



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RGRCMN202A Achieve requirements for industry induction**

**Release: 1**

## **RGRCMN202A Achieve requirements for industry induction**

### **Modification History**

Not Applicable

## Unit Descriptor

### Unit descriptor

This unit of competency specifies the outcomes required to begin work in the racing industry and to achieve an understanding of legislative and regulatory standards, and industry practices and protocols. The unit involves competencies related to roles, rights, responsibilities and professional behaviour for individuals working in occupations in a commercial racing enterprise. It requires knowledge of relevant workplace policies, including federal, state and industry-specific OHS requirements, animal welfare legislation (if applicable) and personal presentation standards.

This unit of competency operates in workplace environments of racing administration, stables, kennels, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your State Principal Racing Authority for current license or registration requirements.

## Application of the Unit

### Application of the unit

This unit of competency supports the employee in working effectively in a variety of job functions at varying qualification levels in an agri-food industry and may be revisited should or whenever the employee begins a new job role.

The unit may be used as a continuous improvement or compliance unit so that specific job requirements are addressed according to legislative and regulatory policies.

Competencies attained in this unit apply to the greyhound, harness and thoroughbred codes of the industry.

Consequently when performance criteria are applied they will relate to either the greyhound code or harness code or the thoroughbred code and statements of attainment will reflect this distinction.

This unit can be contextualised for other industries while also maintaining the integrity of the unit.

## Licensing/Regulatory Information

Refer to Unit Descriptor

## Pre-Requisites

Prerequisite units

## Employability Skills Information

**Employability skills**      This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

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Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Locate major work facilities.	<ol style="list-style-type: none"> <li>1. <b>Emergency exits</b> and first aid equipment are located.</li> <li>2. Evacuation procedures are followed.</li> <li>3. Work space is located and set up according to industry requirements.</li> </ol>
Identify workplace structure and personal responsibilities.	<ol style="list-style-type: none"> <li>4. Industry and workplace-specific management structures and lines of reporting are researched.</li> <li>5. Personal <b>responsibilities, rights and roles</b>, including <b>conditions of employment</b>, are identified and clarified with appropriate personnel.</li> <li>6. Equipment, services and products relevant to work tasks are identified.</li> <li>7. Appropriate standards of <b>dress and behaviour</b> are complied with.</li> <li>8. Job function skills gaps are identified in consultation with appropriate personnel and addressed.</li> </ol>
Comply with industry-related codes of conduct, legislation and regulations.	<ol style="list-style-type: none"> <li>9. <b>Workplace protocols</b> and codes of conduct are complied with.</li> <li>10. Appropriate communication channels, and reporting and documentation processes are followed.</li> <li>11. <b>Legislation or by-laws</b> that affect conduct of the business and job responsibilities are complied with.</li> <li>12. <b>Personal role</b> in the maintenance of a safe workplace free from <b>discrimination or harassment</b> is complied with.</li> <li>13. Relevant avenues for reporting concerns about non-compliance with codes of conduct or regulations are described.</li> </ol>
Comply with industry-specific OHS and environmental procedures.	<ol style="list-style-type: none"> <li>14. Job-specific work practices are performed to comply with <b>OHS guidelines, environmental processes</b> and industry best practice.</li> <li>15. Job function specific <b>hazards</b> are identified and risk control procedures are confirmed with appropriate personnel and implemented.</li> </ol>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

## **REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit.

### **Required skills**

- accurately locating, recording and reporting workplace information
- applying relevant industry rules and regulations pertaining to rights, responsibilities and dress codes
- communicating with employer, supervisor, other employees and others using assertive communication techniques to gather, interpret and relay information related to the conduct and operation of the enterprise
- complying with legislation, regulations, standards, codes of practice and established safe practices and procedures relevant to own work, role and responsibilities
- identifying safe and humane animal management practices
- identifying safe work practices
- interpreting and complying with workplace protocols
- reading and interpreting workplace documentation
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- reviewing and accurately identifying work requirements
- using appropriate language and interpersonal techniques
- workplace procedures for dealing with accidents, fires and emergencies
- written communication skills to complete workplace documentation and reports.

### **Required knowledge**

- awards and relevant union coverage
- chain of command in relation to work environment
- dress code requirements as determined by industry and workplace
- environmental protection requirements
- own roles and responsibilities and relationships with other industry personnel
- principles of safe work practices
- racing industry animal welfare requirements, if relevant
- regulations related to non-discriminatory language and behaviour and the transfer of information
- relevant administrative structure, at federal and own state or territory and local level, including roles and responsibilities of key personnel related to the industry
- workplace communication channels, protocols and procedures.

# Evidence Guide

## EVIDENCE GUIDE

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The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

The evidence required to demonstrate competency in this unit must be relevant to workplace operations policies, procedures and practices and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are required to complete industry induction
- implementation of procedures and timely techniques for the safe, effective and efficient application of industry induction requirements
- working with others to undertake and complete industry induction procedures that meet required outcomes.

Evidence should be collected over a period of time in a range of workplace-relevant contexts and include dealings with an appropriate range of situations.

### **Context of and specific resources for assessment**

Competency must be assessed in an actual workplace that provides access to the required resources. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements.

Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- copies of relevant Acts and legislation, including Occupational Health and Safety Act, Workplace Relations Act, Anti-Discrimination Act, Prevention of Cruelty to Animals Act (or relevant state animal welfare legislation), federal and state awards, and relevant enterprise sexual harassment policy and guidelines
- materials and equipment relevant to assessing candidate's ability to complete workplace induction
- supervised access to relevant racing sector work sites

## EVIDENCE GUIDE

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### Method of assessment

- work instructions and related documentation.

Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package.

The suggested strategies for the assessment of this unit are:

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks either on-the-job, during work experience or as a work-based project.

Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role, for example:

- RGRCMN201A Follow OHS procedures and observe environmental work practices.

### Guidance information for assessment

Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).

## Range Statement

### RANGE STATEMENT

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The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the performance criteria is detailed below.

The range statement provides details of how this competency can be used in racing industry workplaces to complete workplace induction. Workplaces include administration buildings, kennels, stables, training and racetracks. It is necessary for this unit to be completed on-the-job, during work experience or as a work-based

## RANGE STATEMENT

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project.

Location of *emergency exits* and application of *evacuation procedures* may cover:

- administration buildings
- racecourses and training tracks
- race club premises
- stables and kennels.

Personal *responsibilities, rights and roles* may include:

- adhering to Australian and local rules of racing
- adhering to regulations and legislation related to:
  - animal welfare
  - anti-discrimination and harassment
  - employment
  - equal employment opportunity
  - OHS
  - superannuation awards
  - taxation law
  - union coverage and workplace agreements
  - workers' compensation
- knowledge of support services, including independent bodies such as anti-discrimination authorities
- maintaining confidentiality related to:
  - individual racehorses or greyhounds
  - security arrangements at place of work
- timely completion of work activities
- understanding benefits of team work
- understanding job tasks
- understanding personal ethical standards and basic integrity
- work ethic required to work in the industry.

*Conditions of employment* will include:

- Acts and regulations covering employment, including:
  - Workers' Compensation
  - Industrial Relations
- agreed salary and provisions for payment, deductions and increases
- allowances
- code of conduct
- enterprise or workplace agreements or industrial awards covering employment
- health and fitness requirements, including

## RANGE STATEMENT

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<p><i>Dress and behaviour</i> standards may include:</p>	<ul style="list-style-type: none"> <li>vaccinations</li> <li>• hours of work, including flexible, core and overtime</li> <li>• leave entitlements</li> <li>• meal breaks</li> <li>• shift work</li> <li>• superannuation entitlements</li> <li>• standards for personal behaviour, dress and grooming.</li> <li>• attire that suits the work activity</li> <li>• avoidance of drug and alcohol usage</li> <li>• complying with the rules of racing</li> <li>• controlling tone of voice and body language</li> <li>• demonstrating flexibility and willingness to work with others</li> <li>• using language and concepts appropriate to cultural differences</li> <li>• using personal protective equipment.</li> </ul>
<p>Following <i>workplace protocols</i> will include:</p>	<ul style="list-style-type: none"> <li>• compliance with relevant regulations and legislation, including occupational health and safety of self, other workers and animals, and anti-discrimination</li> <li>• compliance with workplace operational rules and codes of conduct</li> <li>• knowledge of access and equity principles and practices</li> <li>• knowledge of and compliance with relevant rules of racing</li> <li>• understanding of acceptable workplace behaviour.</li> </ul>
<p><i>Communication channel</i> collection or dissemination protocols may include:</p>	<ul style="list-style-type: none"> <li>• face to face</li> <li>• group interaction</li> <li>• listening and understanding</li> <li>• oral reporting</li> <li>• participating in work meetings</li> <li>• questioning to obtain information</li> <li>• reading independently</li> <li>• speaking clearly and directly</li> <li>• visual or written</li> <li>• writing to audience needs.</li> </ul>
<p><i>Reporting and documentation</i></p>	<ul style="list-style-type: none"> <li>• organisation structure for locating, recording</li> </ul>

## RANGE STATEMENT

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- processes*** may include:
- and reporting information
  - routine oral reporting requirements and processes
  - routine workplace meetings
  - written documentation requirements, including:
    - personnel information
    - reports
    - rostering availability
    - timesheets
    - workplace checklists and logs.
- Legislation or by-laws*** that affect conduct of business and job responsibilities may include:
- approved codes of practice and standards
  - council regulations regarding housing, exercise and welfare of animals
  - environmental standards and regulations
  - national and state codes of practice, and state, territory and federal legislation and local government regulations covering animal welfare
  - state-specific and federal legislation, including Occupational Health and Safety Acts and regulations, and relevant state or territory authorities for example, WorkCover and WorkSafe.
- Areas relevant to ***personal role*** in the maintenance of a safe workplace, free from ***discrimination or harassment*** may include:
- compliance with the organisation's anti-harassment policy
  - counselling services
  - defamation
  - lodging a complaint, internal and external to the organisation
  - maintaining complete confidentiality
  - not engaging in any act of victimisation
  - offering support to anyone who is being harassed and advising them where to seek help
  - training for offenders
  - vicarious liability.
- OHS guidelines*** may include:
- controlling and minimising risks
  - correct manual handling, including:
    - carrying
    - lifting
    - shifting
  - eliminating hazardous substances and materials

## RANGE STATEMENT

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Workplace *environmental processes* may include:

Potential *hazards* in the workplace may include:

- familiarity with industry-applicable safe operating procedures
- identifying and reporting hazards
- knowledge of accident and injury procedures and reporting requirements
- safe use and operation of equipment, including:
  - fire safety equipment
  - first aid equipment
  - personal protective clothing and equipment
  - safety equipment
- safety procedures for the protection of others.
- prevention and minimisation of waste
- recycling
- resource and energy efficiency
- waste disposal procedures.
- biological
- chemicals and hazardous substances
- greyhounds or horses
- machinery and equipment
- other people, including:
  - contractors
  - employees
  - visitors
- physical environment
- unsafe work practices.

## Unit Sector(s)

**Unit Sector**

Greyhound, harness and thoroughbred racing codes

## Co-requisite units

**Co-requisite units**

## Co-requisite units

## Functional Area

Functional Area            Racing common