



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RGR20308 Certificate II in Racing Services (Racing Administration)**

**Release: 1**

## **RGR20308 Certificate II in Racing Services (Racing Administration)**

### **Modification History**

Not Applicable

### **Description**

This qualification reflects the role of employees who work under supervision in known routines but with a defined amount of responsibility and limited judgement. The employee works under the direction of a supervisor but is also able to act autonomously in certain situations requiring solutions to a limited range of problems or working as part of a team.

While they may not be required to handle horses or greyhounds, employees with this qualification are often required to work close to race animals. For their own safety, the safety of others and the safety of animals, employees must be aware of potential risks and hazards associated with animal behaviour.

### **Pathways Information**

#### **Pathways into the qualification**

#### **Pathways from the qualification**

RGR30308 Certificate III in Racing Services (Racing Administration)

#### **Licensing considerations**

There are no specific licences that relate to this qualification.

#### **Australian Apprenticeships**

This qualification is suited to Australian Apprenticeship pathways.

#### **Job roles**

### **Licensing/Regulatory Information**

Refer to Pathways Information

## Entry Requirements

### Entry requirements

There are no entry requirements for this qualification.

### Qualification pathways

## Employability Skills Summary

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
Communication	<ul style="list-style-type: none"> <li>• listening and understanding</li> <li>• speaking clearly and directly</li> <li>• writing to the needs of the audience</li> <li>• negotiating responsively</li> <li>• reading independently</li> <li>• empathising</li> <li>• using numeracy effectively</li> <li>• understanding the needs of internal and external customers</li> <li>• persuading effectively</li> <li>• establishing and using networks</li> <li>• being assertive</li> <li>• sharing information</li> <li>• speaking and writing in languages other than English</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• working across different ages irrespective of gender, race, religion or political persuasion</li> <li>• working as an individual and as a member of a team</li> <li>• knowing how to define a role as part of the team</li> <li>• applying teamwork to a range of situations e.g. futures planning and crisis problem solving</li> <li>• identifying the strengths of team members</li> <li>• coaching and mentoring skills, including giving feedback</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• developing creative, innovative and practical solutions</li> <li>• showing independence and initiative in identifying and solving problems</li> <li>• solving problems in teams</li> <li>• applying a range of strategies to problem solving</li> <li>• using mathematics, including budgeting and financial management to solve problems</li> <li>• applying problem-solving strategies across a range of areas</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	<ul style="list-style-type: none"> <li>• testing assumptions, taking into account the context of data and circumstances</li> <li>• resolving customer concerns in relation to complex project issues</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• adapting to new situations</li> <li>• developing a strategic, creative and long-term vision</li> <li>• being creative</li> <li>• identifying opportunities not obvious to others</li> <li>• translating ideas into action</li> <li>• generating a range of options</li> <li>• initiating innovative solutions</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• managing time and priorities - setting time lines, coordinating tasks for self and with others</li> <li>• being resourceful</li> <li>• taking initiative and making decisions</li> <li>• adapting resource allocations to cope with contingencies</li> <li>• establishing clear project goals and deliverables</li> <li>• allocating people and other resources to tasks</li> <li>• planning the use of resources, including time management</li> <li>• participating in continuous improvement and planning processes</li> <li>• developing a vision and a proactive plan to accompany it</li> <li>• predicting - weighing up risk, evaluating alternatives and applying evaluation criteria</li> <li>• collecting, analysing and organising information</li> <li>• understanding basic business systems and their relationships</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• having a personal vision and goals</li> <li>• evaluating and monitoring own performance</li> <li>• having knowledge and confidence in own ideas and visions</li> <li>• articulating own ideas and visions</li> <li>• taking responsibility</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• managing own learning</li> <li>• contributing to the learning community at the workplace</li> <li>• using a range of mediums to learn - mentoring, peer support and networking, IT and courses</li> <li>• applying learning to technical issues (e.g. learning about products) and people issues (e.g. interpersonal and cultural aspects of work)</li> <li>• having enthusiasm for ongoing learning</li> <li>• being willing to learn in any setting - on and off the job</li> <li>• being open to new ideas and techniques</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	<ul style="list-style-type: none"> <li>• being prepared to invest time and effort in learning new skills</li> <li>• acknowledging the need to learn in order to accommodate change</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• having a range of basic IT skills</li> <li>• applying IT as a management tool</li> <li>• using IT to organise data</li> <li>• being willing to learn new IT skills</li> <li>• having the OHS knowledge to apply technology</li> <li>• having the appropriate physical capacity</li> </ul>

## Packaging Rules

<b>Packaging Rules</b>
<p>Completion of fifteen (15) units made up of four (4) core and eleven (11) electives.</p> <p><b>RULES FOR ELECTIVE UNITS</b></p> <ul style="list-style-type: none"> <li>• a minimum of one (1) unit from Group A</li> <li>• a minimum of five (5) units from Group C</li> <li>• a minimum of three (3) units from Groups A, C, D or E</li> <li>• a maximum of two (2) units may be selected from the RGR08 Racing Training Package or any other currently endorsed Training Package or accredited course. Selected units must be relevant to job outcomes in the racing industry.</li> </ul> <p>For a Certificate II in Racing Services (Racing Administration) at least eight (8) of the units selected to make up this qualification must be aligned clearly to Certificate II outcomes.</p> <p>Electives may be selected from any of the listed groups A, C, D and E. Refer to Volume IV for the group listings.</p> <p>The electives can be chosen from any AQF level however they should complement Certificate II qualification requirements.</p> <p>Ideally electives should be chosen as part of the individual training plan for a learner so that they provide skills and knowledge development that is relevant to their employment or future promotion. In some cases an individual training plan may</p>

**Packaging Rules**

include a mixture of units for those who work in more than one specialist area.

**CORE UNITS**

HLTFA301B Apply first aid

RGRCMN001A Comply with the rules of racing and related protocol

RGRCMN201A Follow OHS procedures and observe environmental work practices

RGRCMN202A Achieve requirements for industry induction

**GROUP A UNITS - RACING COMMON**

PUACOM001B Communicate in the workplace

RGRCMN002A Investigate job opportunities in racing and related industry

RGRCMN003A Manage personal health and fitness

RGRTRK402A Relate animal welfare to track and environmental conditions

RTE2707B Follow site quarantine procedures

SRSCOP001B Prepare for public speaking

SRXEMR001A Respond to emergency situations

**GROUP C UNITS - RACING ADMINISTRATION**

BSBCUS201A Deliver a service to customers

BSBINM201A Process and maintain workplace information

BSBWOR202A Organise and complete daily work activities

BSBWOR203A Work effectively with others

BSBWOR204A Use business technology

BSBWRT301A Write simple documents

SRXGRO002A Deal with conflict

THHBFB09B Provide responsible service of alcohol

THTFME09A Develop and update knowledge of protocol events