Australian Government

RGR50208 Diploma of Racing Services (Racing Administration)

Release 3

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

RGR50208 Diploma of Racing Services (Racing Administration)

Modification History

Release	TP Version	Comments
3	RGR08v2	Updates superseded equivalent units
2	RGR08v1.1	Updated superseded equivalent units
1	RGR08	Initial release

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Description

This qualification reflects the role of persons who operate in business with responsibilities for quality outputs, supervising staff, coordinating groups, planning and developing strategic initiatives, and operating in a wide variety of contexts, most of which are complex and non-routine. The size of the business requires higher-level skills particularly in the technical, planning and management areas. Employees at this level are required to evaluate information for planning and research purposes and apply theoretical concepts to a range of situations.

Responsibilities may also include the overall management of race club or regulatory authority administration services, developing budgets, preparing improvement and/or marketing proposals as well as providing services to committees or boards.

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
RGR40508 Certificate IV in Racing Services (Racing Administration)

Pathways from the qualification

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

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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 eight (28) units made up of three (3) core units and twenty five (25) elective units. **RULES FOR ELECTIVE UNITS** • a minimum of five (5) units from Group A • a minimum of fourteen (14) units from Group C • a minimum of two (2) units from Groups A, C, D or E • a maximum of four (4) 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 Diploma of Racing Services (Racing Administration) at least twelve (12) of the units selected to make up this qualification must be aligned clearly to Diploma outcomes. Electives may be selected from any of the listed groups A, C, D and E. Refer to Volume IV for the group listings. The electives can be chosen from any AQF level however they should complement Diploma qualification requirements. 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

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

CORE UNITS

RGRCMN001A   Comply with the rules of racing and related protocols

BSBWHS501A   Ensure a safe workplace

BSBSUS501A Develop workplace policies and procedures for sustainability

GROUP A UNITS - RACING COMMON

RGRCMN403A   Participate in racing industry appeals

RGRTRK402A   Relate animal welfare to track and environmental conditions

HLTFA403C Manage first aid in the workplace

PSPREG401C Exercise regulatory powers

PSPREG601B Manage regulatory compliance

PUACOM001C   Communicate in the workplace

PUACOM012B   Liaise with the media at a local level

AHCBIO202A   Follow site quarantine procedures

SISXEMR402A   Coordinate emergency response

SRSCOP001B Prepare for public speaking

GROUP C UNITS - RACING ADMINISTRATION

RGRADM401A   Manage race meeting operations

RGRADM402A   Prepare for race meeting special events

BSBADM502B   Manage meetings

BSBCUS501C   Manage quality customer service

BSBFIM501A Manage budgets and financial plans

BSBHRM505A   Manage remuneration and employee benefits

BSBHRM506A   Manage recruitment selection and induction processes

BSBINM501A   Manage an information or knowledge management system

BSBINN301A Promote innovation in a team environment

BSBLED501A   Develop a workplace learning environment

BSBMGT502B   Manage people performance

BSBMGT505A   Manage operational plan

Packaging Rules	
BSBMKG514A	implement and monitor marketing services
BSBPMG522A	Undertake project work
BSBRSK501B	Manage risk
BSBWOR501B	Manage personal work priorities and professional development
BSBWOR502B	Ensure team effectiveness
CHCPOL402C	Contribute to policy development
CUVPUB501A	Develop and manage public relations strategies
AHCBUS503A	Negotiate and monitor contracts
AHCWRK501A	Plan, implement and review a quality assurance program
SISXIND405A	Conduct projects
SITHFAB201	Provide responsible service of alcohol
SITXMPR501	Obtain and manage sponsorship
SRXEVT003B	Coordinate events
SRXEVT007B	Manage spectators at an event or program
SRXGOV004B	Work effectively with the board of an organisation
SRXGRO002A	Deal with conflict
SRXHRM001B	Manage volunteers
TLIR4002A	Source goods/services and evaluate contractors
THTFME06A	Manage event contractors

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