



Australian Government

RGR30308 Certificate III in Racing Services (Racing Administration)

Release 2

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Modification History

Release	TP Version	Comments
2	RGR08v1.1	Updated superseded equivalent units. Fixed error in packaging rules that identified wrong choice of core units
1	RGR08	Initial release

Description

This qualification reflects the role of persons who are responsible for organising their own work within known routines. Work responsibilities cover general office administration conducted under racing-specific protocols and procedures. A range of well-developed skills involving judgement and problem solving with some theoretical knowledge is required.

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

RGR20308 Certificate II in Racing Services (Racing Administration)

Pathways from the qualification

RGR40508 Certificate IV 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

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

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

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

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

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

Packaging Rules**Packaging Rules**

Completion of twenty (20) units made up of four (4) core and sixteen (16) elective units.

RULES FOR ELECTIVE UNITS

- a minimum of one (1) unit from Group A
- a minimum of ten (10) units from Group C
- a minimum of two (2) units from Groups A, C, D or E
- a maximum of three (3) 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.

For a Certificate III in Racing Services (Racing Administration) at least twelve (12) of the units selected to make up this qualification must be aligned clearly to Certificate III outcomes.

CORE UNITS

RGRCMN001A	Comply with the rules of racing and related protocols
RGRCMN201A	Follow OHS procedures and observe environmental work practices OR
RGRCMN401A	Maintain and monitor OHS procedures and environmental work practices
RGRCMN202A	Achieve requirements for industry induction
HLTFA301B	Apply first aid

Packaging Rules

GROUP A UNITS - RACING COMMON

RGRCMN002A	Investigate job opportunities in racing and related industries
RGRCMN003A	Manage personal health and fitness
RGRTRK402A	Relate animal welfare to track and environmental conditions
AHCBIO202A	Follow site quarantine procedures
PUACOM001C	Communicate in the workplace
SISXEMR201A	Respond to emergency situations

GROUP C UNITS - RACING ADMINISTRATION

RGRADM301A	Assist with race meeting operations
RGRADM302A	Supervise use of track and race club facilities
RGRADM402A	Prepare for race meeting special events
BSBCUS301B	Deliver and monitor a service to customers
BSBDIV301A	Work effectively with diversity
BSBFIA301A	Maintain financial records
BSBINM301A	Organise workplace information
BSBITU301A	Create and use databases
BSBITU306A	Design and produce business documents
BSBMKG414A	Undertake marketing activities
BSBWOR204A	Use business technology
BSBWOR301B	Organise personal work priorities and development
BSBWRT301A	Write simple documents
SITHFAB009A	Provide responsible service of alcohol
SRXEVT007B	Manage spectators at an event or program
SRXGRO002A	Deal with conflict
THTFME07A	Organise and monitor infrastructure for outdoor events
THTFME09A	Develop and update knowledge of protocol events