1 Convey emergency instructions to participants in the activity. 3.2 Implement strategies for group control. 3.3 Remove participants and other individuals from danger. 3.4 Monitor the condition and location of participants. 3.5 Provide information on developments to participants.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret and follow policies and procedures, and safety signage.
Problem-solving skills to:	identify emergency situations and respond safely and promptly.
Technology skills to:	use emergency and communication equipment.

Unit Mapping Information

SISXEMR201A Respond to emergency situations

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>

Assessment Requirements for SISXEMR001 Respond to emergency situations

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- respond to at least five of the following emergency situations, relevant to the individual's current or intended work situation:
 - fire
 - hazardous release
 - bomb threat
 - medical
 - accidents
 - panic and other emotional responses
 - equipment failure
 - lost party member
 - changing environmental conditions
 - activity specific
- use the necessary emergency equipment for each situation in an appropriate manner.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures related to emergency responses:
 - communication lines
 - debrief procedures
 - duty of care
 - emergency procedures
 - environment protection
 - exit and assembly points
 - hazardous substances and dangerous goods
 - industry codes of practice
 - reporting incidents
 - work health and safety/occupational health and safety

- reporting and managing customer incidents
- appropriate responses to emergency situations, as specified in the Performance Evidence
- safe use of emergency equipment required for emergency responses:
 - fire extinguisher
 - fire blanket
 - first-aid kit
 - emergency-signalling devices
 - portable emergency shelter
 - thermal blankets and sheets
 - emergency lighting
 - dehydration equipment
- the role of appropriate personnel in the workplace:
 - work health and safety/occupational health and safety representative
 - human resources personnel
 - team leader
 - manager
 - supervisor
 - fire warden
- role of appropriate personnel in emergency services:
 - police search and rescue
 - state emergency service
 - fire brigade
 - ambulance service
 - land management authorities
 - Australian volunteer coastguard
- role of communication systems:
 - emergency warning and alarm systems
 - hand signals
 - telephone and radio communications
 - whistles
 - flares
- communication techniques for supporting and reassuring customers
- range of formats for and inclusions of incident reports.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation environment where the individual is exposed to simulated emergencies requiring response. This can be a workplace or simulated environment.

Assessment must ensure access to:

- current industry procedures for reporting and managing emergency situations
- legislation relevant to emergencies:
 - occupational health and safety/work health and safety
 - duty of care
 - environment protection
 - hazardous substances and dangerous goods
 - public health and safety
 - industry codes of practice.

Assessment must ensure use of:

- equipment and resources to ensure adequate response to emergencies relevant to work role and workplace, for example:
 - hoses
 - ladders
 - rescue equipment
 - monitors
 - foam equipment and extinguishers
 - blankets
 - spill kits
 - personal protective clothing and equipment
 - salvage gear
 - first aid and evacuation equipment
- a variety of clients and/or participants requiring an emergency response, clients and participants can be:
 - clients and participants in a sport, fitness or recreation industry workplace who are assisted by the individual during the assessment process or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessment activities that allow the individual to:

- coordinate participant movement during emergency situations
- respond to a range of emergencies in a sport, fitness or recreation environment, within the required, but realistic, timeframe
- use the required emergency equipment to respond to emergency situations.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>

SISXEMR002 Coordinate emergency responses

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate a response to an emergency situation. The unit focuses on assessing emergency situations, implementing an emergency action plan, and coordinating a prompt and effective response.

This unit applies to individuals designated as safety officers during a specific indoor or outdoor activity at locations such as camp sites, training areas and other outdoor sites; or the warden in a sport, fitness or recreation, such as a community leisure centre, aquatic centre or indoor activities centre.

These individuals undertake work according to relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Emergency Response

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Coordinate response to emergency reports or signals.	1.1 Identify and respond to emergency reports or signals. 1.2 Attend, where appropriate, emergency situations and respond accordingly. 1.3 Assess emergency situations and report details to designated personnel. 1.4 Coordinate emergency response actions.
2. Assess the emergency.	2.1 Conduct an assessment of the situation according to organisational policies and procedures. 2.2 Establish an emergency action plan based on assessment of current situation and potential for escalation. 2.3 Prioritise actions promptly.
3. Coordinate the response.	3.1 Implement organisational emergency procedures and policies. 3.2 Supervise equipment selection suitable to the type of emergency. 3.3 Confirm and coordinate the safe use of emergency equipment. 3.4 Supervise selection and use of rescue techniques. 3.5 Improvise, where necessary, equipment and technique. 3.6 Arrange and confirm the safety of staff and participants.
4. Liaise with relevant authorities.	4.1 Liaise with members of emergency team and monitor the emergency. 4.2 Refer situations beyond the capability of the emergency team to the appropriate authorities for assistance. 4.3 Provide information and assistance to authorities. 4.4 Control and coordinate, if necessary, emergency evacuation.
5. Finalise operational procedures.	5.1 Complete and maintain an operational log. 5.2 Debrief emergency team members. 5.3 Evaluate operation of emergency procedures and recommend any changes. 5.4 Advise emergency team members to refer media inquiries to the nominated spokesperson.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

Reading skills to:	• interpret emergency documentation, reports and signals.
Writing skills to:	• complete accurate and detailed emergency documentation.
Planning and organising skills to:	• coordinate resources and equipment necessary to respond effectively to emergency situations.
Self-management skills to:	• review and reflect on own work performance in coordinating emergency responses.

Unit Mapping Information

SISXEMR402A Coordinate emergency responses

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>

Assessment Requirements for SISXEMR002 Coordinate emergency responses

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify and assess at least five of the following emergency situations and coordinate the appropriate response:
 - fire
 - hazardous release
 - bomb threat
 - medical
 - accidents
 - panic and other emotional responses
 - equipment failure
 - lost party member
 - changing environmental conditions
 - activity specific
- two of the above situations must include an assessment that identifies possible escalation and an appropriate response actioned for each.
- confirm and supervise the selection and safe use of emergency equipment for each situation.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation to enable application of legal requirements according to own work role and level of responsibility:
 - duty of care
 - work health and safety/occupational health and safety
 - environment protection
 - hazardous substances
 - public health and safety
- organisational emergency policies and procedures related to coordinating emergency responses:

- communication lines
- debrief procedures
- duty of care
- emergency procedures
- environment protection
- exit and assembly points
- hazardous substances and dangerous goods
- industry codes of practice
- reporting incidents
- work health and safety/occupational health and safety
- appropriate responses to emergency situations, as specified in the Performance Evidence
- location and safe use of rescue and emergency equipment and resources:
 - hoses
 - ladders
 - rescue equipment
 - monitors
 - foam equipment and extinguishers
 - blankets
 - spill kits
 - personal protective clothing and equipment
 - salvage gear
 - first aid and evacuation equipment
- the potential for emergency escalation:
 - spread of fire
 - threat to adjoining areas
 - dangers of explosion
 - loss of communications
 - involvement of additional persons
 - deterioration in environmental conditions
- rescue techniques
- emergency response agencies within the activity area and direct communication channels to enable information about an emergency to be communicated quickly and directly
- factors that impact on emergency situations to enable appropriate contingency planning
- behaviour and characteristics of typical emergencies to enable the development of an action plan to quickly and effectively bring the situation under control.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation environment where the individual is exposed to simulated emergencies requiring response. This can be a workplace or simulated environment.

Assessment must ensure access to:

- current industry procedures for reporting and managing emergency situations
- legislation relevant to emergencies:
 - work health and safety/occupational health and safety
 - duty of care
 - environment protection
 - hazardous substances and dangerous goods
 - public health and safety
 - industry codes of practice
- equipment and resources to ensure adequate response to emergencies relevant to work role and workplace
- a variety of clients and/or participants requiring an emergency response, clients and participants can be:
 - clients and participants in a sport, fitness or recreation industry workplace who are assisted by the individual during the assessment process or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessment activities that allow the individual to:

- coordinate participant movement during emergency situations
- respond to a range of emergencies in a sport, fitness or recreation environment, within the required, but realistic, timeframe.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>

SISXFAC003 Implement facility maintenance programs

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to implement a maintenance program for a facility, including monitoring equipment, supplies and assets.

This unit applies to recreation or grounds assistants under supervision in a range of roles and settings in the sport, fitness or recreation industry. This includes providing support in the provision of grounds and facilities maintenance and routine housekeeping in locations such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres. Work is performed according to relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Facility Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify maintenance program requirements.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Access relevant organisational maintenance programs for the facility.

- 1.2 Clarify responsibilities with appropriate personnel as required.
 - 1.3 Identify maintenance schedules and budgets.
 - 1.4 Offer suggestions that support the effective implementation of the maintenance program.
 - 1.5 Identify strategies to minimise impact of maintenance activities on facility users.
2. Implement a maintenance program.
 - 2.1 Conduct routine maintenance activities within scheduled timeframes and budgets.
 - 2.2 Maintain facility function without interruption where possible.
 - 2.3 Maintain safety of facility users at all times.
 - 2.4 Respond promptly to requests for maintenance assistance.
 - 2.5 Research and seek feedback from facility users on effectiveness of maintenance program.
 - 2.6 Report recommendations to the responsible person, which contribute to the increased efficiency of maintenance.
3. Respond to failed or unsafe equipment.
 - 3.1 Identify faulty equipment and erect clear and noticeable warning signs.
 - 3.2 Assess failed or unsafe equipment.
 - 3.3 Perform repairs within designated responsibility.
 - 3.4 Tag and isolate unsafe equipment, which cannot be repaired within own area of responsibility, promptly.
 - 3.5 Report unsafe equipment promptly to the responsible person and document as required.
 - 3.6 Complete reports on all repair work undertaken.
4. Monitor supplies and records.
 - 4.1 Maintain supply and stock levels to ensure ongoing availability.
 - 4.2 Purchase, receipt, store and issue supplies.
 - 4.3 Reconcile supply and stocks levels with paperwork and rectify or report discrepancies to nominated person within designated timelines.
 - 4.4 Maintain supply records and update.
5. Monitor function and value of assets.
 - 5.1 Check condition of assets regularly against criteria to ensure retention of function and value.
 - 5.2 Respond to identify problems promptly.
 - 5.3 Determine value of supplies and stock.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret maintenance documentation.
Problem-solving skills to:	• conduct maintenance tasks in the most efficient and cost-effective manner that protects the function and value of assets.

Unit Mapping Information

SISXFAC303A Implement facility maintenance programs

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>

Assessment Requirements for SISXFAC003 Implement facility maintenance programs

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- implement facility maintenance programs that meet scheduled timeframes for at least one facility that incorporates:
 - organisational schedules for short and long-term maintenance programs for four of the following facilities and equipment:
 - capital items
 - fittings and fixtures
 - equipment
 - premises
 - plant
 - motor vehicles
 - environment
 - maintenance requests and feedback from facility users
 - budget restrictions
- maintain records according to organisational requirements and manage discrepancies.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation to enable:
 - safe implementation of maintenance operations
 - reporting of unsafe equipment
- organisational policies and procedures to enable maintenance programs to be carried out efficiently, safely and responsibly:
 - isolation procedures for failed or unsafe equipment
 - purchasing and receipting procedures
 - reporting of unsafe equipment
- own responsibilities within maintenance program to enable tasks to be carried out responsibly
- suppliers for specific products, supplies and services

- purchase specifications to enable the purchase of quality stock
- strategies to minimise disruptions to facility users when carrying out maintenance requirements
- techniques to enable routine maintenance tasks to be completed safely and efficiently
- basic gardening techniques and operations to carry out maintenance schedules as required
- basic principles of supply and demand to ensure optimum stock levels are maintained.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation facility. This can be a workplace or simulated facility.

Assessment must ensure use of:

- a facility for which a maintenance program would be implemented
- organisational policies and procedures on which procedures are based
- reporting documentation
- resources to maintain facility and equipment.

Assessment must ensure access to:

- maintenance equipment
- supplies and stock:
 - first aid
 - pool chemicals (where applicable)
 - office supplies
 - hygiene and sanitary supplies (where applicable)
 - cleaning supplies
 - activity-specific equipment
- organisational policies and procedures in relation to facility maintenance:
 - work health and safety/occupational health and safety
 - documents relating to purchase, receipt, storage and issue
 - record keeping
 - maintenance timeframes and schedules
 - roles and responsibilities of staff
 - isolation and reporting of failed or unsafe equipment
- relevant legislation:
 - work health and safety/occupational health and safety
 - building codes and regulations
 - fire regulations
 - health acts
 - industrial relations

- environment legislation
- local government regulations
- Australian tax office regulations
- information on equipment safety specifications
- appropriate personnel such as facility managers and supervisors; these can be:
 - personnel in an industry workplace who are assisted by the individual during the assessment process or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessment activities that allow the individual to:

- implement and monitor maintenance of a facility over time.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>

SITHFAB002 Provide responsible service of alcohol

Modification History

Version	Comments
Release 1.0 updated on 2 March 2023	Minor changes to Knowledge Evidence in Assessment Requirements

Application

This unit describes the performance outcomes, skills and knowledge required to responsibly sell or serve alcohol.

Responsible practices must be undertaken wherever alcohol is sold or served, including where alcohol samples are served during on-site product tastings. This unit, therefore, applies to any workplace where alcohol is sold or served, including all types of hospitality venues, packaged liquor outlets and wineries, breweries and distilleries.

The unit applies to all levels of sales personnel involved in the sale, service and promotional service of alcohol in licensed premises. Those selling or serving alcohol may include food and beverage attendants; packaged liquor sales persons selling in person, over the phone or online; winery, brewery and distillery cellar door staff; and supplier sales representatives. The unit also applies to security staff who monitor customer behaviour and to the licensee who is ultimately responsible for responsible service of alcohol (RSA) management.

The unit incorporates the knowledge requirements, under state and territory liquor licensing law, for employees engaged in the sale or service of alcohol.

Certification requirements differ across states and territories. In some cases all people involved in the sale, service and promotional service of alcohol in licensed premises must be certified in this unit. This can include the licensee and security staff.

This unit covers the RSA skill and knowledge requirements common to all States and Territories. Some legislative requirements and knowledge will differ across borders. In some cases after completion of this unit, state and territory liquor authorities require candidates to complete a bridging course to address these specific differences.

Those developing training to support this unit must consult the relevant state or territory liquor licensing authority to determine any accreditation arrangements for courses, trainers and assessors.

Pre-requisite Unit

Nil

Competency Field

Food and Beverage

Unit Sector

Hospitality

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Sell or serve alcohol responsibly.

2. Assist customers to drink within appropriate limits.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Sell or serve alcohol according to provisions of relevant state or territory legislation, licensing requirements and responsible service of alcohol principles.
- 1.2. Where appropriate, request and obtain acceptable proof of age prior to sale or service.
- 1.3. Provide accurate information to customers on alcoholic beverages according to organisation or house policy and government legislation.
- 1.4. Assist customers with information on the range of non-alcoholic beverages available for purchase.
- 1.5. Identify issues related to the sale or service of alcohol to different types of customers, especially those at risk, and incorporate them into sales or service.
- 2.1. Prepare and serve standard drinks or samples according to industry requirements and professional standards.
- 2.2. Use a professional manner to encourage customers to drink within appropriate limits.
- 2.3. Recognise erratic drinking patterns as an early sign of possible intoxication and take appropriate action.
- 2.4. Monitor emotional and physical state of customers for

- signs of intoxication and effects of illicit or other drug use.
- 2.5. Where appropriate, offer food and non-alcoholic beverages.
- 2.6. Decline requests for alcohol to be dispensed in a manner that is irresponsible and advise customers of the reasons for the refusal.
3. Assess alcohol affected customers and identify those to whom sale or service must be refused.
- 3.1. Assess intoxication levels of customers using appropriate methods.
- 3.2. When assessing intoxication, take into account factors that may affect individual responses to alcohol.
- 3.3. Identify customers to whom sale or service must be refused according to state and territory legislation.
4. Refuse to provide alcohol.
- 4.1. Refuse sale or service in a professional manner, state reasons for the refusal, and where appropriate point out signage.
- 4.2. Provide appropriate assistance to customers when refusing service.
- 4.3. Where appropriate, give customers a verbal warning and ask them to leave the premises according to organisational or house requirements, the specific situation, and provisions of state or territory legislation and regulations.
- 4.4. Use appropriate communication and conflict resolution skills to handle difficult situations.
- 4.5. Refer difficult situations beyond the scope of own responsibility to the appropriate person.
- 4.6. Promptly identify situations that pose a threat to the safety or security of colleagues, customers or property, and seek assistance from appropriate colleagues according to organisational policy.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• read at times complex information in: • general regulatory and advisory information issued by local, or state and territory liquor licensing authorities • in house policies and procedures • specific provisions of relevant state or territory legislation and

	licensing requirements
Oral communication skills to:	• read a range of identification (ID) and proof of age documents, statutory signage, and warning signs and wording within in house policies and procedures. • provide complex information on responsible service of alcohol laws in a way that is easily understandable for customers • speak firmly and clearly with intoxicated customers in a manner that de-escalates conflict.
Numeracy skills to:	• measure and calculate standard drinks or samples • determine customer's age from date of birth on ID and proof of age documents.
Learning skills to:	• source relevant information on laws, regulations and codes of practice or conduct relating to responsible service of alcohol and continuously update knowledge of changes in that information.
Teamwork skills to:	• share customer information with team members to ensure proper responsible service of alcohol practices within the organisation.
Self-management skills to:	• deal with hostile and uncooperative customers in a professional manner and in line with organisational procedures.

Unit Mapping Information

SITHFAB201 Provide responsible service of alcohol

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

Assessment Requirements for SITHFAB002 Provide responsible service of alcohol

Modification History

Version	Comments
Release 1.0 updated on 2 March 2023	Minor changes to Knowledge Evidence in Assessment Requirements

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- interpret the legal requirements for responsible sale or service of alcohol for the local state or territory law
- document organisational policies and procedures that must be followed for the responsible sale or service of alcohol
- identify at least three early indicators of intoxication and identify suitable intervention strategies to prevent intoxication
- demonstrate procedure to refuse sale or service of alcohol and assist each of the following groups of intoxicated customers:
 - those in emotional or physical distress
 - those with no food consumption during extended service of alcohol
 - those who appear to be under the effect of illicit substances or other drugs
- demonstrate organisational or house requirements and use effective communication and conflict-resolution skills when asking the following different intoxicated customers to leave the premises:
 - one compliant customer
 - one difficult customer refusing to leave.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- public interest reasons for implementing responsible service of alcohol (RSA) practices:
 - government and community concern with alcohol misuse and abuse
 - alcohol-impaired driving accidents, crime, public violence, family violence and anti social behaviour associated with alcohol abuse
- ways of assessing intoxication:

- observing changes in behaviour
- observing emotional and physical state
- monitoring noise levels and drink purchases
- customers to whom sale or service must be refused according to state and territory legislation:
 - minors and those purchasing on behalf of minors
 - intoxicated persons
 - persons affected by the consumption of illicit and other drugs
- impact of excessive drinking on:
 - local neighbourhood and community
 - the night-time economy
 - premises and staff
 - customers
 - particular types of customers who are at heightened risk:
 - minors
 - people affected by the consumption of illicit and other drugs
 - women, particularly pregnant women
 - young people
 - physical and mental health of individuals who drink to excess
 - productivity of individuals who drink to excess
 - those around the person drinking to excess:
 - family
 - friends
 - colleagues
 - government agencies:
 - local police
 - health facilities
 - road authorities
 - local councils
- key agencies and how to source relevant information on laws, regulations and codes of practice or conduct
- methods of supplying information on responsible sale or service of alcohol to customers:
 - use of fact sheets and advertising material that comply with legislative requirements
 - use of mandatory signage
 - verbally
 - websites
- current promotional and strategic community education campaigns developed and conducted by agencies and industry groups
- effects of alcohol on:
 - emotional state

- health
- physical alertness
- factors that affect individual responses to alcohol:
 - food consumption
 - gender
 - general health
 - rate of consumption
 - other substances taken
 - weight
- time for effects of alcohol to be registered
- what constitutes a standard drink for different beverage types and acceptable measures of alcohol:
 - types and strengths of standard drinks
 - alcoholic percentages of a range of frequently sold alcoholic beverages
- indicators of erratic drinking patterns:
 - mixing a wide range of drink types
 - drinking quickly and asking for more immediately
 - ordering more than one drink for own consumption
 - mixing alcohol consumption with consumption of prescription or illicit drugs
 - consistently returning to the tasting site to request more samples
 - ordering multiple samples
 - ordering large samples
 - ordering 'triple shots' or extra-large drinks
- ways of assessing customers affected by the consumption of illicit and other drugs
- communications methods used when refusing service:
 - using open and non-aggressive body language
 - using a number of strategies to defuse a situation:
 - taking the person away from an audience
 - blaming the refusal on 'the law'
 - monitoring the reactions of other customers
 - picking early warning signs and intervening before the person is intoxicated
 - not using physical touch or body language
 - remaining calm and using tactful language
- appropriate means of assistance to be offered when refusing service:
 - assisting the customer to connect with their designated driver
 - offering alternatives to alcohol:
 - food
 - non-alcoholic drinks
 - organising transport for customers wishing to leave
 - providing information on taxis

- principles of responsible delivery of packaged liquor:
 - ensuring adequate instruction to person delivering liquor
 - seeking proof that the delivery is being received by a person over the age of 18
 - procedures for delivering alcohol to an unoccupied premises
- principles of responsible service of alcohol, and their purpose and benefits
- principles of harm minimisation and community safety described in the jurisdiction's liquor legislation
- strategies to minimise the harm associated with liquor abuse:
 - those laid down in legislation and codes of conduct developed by government agencies and industry groups
 - organisational policies that are designed to reduce the harm associated with liquor abuse
- key provisions of liquor laws and regulations at a depth relevant to the scope of job responsibility in licensed premises and the following general requirements of liquor legislation and information that must be customised for each State or Territory:
 - legislative definition of intoxication; intoxicated person and unduly intoxicated
 - role of individual staff members and supervisors or managers in providing responsible service of alcohol, and seller or server duty of care and liability
 - requirement to adopt and use statutory signage on the premises for the entire range of circumstances applicable to the organisation
 - requirements for mandatory content of warning signs and wording in advertising or promotional material of any form
 - requirements relating to the remote sale and delivery of alcohol sales generated via the telephone, fax, email, internet or mail
 - requirements for proof of age and obligations to minors under local legislation
 - provisions for retaining and reporting falsified proof of age documents
 - provisions for requiring someone to leave the premises
 - transportation options for customers who have been removed from the premises
 - procedures for barring customers from premises
 - opening and closing hour provisions
 - requirements for monitoring noise and disturbances in and around licensed premises
 - requirements described by an in house policy, standard or code of practice or conduct for patrons and RSA staff in regard to responsible serving principles adopted by venue management
 - organisational training and training record keeping requirements to maintain currency in RSA certification
 - products that are banned or undesirable when responsibly selling or serving alcohol
 - personal and business implications of breaching any laws, regulations, government or industry-driven codes of practice or conduct
 - offences relating to the sale or service of alcohol and ramifications of non-compliance with the law and industry codes for the organisation, licensee and individual staff members

- legal restrictions on alcohol use customised to state or territory legislation
- intoxication provisions of liquor licensing laws
- legal drink and drive limits customised to state or territory legislation
- organisation specific policies and procedures for the responsible sale or service of alcohol.

Assessment Conditions

Skills must be demonstrated in an operational hospitality environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- measures used to serve standard drinks or samples
- organisation specifications:
 - signage:
 - signs that comply with wording required by legislation
 - standard promotional signs issued by the relevant state or territory licensing authority
 - warning notices within any form of advertising
 - information and plain English fact sheets distributed by government regulators and industry bodies
 - contact information on taxis and available transport options for intoxicated customers
- industry-realistic range of customers to whom alcohol is sold or served; these can be:
 - customers in an industry workplace during the assessment process; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

TAEASS301 Contribute to assessment

Modification History

Release	Comments
Release 1	This version first released with <i>TAE Training and Education Training Package Version 2.0</i> .

Application

This unit describes the skills and knowledge required to contribute to the assessment process.

It applies to a person with technical or vocational expertise who is in a supervisory or mentoring/coaching work role, and for whom collecting the evidence for assessment is an adjunct to principal work responsibilities. The unit applies to those involved in collecting evidence for assessment against units of competency or accredited courses.

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

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

ELEMENT	PERFORMANCE CRITERIA
1. Clarify role and responsibilities in the assessment process	1.1 Discuss and confirm the purpose of the assessment with relevant people 1.2 Discuss and confirm benchmarks for assessment with the qualified assessor 1.3 Access, read and clarify assessment plan with the qualified assessor 1.4 Discuss and agree with the qualified assessor specific responsibilities in gathering evidence, and the types of evidence to be gathered
2. Confirm organisational arrangements for evidence gathering	2.1 Access and confirm relevant assessment system policies and procedures, organisational, legal and ethical requirements, and other relevant advice on assessment 2.2 Clarify the nominated assessment tools and methods for collecting evidence with the qualified assessor, to ensure that the procedures to be followed, and the instruments to be used are clear 2.3 Discuss and confirm with the relevant people the assessment context, including the candidate's characteristics and any need for reasonable adjustments 2.4 Confirm and arrange resource requirements in consultation with relevant people
3. Collect evidence in accordance with the assessment plan	3.1 Explain the assessment process to the candidate, including the different responsibilities of the parties involved, and refer any candidate issues or concerns to the qualified assessor, prior to undertaking assessment activities 3.2 Use assessment instruments to gather quality evidence within the available time and resources, according to organisational, legal and ethical requirements
4. Record and report findings	4.1 Organise and provide evidence to the qualified assessor in a format suitable for analysis according to the assessment system's policies and procedures 4.2 Actively seek feedback from the qualified assessor on whether evidence-gathering activities meet the principles of assessment, and whether the evidence collected meets the rules of evidence 4.3 Document areas for improvement in collecting evidence for future assessment activities

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	4.2	Seeks feedback to build knowledge to improve process and professional practice
Reading	1.3, 2.1, 2.2, 2.4, 3.2	Sources and interprets procedural, and compliance information
Writing	1.1, 1.2, 1.3, 2.1, 2.3, 2.4, 3.2, 4.1, 4.3	Completes workplace documentation accurately using the appropriate language
Oral Communication	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 3.1	- Communicates information and process requirements clearly, based on techniques appropriate to the audience and environment - Uses appropriate speaking and listening techniques to obtain specific information, and to support the assessment process
Navigate the world of work	2.1, 2.2, 3.2, 4.1	Accesses, confirms and takes responsibility for adherence to policies, procedures, and legal and ethical requirements
Interact with others	4.2	Asks questions to clarify understanding, and seeks feedback and further information
Get the work done	3.1, 4.1	Organises work according to defined requirements, taking some responsibility for decisions regarding the format of information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS301 Contribute to assessment	TAEASS301B Contribute to assessment	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>

Assessment Requirements for TAEASS301 Contribute to assessment

Modification History

Release	Comments
Release 1	This version first released with <i>TAE Training and Education Training Package Version 2.0</i> .

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- clarifying the role to be taken during the assessment
- clarifying the assessment plan with the qualified assessor, including agreement about:
 - what evidence will be collected
 - how the evidence will be collected
- carrying out a minimum of three evidence-gathering activities and, on each occasion:
 - document evidence in a clear and concise manner
 - document feedback from others involved in the assessment

reporting findings to the qualified assessor, including an explanation of how the assessment meets the rules of evidence on each of the three occasions.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- competency-based assessment
- the principles of assessment
- the rules of evidence
- the different purposes of assessment
- the diversity of assessment contexts
- different types of evidence
- evidence-gathering methods
- the purpose and features of assessment tools, and assessment plans

- potential barriers and processes relating to evidence-gathering procedures, and assessment processes
- the organisational policies and procedures relevant to this unit of competency.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to qualified assessors for consultation.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>

TAEASS401 Plan assessment activities and processes

Modification History

Release	Comments
Release 2	This was first released with <i>TAE Training and Education Training Package Release 2.1</i> . Minor update to Assessment Conditions.
Release 1	This version first released with <i>TAE Training and Education Training Package Release 2.0</i> .

Application

This unit describes the skills and knowledge required to plan the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system.

It applies to individuals with assessment planning responsibilities.

In planning activities and processes, individuals are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments (also known as assessment tasks) and assessment plans.

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

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine the assessment approach	1.1 Identify the candidate and confirm the purposes and context of the assessment with relevant people according to legal,

ELEMENT	PERFORMANCE CRITERIA
	organisational and ethical requirements 1.2 Identify and access applicable industry or workplace standards for the assessment, and any specific assessment requirements
2. Prepare the assessment plan	2.1 Analyse units of competency and assessment requirements to identify evidence needed to demonstrate competence, according to the rules of evidence 2.2 Select assessment methods and instruments to support the collection of defined evidence, taking into account the context in which the assessment will take place 2.3 Develop the assessment plan and gain approval from relevant stakeholders
3. Identify modification and contextualisation requirements	3.1 Use information from the candidate and, where relevant, the candidate's workplace to identify contextualisation needs 3.2 Check advice provided by the training package or course developer relevant to identified contextualisation needs 3.3 Analyse existing assessment tools and record amendments required to address identified contextualisation needs 3.4 Determine opportunities for integrated assessment activities and record any changes required to assessment tools
4. Develop the assessment instruments	4.1 Analyse available assessment instruments for their suitability for use, and identify any required modifications 4.2 Develop assessment instruments to meet the required standard and specific workplace/candidate needs 4.3 Map assessment instruments against the unit or course requirements 4.4 Write clear instructions for the candidate and assessor regarding the use of assessment instruments 4.5 Check and confirm that draft assessment instruments meet required standards and specific workplace/candidate needs and record outcomes of checks

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

FOUNDATION SKILLS

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 3.4, 4.2, 4.3	- Identifies and confirms legal, organisational and ethical requirements - Selects and analyses assessment-related documents
Writing	1.1, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5	- Documents the assessment plan - Develops assessment instruments, including instructions and mapping - Records outcomes of draft assessment checks
Oral Communication	1.1, 2.3, 3.1	Participates in exchanges about assessment processes and the trialling of instruments appropriate to the audience
Navigate the world of work	1.1	Identifies, confirms and takes responsibility for adherence to policies, procedures, legal, and ethical requirements
Interact with others	1.1, 2.3, 3.1	Collaborates with others as part of routine activities, and to confirm understanding
Get the work done	1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 4.2, 4.3, 4.5	- Plans a range of routine processes and related tasks with logically sequenced steps, according to defined standards or parameters - Uses formal decision-making processes, identifying information and evaluating several choices against a limited set of criteria - Evaluates effectiveness of planning and design decisions in terms of how well they meet requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS401 Plan assessment activities and processes	TAEASS401B Plan assessment activities and processes	Updated to meet Standards for Training Packages. Addition of new element.	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>

Assessment Requirements for TAEASS401 Plan assessment activities and processes

Modification History

Release	Comments
Release 2	This was first released with <i>TAE Training and Education Training Package Release 2.1</i> . Minor update to Assessment Conditions.
Release 1	This version first released with <i>TAE Training and Education Training Package Release 2.0</i> .

Performance Evidence

The candidate must demonstrate the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- planning and organising the assessment process on a minimum of five separate occasions
- planning and organising two Recognition of Prior Learning (RPL) assessments (which may be two of the five assessment processes above.)

The evidence requirements for each occasion must include:

- a documented assessment plan
- a different endorsed or accredited unit of competency (or clusters of units of competency) for each of the five occasions
- contextualisation of the unit(s) of competency and the selected assessment tools, where required
- incorporation of reasonable adjustment strategies
- development of suitable assessment instruments for each of the five occasions

following organisational arrangements.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- obligations of an assessor under applicable legislation and/or standards

- the major features of a unit of competency, and how they are to be addressed in assessment activities and processes
- interpreting competency standards as the minimum standard for assessment
- guidelines for contextualising units of competency
- different purposes of assessment and different assessment contexts, including RPL
- the purpose and features of evidence, and different types of evidence, used in competency-based assessments, including RPL
- the principles of assessment, and how they guide the assessment process
- the rules of evidence and how they guide the assessment process
- different assessment methods, including their suitability for collecting various types of evidence
- the components of assessment tools

different types of assessment instruments and their purpose and relevance for specific evidence-gathering opportunities.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and which are typical of those experienced in the training and assessment environment. This includes access to the units of competency used in assessment planning activities.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>

TAEASS402 Assess competence

Modification History

Release	Comments
Release 2	This was first released with <i>TAE Training and Education Training Package Release 2.1</i> . Minor update to Assessment Conditions.
Release 1	This version first released with <i>TAE Training and Education Training Package Release 2.0</i> .

Application

This unit describes the skills and knowledge required to implement an assessment plan, and gather quality evidence to assess the competence of a candidate using compliant assessment tools.

It applies to teachers, trainers and assessors in enterprises and registered training organisations (RTOs) and those providing assessment advisory services.

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

Unit Sector

Assessment

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for the assessment	1.1 Interpret assessment planning documentation and applicable organisational, legal and ethical requirements for conducting the assessment and confirm with the relevant people 1.2 Access and interpret units of competency that are to be used as

ELEMENT	PERFORMANCE CRITERIA
	benchmarks for assessment, and the nominated assessment tools, to confirm the requirements for the evidence to be collected 1.3 Determine opportunities for integrated assessment activities and document any changes to the assessment instruments, where required 1.4 Determine opportunities for evidence-gathering in actual or simulated activities, through consultation with the candidate and relevant personnel 1.5 Conduct a candidate briefing and explain, discuss and agree on the details of the planned assessment 1.6 Arrange identified material and physical resource requirements 1.7 Identify any specialist support requirements for the assessment, and organise if necessary
2. Gather quality evidence	2.1 Use agreed assessment methods and tools to gather, organise and document evidence in a format suitable for determining competence 2.2 Apply the principles of assessment and rules of evidence in gathering quality evidence
3. Support the candidate	3.1 Discuss and guide candidates in gathering their own evidence to support the recognition of prior learning (RPL) 3.2 Use appropriate communication and interpersonal skills to develop a professional relationship with the candidate that reflects sensitivity to individual differences and enables two-way feedback 3.3 Make decisions on reasonable adjustments with the candidate, based on the candidate's needs and characteristics 3.4 Access specialist support, if required, in accordance with the assessment plan 3.5 Address any workplace health and safety (WHS) risk to a person or equipment immediately
4. Make the assessment decision	4.1 Assess the collected evidence, and to evaluate whether it reflects the evidence required to demonstrate competence 4.2 Use judgement to infer whether competence has been demonstrated, based on the available evidence 4.3 Make the assessment decision in line with agreed assessment procedures and according to the agreed assessment plan 4.4 Provide clear and constructive feedback to the candidate regarding the assessment decision, and clearly document

ELEMENT	PERFORMANCE CRITERIA
	follow-up, if required
5. Record and report the assessment decision	5.1 Record assessment outcomes promptly and accurately 5.2 Complete and submit required assessment documentation, according to assessment procedures and confidentiality conventions 5.3 Inform other relevant parties of the assessment decision, according to confidentiality conventions
6. Review the assessment process	6.1 Review the assessment process in consultation with candidates and other relevant people to improve future practice 6.2 Document and record the review according to relevant assessment system policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 4.1	- Accesses and interprets procedural and compliance documentation relevant to the assessment process - Examines and evaluates assessment evidence
Writing	1.1, 1.3, 1.5, 2.1, 3.1, 5.1, 5.2, 5.3, 6.2	Completes workplace documentation accurately using appropriate language and following organisational requirements
Oral Communication	1.1, 1.4, 1.5, 3.1, 3.4, 4.4, 5.3, 6.1	- Communicates information and assessment process requirements clearly, using techniques appropriate to the audience and environment - Interacts appropriately with candidates to build rapport and understanding, and obtain specific information to support the assessment process
Navigate the world of work	1.1, 3.5, 5.3	- Identifies, confirms and takes responsibility for adherence to legal and ethical requirements - Recognises, and follows, explicit and implicit protocols and meets expectations associated with own role

Interact with others	1.1, 1.4, 1.5, 3.1, 3.2, 3.4, 5.3, 6.1	- Adjusts personal communication style in recognition of the values and experiences of others to build rapport - Cooperates and collaborates with others and contributes to activities requiring joint responsibility and accountability
Get the work done	1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 2.1, 2.2, 3.3, 3.4, 4.1, 4.2, 4.3, 6.1, 6.2	- Uses systematic, analytical processes in complex, non-routine situations, gathering information, and identifying and evaluating options against agreed criteria - Organises work according to specific requirements taking some responsibility for decisions regarding the format of information - With guidance, reviews the effectiveness of solutions in relation to the set goals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEASS402 Assess competence	TAEASS402B Assess competence	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>

Assessment Requirements for TAEASS402 Assess competence

Modification History

Release	Comments
Release 2	This was first released with <i>TAE Training and Education Training Package Release 2.1</i> . Minor update to Assessment Conditions.
Release 1	This version first released with <i>TAE Training and Education Training Package Release 2.0</i> .

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- assessment of at least five candidates within the vocational education and training (VET) context against at least one endorsed or accredited unit of competency according to the organisation's assessment processes and practices.
- using recognition of prior learning (RPL) processes in the assessment of at least one candidate (which may be one of the five candidates above)
- making reasonable adjustments in the assessment of at least one candidate.

The assessments must be undertaken under the supervision of a qualified assessor and cover an entire unit of competency for each candidate, including:

- the application of different assessment methods and instruments involving a range of activities and events
- using two-way communication and feedback with the candidate
- exercising judgement in making the assessment decision
- recording and reporting assessment outcomes in accordance with the assessment system and organisational, legal and ethical requirements

reviewing the assessment process.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- competency-based assessment, including:
 - VET as a competency-based system
 - how competency based assessment differs from other types of assessment
 - competency standards as the basis of qualifications
 - structure and application of competency standards
 - the principles of assessment and how they are applied
 - the distinction between assessment tools and assessment instruments
 - the rules of evidence and how they are applied
 - the range of assessment purposes and assessment contexts, including RPL
 - different assessment methods, including suitability for gathering various types of evidence, suitability for the content of units, and resource requirements and associated costs
 - reasonable adjustments and when they are applicable
 - types and forms of evidence, including assessment instruments that are relevant to gathering different types of evidence used in competency-based assessment, including RPL
 - the training and assessment strategies, including policies and procedures established by the industry, organisation or training authority
- RPL policies and procedures established by the organisation
- cultural sensitivity and equity considerations in assessment activities
- current legislative requirements relevant to the assessor and the assessment process
- workplace health and safety (WHS) responsibilities associated with assessing competence, including:
 - requirements for reporting hazards and incidents
 - emergency procedures
 - procedures for the use of relevant personal protective equipment
 - the safe use and maintenance of relevant equipment
 - sources of WHS information.

Assessment Conditions

Gather evidence to demonstrate consistent performance in a real assessment environment. The assessment environment must include access to assessment tools and recording materials.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>

TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with <i>TAE Training and Education Training Package Version 2.0</i> .

Application

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	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 instruction and demonstration	1.1 Gather information about learner characteristics and learning needs 1.2 Confirm a safe learning environment 1.3 Gather and check instruction, demonstration objectives, and seek assistance if required 1.4 Access and review relevant learning resources and learning

ELEMENT	PERFORMANCE CRITERIA
	materials for suitability and relevance, and seek assistance to interpret the contextual application 1.5 Organise access to necessary equipment or physical resources required for instruction and demonstration 1.6 Notify learners of details regarding the implementation of the learning program and/or delivery plan
2. Conduct instruction and demonstration	2.1 Use interpersonal skills with learners to establish a safe and comfortable learning environment 2.2 Follow the learning program and/or delivery plan to cover all learning objectives 2.3 Brief learners on any workplace health and safety (WHS) procedures and requirements prior to, and during, training 2.4 Use delivery techniques to structure, pace and enhance learning 2.5 Apply coaching techniques to assist learning 2.6 Use communication skills to provide information, instruct learners and demonstrate relevant work skills 2.7 Provide opportunities for practice during instruction and through work activities 2.8 Provide and discuss feedback on learner performance to support learning
3. Check training performance	3.1 Use measures to ensure learners are acquiring, and can use, new technical and generic skills and knowledge 3.2 Monitor learner progress and outcomes in consultation with the learner 3.3 Review relationship between the trainer/coach and the learner, and adjust to suit learner needs
4. Review personal training performance	4.1 Reflect upon personal performance in providing instruction and demonstration, and document strategies for improvement 4.2 Maintain, store and secure learner records, according to organisational and legal requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	4.1	Reflects on practice to improve
Reading	1.1, 1.3, 1.4, 2.2	Sources and interprets processes and procedures, learning resources and information relevant to providing a work instruction and delivery
Writing	1.4, 1.6, 2.3, 2.6, 2.8, 3.2, 4.1, 4.2	Accurately maintains learner records and documentation appropriate to the learning context and audience
Oral Communication	1.1, 1.6, 2.3, 2.4, 2.6	Uses appropriate communication strategies to engage, build rapport, provide instruction, monitor progress and provide feedback to individuals or groups
Interact with others	1.2, 1.3, 2.1, 2.5, 2.8, 3.2	- Recognises the importance of consultation and negotiation while collaborating to confirm strategy and achieve required outcomes - Asks questions in order to clarify understanding, and to provide and seek feedback - Builds rapport to establish effective working relationships and to achieve effective outcomes
Get the work done	1.1-1.6, 2.1-2.8, 3.1-3.3, 4.1, 4.2	- Organises and completes work according to defined requirements, taking responsibility for some decisions and sequencing tasks to achieve efficient outcomes - Identifies and responds to potential risks, problems and opportunities for improvement and considers options for different approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL301 Provide work skill instruction	TAEDEL301A Provide work skill instruction	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>

Assessment Requirements for TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with <i>TAE Training and Education Training Package Version 2.0</i> .

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- carrying out a minimum of three training sessions, involving demonstrating and instructing particular work skills for at least two different individuals or small groups, with each session addressing:
 - different learning objectives
 - a range of delivery techniques and effective communication skills appropriate to the audience.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learner characteristics and needs
- the content and requirements of the relevant learning program, and/or the delivery plan
- the sources and availability of relevant learning resources and learning materials
- the content of relevant learning resources and learning materials
- training techniques that enhance learning, and when to use them
- introductory knowledge of learning principles and learning styles
- key workplace health and safety (WHS) issues in the learning environment, including:
 - roles and responsibilities of key personnel
 - responsibilities of learners
 - relevant policies and procedures, including hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency procedures
 - risk controls for the specific learning environment.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment and include access to any necessary workplace documents.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>

RGR Racing and Breeding Training Package

Modification History

Version	Release Date	Comments
1.0	TBA	Initial release Includes 2 qualifications, 24 units of competency and assessment requirements, and 7 Skill Sets.

Credit Arrangements

Qualification	Credit Arrangements
RGR20216 Certificate II in Racing (Greyhound)	At the time of endorsement of this Training Package no national credit arrangements exist.
RGR30116 Certificate III in Racing (Greyhound)	At the time of endorsement of this Training Package no national credit arrangements exist.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

RGRSS00025 Greyhound Racing Animal Welfare Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Description

This skill set is designed to prepare individuals for work within the greyhound racing industry by providing them with the skills and knowledge to understand, interpret and apply requirements for greyhound health and welfare, as well as the codes of practice and legislative and regulatory requirements that apply in the industry.

Pathways Information

These units provide credit towards a RGR20117 Certificate II in Racing (Greyhound) and RGR30117 Certificate III in Racing (Greyhound).

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements may apply to this Skill Set. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Skill Set Requirements

- RGRPSG201 Handle greyhounds
- RGRPSG203 Promote and enhance greyhound behaviour
- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice
- RGRPSG208 Promote and enhance greyhound health and welfare

Note: *RGRPSG201 Handle greyhounds* is a prerequisite unit for *RGRPSG208 Promote and enhance greyhound health and welfare*.

Target Group

Individuals involved in any aspect of the greyhound racing industry who need to demonstrate their commitment and understanding of the principles and practices of animal welfare as they apply to greyhounds.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet industry requirements for animal welfare skills appropriate for all those working in the greyhound racing industry.

RGRSS00026 Greyhound Attendant Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Description

This skill set provides the roles and responsibilities of an attendant who attends greyhounds at race meetings.

Pathways Information

These units provide credit towards a RGR20117 Certificate II in Racing (Greyhound) and RGR30117 Certificate III in Racing (Greyhound).

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements may apply to this Skill Set. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Skill Set Requirements

- ACMWHS201 Participate in workplace health and safety processes
- RGRPSG201 Handle greyhounds
- RGRPSG205 Attend greyhounds at race meetings
- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice

Note: *RGRPSG201 Handle greyhounds* is a prerequisite unit for *RGRPSG205 Attend greyhounds at race meetings*.

Target Group

This skill set is for those needing to gain the skills and knowledge required to operate as a greyhound attendant at a race meeting.

Suggested words for Statement of Attainment

These competencies meet industry requirements for those working as greyhound attendants.

RGRSS00027 Greyhound Breeding Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Description

This skill set provides individuals with the knowledge and skills to breed greyhounds.

Pathways Information

These units provide credit towards a Certificate II in RGR20117 Racing (Greyhound) and RGR30117 Certificate III in Racing (Greyhound).

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements may apply to this Skill Set. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Skill Set Requirements

- RGRPSG201 Handle greyhounds
- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice
- RGRPSG208 Promote and enhance greyhound health and welfare
- RGRPSG305 Coordinate greyhound breeding
- RGRPSG308 Whelp greyhounds

Note: *RGRPSG201 Handle greyhounds* is a prerequisite unit for *RGRPSG208 Promote and enhance greyhound health and welfare*, and *RGRPSG308 Whelp greyhounds*.

Target Group

Persons involved in the greyhound racing industry as greyhound breeders.

Suggested words for Statement of Attainment

These competencies meet industry requirements for those working as greyhound breeders.

RGRSS00028 Greyhound Catcher Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Description

This skill set provides the knowledge and skills to catch greyhounds at race meetings.

Pathways Information

These units provide credit towards a RGR20117 Certificate II in Racing (Greyhound) and RGR30117 Certificate III in Racing (Greyhound).

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements may apply to this Skill Set. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Skill Set Requirements

- RGRPSG201 Handle greyhounds
- RGRPSG206 Catch and control greyhounds
- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice

Note: *RGRPSG201 Handle greyhounds* is a prerequisite unit for *RGRPSG206 Catch and control greyhounds*

Target Group

This skill set is for those needing to gain the skills and knowledge required to operate as a greyhound catcher at a race meeting.

Suggested words for Statement of Attainment

These competencies meet industry requirements for those working as greyhound catchers.

RGRSS00029 Greyhound Primary Educator Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Description

This skill set provides individuals with the skills and knowledge for understanding the primary education requirements and needs of greyhounds.

Pathways Information

These units provide credit towards a RGR20117 Certificate II in Racing (Greyhound) and RGR30117 Certificate III in Racing (Greyhound).

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements may apply to this Skill Set. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Skill Set Requirements

- RGRPSG201 Handle greyhounds
- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice
- RGRPSG208 Promote and enhance greyhound health and welfare
- RGRPSG309 Educate a greyhound

Note: *RGRPSG201 Handle greyhounds* is a prerequisite unit for RGRPSG208 Promote and enhance greyhound health and welfare, and RGRPSG309 Educate a greyhound.

Target Group

Persons involved in primary education of greyhounds in the greyhound racing industry.

Suggested words for Statement of Attainment

These competencies meet industry requirements for those working as greyhound primary educators.

RGRSS00030 Greyhound Racing Integrity Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Description

This skill set provides the knowledge and skills required for individuals who work in a variety of occupations within the greyhound racing industry and who wish to meet greyhound racing industry requirements for integrity and ethical practice.

Pathways Information

This unit provides credit towards a RGR20117 Certificate II in Racing (Greyhound) and RGR30117 Certificate III in Racing (Greyhound).

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements may apply to this unit. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Skill Set Requirements

- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice

Target Group

Persons involved in any aspect of the greyhound racing industry who need to develop skills in racing industry integrity and ethical practice.

Suggested words for Statement of Attainment

This competency meets industry requirements for integrity and ethical practice in the greyhound racing industry.

RGRSS00031 Greyhound Rearing Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Description

This skill set provides individuals with the knowledge and skills to rear greyhounds.

Pathways Information

These units provide credit towards a RGR20117 Certificate II in Racing (Greyhound) and RGR30117 Certificate III in Racing (Greyhound).

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements may apply to this Skill Set. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Skill Set Requirements

- RGRPSG201 Handle greyhounds
- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice
- RGRPSG208 Promote and enhance greyhound health and welfare
- RGRPSG301 Rear greyhounds

Note: *RGRPSG201 Handle greyhounds* is a prerequisite unit for *RGRPSG208 Promote and enhance greyhound health and welfare*, and *RGRPSG301 Rear greyhounds*.

Target Group

Persons involved in rearing greyhounds for the greyhound racing industry.

Suggested words for Statement of Attainment

These competencies meet industry requirements for those working in the area of rearing greyhounds.

RGRSS00032 Greyhound Stewarding Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Description

This skill set provides the knowledge and skills required for individuals who work as race day stewards in the greyhound racing industry.

Pathways Information

These units provide credit towards a Certificate IV in Racing Services (Steward).

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements may apply to this Skill Set. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Skill Set Requirements

- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice
- RGRPSG304 Participate in greyhound racing inquiries and appeals
- RGRSTD409 Perform the duties of a race day steward

Target Group

Persons involved in the greyhound racing industry working as race day stewards.

Suggested words for Statement of Attainment

These competencies meet industry requirements for those working in the greyhound racing industry as race day stewards.

RGRSS00033 Greyhound Whelping Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Description

This skill set provides individuals with the knowledge and skills required to whelp greyhounds.

Pathways Information

These units provide credit towards a RGR20117 Certificate II in Racing (Greyhound) and RGR30117 Certificate III in Racing (Greyhound).

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements may apply to this Skill Set. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements.

Skill Set Requirements

- RGRPSG201 Handle greyhounds
- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice
- RGRPSG208 Promote and enhance greyhound health and welfare
- RGRPSG308 Whelp greyhounds

Note: *RGRPSG201 Handle greyhounds* is a prerequisite unit for *RGRPSG208 Promote and enhance greyhound health and welfare*, and *RGRPSG308 Whelp greyhounds*.

Target Group

Persons involved in the greyhound racing industry as greyhound whelpers.

Suggested words for Statement of Attainment

These competencies meet industry requirements for those working as greyhound whelpers.

RGRSS00034 Greyhound Clerk of Scales

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and equivalent to <i>RGRSS00001 Grey Hound Clerk of Scales Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the knowledge and skills required for an attendant weighing greyhounds at greyhound race meetings.

Pathways Information

These units of competency provide credit towards *RGR20117 Certificate II in Racing (Greyhound)* and *RGR30117 Certificate III in Racing (Greyhound)*.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this skill set but vary in each state/territory jurisdiction. Users are advised to check with the relevant Controlling Body or Principal Racing Authority for current requirements.

Additional Advice

There may be additional units of competency that are necessary to be completed to comply with specific state or territory Controlling Body or Principal Racing Authority licensing requirements. When additional units are required they are recognised as a separate Statement of Attainment. Suggested additional units are listed below.

Unit Code	Unit Title
RGRPSG 201	Handle greyhounds

Skill Set Requirements

- ACMWHS201 Participate in workplace health and safety processes
- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice
- RGRROP304 Perform duties of clerk of scales at greyhound race meetings

Target Group

This skill set is for individuals who weigh greyhounds and undertake the duties of clerk of scales at greyhound race meetings.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet industry requirements for working as clerk of scales in the greyhound racing code.

RGRSS00035 Greyhound Lure Driver

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS0002 Greyhound Lure Driver Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to perform the duties of a greyhound lure driver.

Pathways Information

These units of competency provide credit towards a *RGR20117 Certificate II in Racing (Greyhound)* and *RGR30117 Certificate III in Racing (Greyhound)*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMWHS201 Participate in workplace health and safety processes
- RGRPSG207 Demonstrate greyhound racing integrity and ethical practice
- RGRROP307 Perform duties of lure driver at race meetings and trials

Target Group

This skill set is for individuals undertaking the duties of a lure driver during greyhound race meetings and trials.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet industry requirements for working as a lure driver in the greyhound racing code

RGRSS00036 Greyhound Race Club Kennel Attendant Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00003 Greyhound Race Club Kennel Attendant Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required for an individual working as a race club kennel attendant in the greyhound racing code.

Pathways Information

These units of competency provide credit towards *RGR20117 Certificate II in Racing (Greyhound)* and *RGR30117 Certificate III in Racing (Greyhound)*.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements may apply to this skill set but vary in each state/territory jurisdiction. Users are advised to check with the relevant Controlling Body or Principal Racing Authority for current requirements.

Skill Set Requirements

- ACMWHS201 Participate in workplace health and safety processes
- RGRPSG201 Handle greyhounds
- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice
- RGRROP202 Perform duties of kennel attendant at race meetings

Target Group

This skill set is for those individuals working under supervision as a race club kennel attendant at greyhound race meetings.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet industry requirements for working as clerk of scales in the greyhound racing code.

RGRSS00037 Greyhound Race Club Parade Official Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00004 Greyhound Race Club Parade Official Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to perform greyhound race club parade official duties.

Pathways Information

These units of competency provide credit towards *RGR20117 Certificate II in Racing (Greyhound)* and *RGR30117 Certificate III in Racing (Greyhound)*.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this skill set but vary in each state/territory jurisdiction. Users are advised to check with the relevant Controlling Body or Principal Racing Authority for current requirements.

Skill Set Requirements

- ACMWHS201 Participate in workplace health and safety processes
- RGRPSG201 Handle greyhounds
- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice
- RGRROP203 Perform duties of parade official at greyhound race meetings

Target Group

This skill set is for those working under supervision as a race club parade official at greyhound race meetings.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a race club parade official in the greyhound racing code.

RGRSS00038 Greyhound Training Operations Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00006 Greyhound Training Operations</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required for an individual to be classified as a greyhound trainer under the greyhound racing code.

Pathways Information

These units of competency provide credit towards *RGR30117 Certificate III in Racing (Greyhound)* and *RGR40418 Certificate IV in Racing (Greyhound Trainer)*.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this skill set but vary in each state/territory jurisdiction. Users are advised to check with the relevant Controlling Body or Principal Racing Authority for current requirements.

Skill Set Requirements

An asterisk next to the unit code indicates that there are prerequisite requirements which must be met as part of the skill set requirements. Please refer to the Prerequisite requirements table for details.

- ACMWHS201 Participate in workplace health and safety processes
- BSBSMB303 Organise finances for the micro business
- BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business
- RGRPSG207 Demonstrate greyhound racing industry integrity and ethical practice
- RGRPSG304 Participate in greyhound racing inquiries and appeals
- RGRPSG306 Determine care and treatment needs of greyhounds
- RGRPSG307* Train and race greyhounds

Prerequisite requirements

Unit of competency	Prerequisite requirement
RGRPSG307 Train and race greyhounds	RGRPSG201 Handle greyhounds

Target Group

This skill set is for those wishing to meet industry licensing requirements to be able to race greyhounds in industry regulated competitions.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements to be licensed as a greyhound trainer in the greyhound racing code, subject to state or territory Controlling Body or Principal Racing Authority requirements.

RGRSS00039 Harness Mobile Start Driver Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00007 Harness Mobile Start Driver Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to work as a mobile start driver in the harness racing code.

Pathways Information

These units of competency provide credit towards a *RGR20218 Certificate II in Racing Industry* or *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRROP308 Drive mobile start vehicle

Target Group

This skill set is for those undertaking the duties of a mobile start driver during harness race meetings and trials.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a mobile start driver in the harness racing code.

RGRSS00040 Harness or Thoroughbred Clerk of Course Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00008 Harness or Thoroughbred Clerk of Course Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to perform duties of the harness or thoroughbred clerk of course.

Pathways Information

These units of competency provide credit towards a *RGR20218 Certificate II in Racing Industry* or *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRPSH201 Handle racehorses in stables and at trackwork
- RGRROP303 Perform duties of clerk of course at harness or thoroughbred race meetings and trials

Target Group

This skill set is for those undertaking the duties of a clerk of course during harness or thoroughbred race meetings and trials.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a clerk of course in the harness or thoroughbred racing code.

RGRSS00041 Harness or Thoroughbred Racing Handicapper Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00009 Harness or Thoroughbred Racing Handicapper Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required for working as a racing handicapper in the harness or thoroughbred racing code.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- RGRCMN203 Comply with racing industry ethics and integrity
- RGRROP410 Perform duties of racehorse handicapper
- RGRSTD408 Analyse race performance

Target Group

This skill set is for those undertaking the duties of a racing handicapper for the harness or thoroughbred racing code.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a racing handicapper in the harness or thoroughbred racing codes.

RGRSS00042 Harness or Thoroughbred Training Operations Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS000010 Harness or Thoroughbred Training Operations Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to be a racehorse trainer in the harness or thoroughbred racing codes.

Pathways Information

These units of competency provide credit towards *RGR40118 Certificate IV in Racing (Racehorse Trainer)*.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this unit but vary in each state/territory jurisdiction. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRCMN305 Participate in racing protests and inquiries
- RGRPSH401 Provide care and treatment of horses
- RGRPSH408 Manage horse health and welfare
- RGRPSH409 Determine nutritional requirements for racing horses
- RGRPSH420 Participate in implementing racehorse exercise programs
- RGRPSH502 Plan and implement education of horses for racing
- RGRPSH503 Train and race horses

Target Group

This skill set is for those wishing to meet industry licensing requirements to be able to race horses in industry regulated competitions.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements to be licensed as a racehorse trainer in the harness or thoroughbred racing codes, subject to the relevant Principal Racing Authority requirements.

RGRSS00043 Harness Race Starter Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00011 Harness Race Starter Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required for working as a race starter in the harness racing code.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRPSH201 Handle racehorses in stables and at trackwork
- RGRROP406 Perform duties of harness race starter
- RGRSTD303 Assess racing and training gear suitability and safety
- RGRTRK303 Provide emergency animal assistance

Target Group

This skill set is for those undertaking the duties of a race starter at harness race meetings and trials.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a race starter in the harness racing code.

RGRSS00044 Harness Trackwork Driver Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00012 Harness Trackwork Driver Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to drive trackwork in the harness racing code.

Pathways Information

These units of competency provide credit towards the following qualifications:

- *RGR30218 Certificate III in Racing (Stablehand)*
- *RGR30318 Certificate III in Racing (Driving Stablehand)*
- *RGR40318 Certificate IV in Racing (Harness Race Driver)*

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this unit but vary in each state/territory jurisdiction. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Skill Set Requirements

An asterisk next to the unit code indicates that there are prerequisite requirements which must be met as part of the skill set requirements. Please refer to the Prerequisite requirements table for details.

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRPSH304 Identify factors that affect racehorse fitness and suitability to race
- RGRPSH305* Develop driving skills for trackwork
- RGRPSH402* Drive horses in pacework and fast work

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	Prerequisite requirement
RGRPSH203 Perform basic driving tasks	RGRPSH201 Handle racehorses in stables and at trackwork
RGRPSH204 Prepare to drive jog work	RGRPSH203 Perform basic driving tasks*
RGRPSH305 Develop driving skills for trackwork	RGRPSH204 Prepare to drive jog work*
RGRPSH402 Drive horses in pacework and fast work	RGRPSH305 Develop driving skills for trackwork*

Target Group

This skill set is for those undertaking the duties of a trackwork driver in the harness racing code.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for driving trackwork in the harness racing code.

RGRSS00045 Race Meeting Farrier Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00013 Race Meeting Farrier Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required for working as a farrier at race meetings in the harness or thoroughbred racing codes.

Pathways Information

These units of competency build on skills and knowledge attained in specialised farriery qualifications.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this skill set but vary in each state/territory jurisdiction. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRPSH201 Handle racehorses in stables and at trackwork
- RGRROP403 Perform duties of farrier at race meetings

Target Group

This skill set is for farriers undertaking farriery duties at race meetings in the harness and/or thoroughbred racing codes.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a race meeting farrier in the harness and/or thoroughbred racing codes.

RGRSS00046 Racing Biological Security Officer Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00014 Racing Biological Security Officer Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required for working as a racing biological security officer within the greyhound, harness or thoroughbred racing codes.

Pathways Information

These units of competency provide credit towards a *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AHCBER301 Work effectively in an emergency disease or plant pest response
- AHC BIO202 Follow site quarantine procedures
- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- SISXEMR002 Coordinate emergency responses

Target Group

This skill set is for those undertaking the duties of a racing biological security officer for the greyhound, harness or thoroughbred racing codes.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a racing biological security officer in the greyhound, harness or thoroughbred racing codes.

RGRSS00047 Racing Judge Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00015 Racing Judge Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to judge race placements and provide accurate times at race meetings using relevant technology in the greyhound, harness or thoroughbred racing codes.

Pathways Information

These units of competency provide credit towards a *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this skill set but vary in each state/territory jurisdiction. Users are advised to check with the relevant Controlling Body or Principal Racing Authority for current requirements.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRROP411 Perform duties of greyhound or horse race judge

Target Group

This skill set is for those undertaking the duties of a racing judge for the greyhound, harness or thoroughbred racing codes.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a racing judge in the greyhound, harness or thoroughbred racing codes.

RGRSS00048 Racing Licensing and Registration Clerk Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00016 Racing Licensing and Registration Clerk Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to work as a racing licensing and registration clerk in the greyhound, thoroughbred or harness racing codes.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRROP312 Perform duties of licensing or registration clerk

Target Group

This skill set is for those undertaking the duties of a racing licensing and registration clerk for the greyhound, harness or thoroughbred racing code.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a racing licensing and registration clerk in the greyhound, thoroughbred or harness racing codes.

RGRSS00049 Racing Nominations and Acceptances Clerk Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00017 Racing Nominations and Acceptances Clerk Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge to work as a racing nominations and acceptances clerk in the greyhound, harness or thoroughbred racing codes.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRROP313 Process race nominations and acceptances

Target Group

This skill set is for those undertaking the duties of a racing nominations and acceptances clerk for the greyhound, harness or thoroughbred racing codes.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a racing nominations and acceptances clerk in the greyhound, harness or thoroughbred racing codes.

RGRSS00050 Racing Photo Finish Operator Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00018 Racing Photo Finish Operator Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge to work as a racing photo finish operator in the greyhound, harness or thoroughbred racing codes.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRROP314 Perform duties of photo finish operator at greyhound or horse race meetings

Target Group

This skill set is for those undertaking the duties of a racing photo finish operator for the greyhound, harness or thoroughbred racing codes.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a racing photo finish operator in the greyhound, harness or thoroughbred racing codes.

RGRSS00051 Racing Swab Attendant Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00019 Racing Swab Attendant Skill Set</i> . Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to work as a swab attendant dealing with racing animals in the greyhound, harness or thoroughbred racing codes.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMEQU205 Apply knowledge of horse behaviour
- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRPSG201 Handle greyhounds
- RGRPSH201 Handle racehorses in stables and at trackwork
- RGRSWA301 Collect non-blood samples from greyhounds or horses
- RGRSWA302 Collect non-blood samples from racing personnel
- RGRSWA303 Collect blood samples for racing animal drug testing

Target Group

This skill set is for those undertaking the duties of a swab attendant dealing with racing animals for the greyhound, harness or thoroughbred racing codes.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a swab attendant dealing with racing animals in the greyhound, harness or thoroughbred racing codes.

RGRSS00052 Racing Timekeeper Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00020 Racing Timekeeper Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge to work as a racing timekeeper in the greyhound, harness or thoroughbred racing codes.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRROP315 Perform duties of timekeeper at greyhound or horse race meetings

Target Group

This skill set is for those undertaking the duties of a racing timekeeper for the greyhound, harness or thoroughbred racing codes.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a racing timekeeper in the greyhound, harness or thoroughbred racing codes.

RGRSS00053 Thoroughbred Barrier Attendant Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00021 Thoroughbred Barrier Attendant Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to work as a barrier attendant in the thoroughbred racing code.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRPSH201 Handle racehorses in stables and at trackwork
- RGRROP201 Perform duties of barrier attendant at thoroughbred race meetings and trials
- RGRSTD303 Assess racing and training gear suitability and safety
- RGRTRK303 Provide emergency animal assistance

Target Group

This skill set is for those working under supervision as a barrier attendant at thoroughbred trials and race meetings.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a barrier attendant in the thoroughbred racing code.

RGRSS00054 Thoroughbred Exercise Rider Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00022 Thoroughbred Exercise Rider Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to work as an exercise rider in the thoroughbred code of the racing industry.

Pathways Information

These units provide credit towards *RGR30518 Certificate III in Racing (Trackwork Rider)*.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this skill set but vary in each state/territory jurisdiction. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRPSH205 Perform basic riding skills in the racing industry
- RGRPSH304 Identify factors that affect racehorse fitness and suitability to race
- RGRPSH306 Develop basic trackwork riding skills
- RGRPSH307 Exercise horses in pacework

Target Group

This skill set is for those undertaking the duties of a fast work rider in the thoroughbred racing code.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as an exercise rider in the thoroughbred code of the racing industry.

RGRSS00055 Thoroughbred Fast Work Rider Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00023 Thoroughbred Fast Work Rider Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to work as a fast work rider in the thoroughbred racing code.

Pathways Information

These units of competency provide credit towards *RGR30518 Certificate III in Racing (Trackwork Rider)* and *RGR40218 Certificate IV in Racing (Jockey)*.

Entry Requirements

Before undertaking this skill set individuals must have been assessed as competent in *RGRSS00054 Thoroughbred Exercise Rider Skill Set*.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this skill set but vary in each state/territory jurisdiction. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Skill Set Requirements

- RGRPSH404 Ride horses at trackwork
- RGRPSH407 Educate thoroughbred horses for racing

Target Group

This skill set is for those undertaking the duties of a fast work rider in the thoroughbred racing code.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a fast work rider in the thoroughbred racing code.

RGRSS00056 Thoroughbred Race Starter Skill Set

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0. Supersedes and is equivalent to <i>RGRSS00024 Thoroughbred Race Starter Skill Set</i>. Units of competency updated to current versions.

Description

This skill set provides the skills and knowledge required to work as a race starter in the thoroughbred racing code.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRPSH201 Handle racehorses in stables and at trackwork
- RGRROP407 Perform duties of thoroughbred race starter
- RGRSTD303 Assess racing and training gear suitability and safety
- RGRTRK303 Provide emergency animal assistance

Target Group

This skill set is for those undertaking the duties of a race starter at thoroughbred race meetings and trials.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for working as a race starter in the thoroughbred racing code.

RGRSS00057 Non-Turf Race Track Curator Skill Set

Modification History

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

Description

This skill set describes the skills and knowledge required to maintain and monitor non-turf race track surfaces and associated facilities using specialised materials, machinery and equipment.

Pathways Information

These units of competency build on skills and knowledge attained in *RGR20218 Certificate II in Racing Industry (Track Maintenance Specialisation)* providing specialist skills in maintaining non-turf race tracks.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS301 Maintain workplace safety
- PSPPCM001 Carry out basic procurement
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRTRK401 Supervise preparation of track and facilities for race meetings
- RGRTRK402 Relate animal welfare to track and environmental conditions
- RGRTRK403 Maintain specialised non-turf track surfaces for racing
- SISXFAC003 Implement facility maintenance programs

Target Group

This skill set is for individuals requiring specialist skills in maintaining and monitoring non-turf race tracks and facilities, and assisting with race meeting track operations.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the racing industry requirements for maintaining non-turf tracks and associated facilities for greyhound or horse racing.

RGRSS00058 Turf Race Track Curator Skill Set

Modification History

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

Description

This skill set describes the skills and knowledge required to maintain turf track surfaces and associated facilities for thoroughbred racing using specialised materials, machinery and equipment.

Pathways Information

These units of competency provide credit toward and build specialist skills and knowledge in maintaining turf tracks for thoroughbred racing attained in:

- *RGR20218 Certificate II in Racing Industry (Track Maintenance specialisation)*
- *AHC30716 Certificate III in Horticulture*
- *AHC31316 Certificate III in Sports Turf Management.*

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- AHCTRF401 Develop a sports turf maintenance program
- BSBWHS301 Maintain workplace safety
- PSPPCM001 Carry out basic procurement
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRTRK401 Supervise preparation of track and facilities for race meetings
- RGRTRK402 Relate animal welfare to track and environmental conditions
- SISXFAC003 Implement facility maintenance programs

Target Group

This skill set is for individuals involved in the racing or horticulture industry requiring specialist skills in maintaining and monitoring turf race tracks and associated facilities, and assisting with race meeting track operations.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the racing industry requirements for maintaining turf race tracks and associated facilities for race meetings.

RGRSS00059 Greyhound On-track Veterinarian Skill Set

Modification History

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

Description

This skill set reflects the knowledge and skills required by registered veterinarians on duty at tracks during greyhound race meetings where they are required to work closely with stewards to ensure the welfare of racing greyhounds and efficient running of race meetings.

Pathways Information

These units of competency provide specialist skills relating to racing greyhounds and race meetings required by registered veterinarians to work on-track.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this skill set but vary in each state/territory jurisdiction. Users are advised to check with the relevant Controlling Body or Principal Racing Authority for current requirements.

Skill Set Requirements

- RGRPSG401 Relate anatomical and physiological features to the care and treatment of greyhounds
- RGRROP404 Perform duties of veterinarian at race meetings or trials
- RGRROP405 Conduct veterinarian supervision of sample collection procedures

Target Group

This skill set is for registered veterinarians who work on-track at greyhound race meetings.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet industry requirements for those working as an on-track veterinarian in the greyhound racing code.

RGRSS00060 Cadet Steward Skill Set

Modification History

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

Description

This skill set provides the knowledge and skills for cadet stewards assisting stewards in the greyhound, harness or thoroughbred racing codes.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services* and *RGR40518 Certificate IV in Racing Integrity*.

Licensing/Regulatory Information

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

Skill Set Requirements

- ACMGAS202 Participate in workplace communications
- BSBWHS201 Contribute to health and safety of self and others
- HLTAID003 Provide first aid
- PSPREG001 Carry out inspections and monitoring under guidance
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRCMN305 Participate in racing protests and inquiries
- RGRSTD301 Perform duties of cadet steward

Target Group

This skill set is designed for individuals undertaking racing integrity and cadet steward duties in the greyhound, harness or thoroughbred racing codes.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet industry requirements for those working as a cadet steward.

RGRSS00061 Horse Race Day Veterinarian Skill Set

Modification History

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

Description

This skill set reflects the knowledge and skills required by registered veterinarians on duty at tracks during harness and/or thoroughbred race meetings where they are required to work closely with stewards to ensure the welfare of racehorses and efficient running of race meetings.

Pathways Information

These units of competency provide specialist skills and knowledge relating to work undertaken by registered veterinarians working at harness or thoroughbred race meetings.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this skill set but vary in each state/territory jurisdiction. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Skill Set Requirements

- ACMEQU401 Relate equine anatomical and physiological features to equine health care requirements
- RGRROP404 Perform duties of veterinarian at race meetings or trials
- RGRROP405 Conduct veterinarian supervision of sample collection procedures

Target Group

This skill set is for registered veterinarians who work at harness or thoroughbred race meetings.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet industry requirements for those working as a race day veterinarian in the harness or thoroughbred racing codes.

RGRSS00062 Racing Investigations Skill Set

Modification History

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

Description

This skill set provides the knowledge and skills required to conduct investigations relating to racing industry integrity in the greyhound, harness or thoroughbred codes.

Pathways Information

These units of competency provide credit towards:

- *RGR40518 Certificate IV in Racing Integrity*
- *PSP40416 Certificate IV in Government Investigations*
- *PSPSS00040 Government Investigations Skill Set.*

Licensing/Regulatory Information

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

Skill Set Requirements

- PSPINV001 Plan and initiate an investigation
- PSPINV002 Conduct an investigation
- PSPINV003 Finalise an investigation
- PSPREG010 Prepare a brief of evidence
- PSPREG011 Give evidence
- PSPREG012 Gather information through interviews
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRSTD403 Apply principles of administrative law to investigation and resolution of racing matters

Target Group

This skill set is designed for individuals assisting with and undertaking racing integrity duties in the greyhound, harness or thoroughbred racing codes.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet industry requirements for those working as racing investigators.

RGRSS00063 Race Day Steward Skill Set

Modification History

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

Description

This skill set provides the knowledge and skills required for part time or assistant stewards to participate in the running or run a race meeting.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services* and *RGR40518 Certificate IV in Racing Integrity*.

Licensing/Regulatory Information

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

Skill Set Requirements

- BSBWHS301 Maintain workplace safety
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRCMN305 Participate in racing protests and inquiries
- RGRSTD303 Assess racing and training gear suitability and safety
- RGRSTD409 Perform the duties of a race day steward

Target Group

This skill set is designed for individuals assisting with and undertaking racing integrity duties in the greyhound, harness or thoroughbred racing codes.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet industry requirements for those working as race day stewards.

RGRSS00064 Racing Club Administration Skill Set

Modification History

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

Description

This skill set provides the knowledge and skills for individuals who undertake administrative duties at a racing club in the greyhound, harness or thoroughbred codes.

Pathways Information

These units of competency provide credit towards:

- *BSB30115 Certificate III in Business*
- *BSB40215 Certificate IV in Business*
- *RGR30418 Certificate III in Racing Services.*

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBCUS301 Deliver and monitor a service to customers
- BSBMKG414 Undertake marketing activities
- BSBWHS201 Contribute to health and safety of self and others
- RGRADM301 Assist with race meeting operations
- RGRADM302 Supervise use of track and race club facilities
- RGRADM402 Prepare for race meeting special events
- RGRCMN203 Comply with racing industry ethics and integrity
- SISXEMR001 Respond to emergency situations

Target Group

This skill set is for individuals involved in administrative duties for racing clubs in the greyhound, harness or thoroughbred racing codes.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet industry requirements for those working as racing club administrators.

RGRSS00065 Racing Stable Administration Skill Set

Modification History

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

Description

This skill set provides the knowledge and skills required for an administrator of a racing stable in the harness or thoroughbred codes.

Pathways Information

These units of competency provide credit towards a various qualifications, including:

- *BSB30115 Certificate III in Business*
- *BSB30415 Certificate III in Business Administration*
- *RGR30218 Certificate III in Racing (Stablehand)*
- *RGR30418 Certificate III in Racing Services.*

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBFIA301 Maintain financial records
- BSBWHS201 Contribute to health and safety of self and others
- PSPGEN032 Deal with conflict
- RGRCMN203 Comply with racing industry ethics and integrity
- SIFXMG002 Coordinate staff
- SISXEMR001 Respond to emergency situations

Target Group

This skill set is for individuals involved in stable administration duties in the horse racing industry.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for those working as racing stable administrators.

RGRSS00066 Trackwork Supervisor Skill Set

Modification History

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

Description

This skill set provides the knowledge and skills required for supervising trackwork in the horse racing industry.

Pathways Information

These units of competency provide credit towards *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- HLTAID003 Provide first aid
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRROP316 Perform duties of track supervisor during trackwork operations
- RGRSTD303 Assess racing and training gear suitability and safety
- RGRTRK303 Provide emergency animal assistance

Target Group

This skill set is for individuals involved in supervising safety and protocols during track work in the horse racing industry.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet the industry requirements for those working as trackwork supervisors in the horse racing industry.

RGRSS00067 Clerk of Scales for Jockeys Skill Set

Modification History

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

Description

This skill set provides the knowledge and skills required for an attendant weighing jockeys at race meetings.

Pathways Information

These units of competency provide credit towards various racing qualifications, including the *RGR20218 Certificate II in Racing Industry* and *RGR30418 Certificate III in Racing Services*.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification requirements apply to this skill set but vary in each state/territory jurisdiction. Users are advised to check with the relevant Principal Racing Authority for current requirements.

Skill Set Requirements

- BSBWHS201 Contribute to health and safety of self and others
- RGRCMN203 Comply with racing industry ethics and integrity
- RGRROP306 Perform duties of clerk of scales for jockeys at thoroughbred race meetings

Target Group

This skill set is for individuals who weigh jockeys in undertaking the duties of clerk of scales at thoroughbred race meetings.

Suggested words for Statement of Attainment

These competencies from the *RGR Racing and Breeding Training Package* meet industry requirements for working as clerk of scales for jockeys in the thoroughbred racing code.