RGR30308 Certificate III in Racing Services (Racing Administration)

Release 3
RGR30308 Certificate III in Racing Services (Racing Administration)

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>TP Version</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>RGR08v2</td>
<td>Updated superseded equivalent units.</td>
</tr>
<tr>
<td>2</td>
<td>RGR08v1.1</td>
<td>Updated superseded equivalent units. Fixed error in packaging rules that identified wrong choice of core units</td>
</tr>
<tr>
<td>1</td>
<td>RGR08</td>
<td>Initial release</td>
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</tbody>
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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

<table>
<thead>
<tr>
<th>Employability Skill</th>
<th>Industry/enterprise requirements for this qualification include:</th>
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</thead>
</table>
| Communication          | • 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               | • 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        | • 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

<table>
<thead>
<tr>
<th>Initiative and enterprise</th>
<th>Planning and organising</th>
<th>Self-management</th>
<th>Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>- testing assumptions, taking into account the context of data and circumstances</td>
<td>- managing time and priorities - setting time lines, coordinating tasks for self and with others</td>
<td>- having a personal vision and goals</td>
<td>- managing own learning</td>
</tr>
<tr>
<td>- resolving customer concerns in relation to complex project issues</td>
<td>- being resourceful</td>
<td>- evaluating and monitoring own performance</td>
<td>- contributing to the learning community at the workplace</td>
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<tr>
<td></td>
<td>- taking initiative and making decisions</td>
<td>- having knowledge and confidence in own ideas and visions</td>
<td>- using a range of mediums to learn - mentoring, peer support and networking, IT and courses</td>
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<tr>
<td></td>
<td>- adapting to new situations</td>
<td>- articulating own ideas and visions</td>
<td>- applying learning to technical issues (e.g. learning about products) and people issues (e.g. interpersonal and cultural aspects of work)</td>
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<td></td>
<td>- developing a strategic, creative and long-term vision</td>
<td>- taking responsibility</td>
<td>- having enthusiasm for ongoing learning</td>
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<td></td>
<td>- being creative</td>
<td></td>
<td>- being willing to learn in any setting - on and off the job</td>
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<tr>
<td></td>
<td>- identifying opportunities not obvious to others</td>
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<td>- being open to new ideas and techniques</td>
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<tr>
<td></td>
<td>- translating ideas into action</td>
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</table>
EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>being prepared to invest time and effort in learning new skills</td>
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<tr>
<td></td>
<td>acknowledging the need to learn in order to accommodate change</td>
</tr>
<tr>
<td>Technology</td>
<td>having a range of basic IT skills</td>
</tr>
<tr>
<td></td>
<td>applying IT as a management tool</td>
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<tr>
<td></td>
<td>using IT to organise data</td>
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<tr>
<td></td>
<td>being willing to learn new IT skills</td>
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<tr>
<td></td>
<td>having the OHS knowledge to apply technology</td>
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<td></td>
<td>having the appropriate physical capacity</td>
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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
- **SITHFAB201** Provide responsible service of alcohol
- **SRXEV007B** 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