



Australian Government

**RGR50308 Diploma of Racing Services
(Steward)**

Release: 3

RGR50308 Diploma of Racing Services (Steward)

Modification History

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3	RGR08v2	Updated superseded equivalent units
2	RGR08v1.1	Updated superseded equivalent units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

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 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; application of appropriate penalties, racing protocols, animal welfare and duty of care requirements; preparation of budgets; development of rules and policy recommendations; and effective skills in public speaking are also considered to be essential.

Employees at this level are required to evaluate information for planning and research purposes and apply theoretical concepts to a range of situations

Pathways Information

Pathways into the qualification

RGR40608 Certificate IV Racing Services (Steward)

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

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

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none"> • 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 • 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

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none"> 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 • 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 six (26) units made up of two (2) core units and twenty four (24) elective units.

RULES FOR ELECTIVE UNITS

- a minimum of six (6) units from Group A

Packaging Rules

- a minimum of ten (10) units from Group B
- a minimum of four (4) units from Groups A, B or C
- 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 (Steward) at least twelve (12) of the units selected to make up this qualification must be aligned clearly to Diploma outcomes.

CORE UNITS

BSBWHS501A Ensure a safe workplace

BSBSUS501A Develop workplace policies and procedures for sustainability

GROUP A UNITS - RACING COMMON

AHC BIO202A Follow site quarantine procedures

RGR CMN402A Participate in media interviews for racing

RGR CMN403A Participate in racing industry appeals

RGR TRK402A 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

SISXEMR402A Coordinate emergency response

SRSCOP001B Prepare for public speaking

GROUP B UNITS - STEWARD

RGR STD302A Interpret wagering trends

RGR STD403A Apply principles of administrative law to investigation and resolution of racing incidents

RGR STD404A Prepare for racing industry appeals

RGR STD405A Conduct steward supervision of sample collection procedures

RGR STD406A Assess greyhound or horse handling skills

RGR STD407A Assess driving or riding skills of license or registration applicants

RGR STD408A Analyse race performance

Packaging Rules

RGRSTD501A	Manage steward services
CPPSEC3032A	Gather information by factual investigation
PSPREG404C	Investigate non-compliance
PSPREG410B	Give evidence
TLIC107C	Drive vehicle

GROUP C UNITS - RACING ADMINISTRATION

BSBADM502B	Manage meetings
BSBHRM505A	Manage remuneration and employee benefits
BSBHRM506A	Manage recruitment selection and induction processes
BSBINM501A	Manage an information or knowledge management system
BSBFIM501A	Manage budgets and financial plans
BSBLED501A	Develop a workplace learning environment
BSBMGT502B	Manage people performance
BSBMGT505A	Manage operational plan
BSBPMG522A	Undertake project work
BSBWOR501B	Manage personal work priorities and professional development
BSBWOR502B	Ensure team effectiveness
SRSOGP014A	Develop activity rules and regulations
SRXGOV004B	Work effectively with the board of an organisation
SRXGRO002A	Deal with conflict