RGR40608 Certificate IV in Racing Services (Steward)

Release 2

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Modification History

Release	TP Version	Comments
2	RGR08v1.1	Updated superseded equivalent units
1	RGR08	Initial release

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Description

This qualification reflects the role of persons who are responsible for organising their own work, leading others and planning for and carrying out tasks of complex and non-routine functions. Work responsibilities are undertaken within the regulatory and integrity services operations in racing. In addition, stewards supervise the conduct of race meetings, and investigate incidents and potential non-compliance issues, as well as arbitrating and awarding penalties under the principles of administrative law.

Employees with this qualification need to be confident about moving in close proximity to racing horses or greyhounds and to be able to identify safe and unsafe methods of handling by others, as well as recognising approved and non-approved racing gear and equipment and legal and illegal racing tactics.

An extensive knowledge of the rules of racing, racing protocols, animal welfare and duty of care requirements is also considered essential. The candidate is required to solve unpredictable problems by the analysis and evaluation of information and demonstrate broad knowledge in a variety of contexts.

Pathways Information

Pathways into the qualification
RGR30408 Certificate III in Racing Services (Cadet Steward)

Pathways from the qualification
RGR50308 Diploma of Racing Services (Steward)

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	- 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	
	• testing assumptions, taking into account the context of data and circumstances • resolving customer concerns in relation to complex project issues
Initiative and enterprise	• 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	• 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	• 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	• 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

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EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	• being prepared to invest time and effort in learning new skills • acknowledging the need to learn in order to accommodate change
Technology	• 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 five (25) units made up of two (2) core units and twenty three (23) elective units. **RULES FOR ELECTIVE UNITS** • a minimum of three (3) units from Group A • a minimum of fourteen (14) units from Group B • a minimum of four (4) units from Groups A, B or C • 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. For a Certificate IV in Racing Services (Steward) at least fifteen (15) of the units selected to make up this qualification must be aligned clearly to Certificate IV outcomes. **CORE UNITS** RGRCMN401A   Maintain and monitor OHS procedures and environmental work practices HLTFA301B   Apply first aid **GROUP A UNITS - RACING COMMON** RGRCMN402A   Participate in media interviews for racing

Packaging Rules

RGRCMN403A	Participate in racing industry appeals
RGRTRK402A	Relate animal welfare to track and environmental conditions
AHCBIO202A	Follow site quarantine procedures
PSPREG401C	Exercise regulatory powers
PUACOM001C	Communicate in the workplace practices
SRSCOP001B	Prepare for public speaking
SISXEMR201A	Respond to emergency situations

GROUP B UNITS - STEWARD

RGRSTD302A	Interpret wagering trends
RGRSTD303A	Assess racing gear suitability and safety
RGRSTD401A	Perform duties of stipendiary steward at race meetings and trials
RGRSTD402A	Perform stewards' non-race day duties
RGRSTD403A	Apply principles of administrative law to investigation and resolution of racing incidents
RGRSTD404A	Prepare for racing industry appeals
RGRSTD405A	Conduct steward supervision of sample collection procedures
RGRSTD406A	Assess greyhound or horse handling skills
RGRSTD407A	Assess driving or riding skills of license or registration applicants
RGRSTD408A	Analyse race performance
RGRPSG201A	Handle greyhounds
RGRSPH201A	Handle horses
RGRROP301A	Perform ear branding and marking up of greyhounds
RGRROP408A	Perform duties of betting supervisor or steward at greyhound or horse race meetings
RGRSWA301A	Collect non-blood samples from greyhounds or horses
RGRSWA302A	Collect non-blood samples from racing personnel
RGRTRK303A	Provide emergency animal assistance
CPPSEC3023A	Gather information by factual investigation
PSPREG404C	Investigate non-compliance
PSPREG410B	Give evidence
TLIC107C	Drive vehicle

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Packaging Rules
GROUP C UNITS - RACING ADMINISTRATION BSBADM502B   Manage meetings BSBWOR204A   Use business technology BSBWOR401A   Establish effective workplace relationships BSBWOR402A   Promote team effectiveness SRXGRO002A   Deal with conflict