



Australian Government

RGRCMN403A Participate in racing industry appeals

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to participate in racing industry appeals. It requires knowledge of appeal processes and protocols, and understanding reasons for appeals and related rules of racing.

An ability to communicate with appeal panel members, lawyers, licensed personnel and racing officials is also a requirement. Skills in conducting relevant research and gathering evidence are necessary, along with knowledge of appropriate behaviour and dress codes for participating in appeals.

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 industry participants in effectively participating in racing industry appeals to an appropriate industry-acceptable level.

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

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

Appeal a decision.

1. ***Rights of individual*** to appeal a decision are researched.
2. Advice on merit of appeal is sought.
3. Reasons for appealing a decision are defined.
4. Appeal is lodged according to ***rules of racing*** and within ***specified time frame***.

ELEMENT	PERFORMANCE CRITERIA
Conduct research prior to an appeal.	5. Evidence is gathered to support reasons for appeal. 6. Protocols used in appeal process are researched.
Present at appeal hearing.	7. Appellant is dressed suitably and addresses tribunal members and others appropriately . 8. Written statements and documents are relevant and legible. 9. Verbal evidence and statements are succinct and relevant to appeal. 10. Other evidence or witnesses produced are relevant to appeal.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- applying relevant industry rules and regulations pertaining to rights, responsibilities and dress codes
- communicating with stewards, officials, co-workers and others using assertive communication techniques to gather, interpret and relay information related to the appeal process
- completing procedures within nominated time frames
- consulting with experts
- gathering evidence relevant to racing or other incidents covered by the rules of racing
- identifying rights, responsibilities and procedures of appeals
- interpreting and relating personal conduct to rules of racing
- reading and interpreting workplace documentation, including rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- written communication skills to complete workplace documentation and reports.

Required knowledge

- appeals processes and procedures
- communication procedures within kennel or stable and wider racing industry
- personal grooming and presentation requirements
- protocols and procedures for communicating with stewards and appeal panel

REQUIRED SKILLS AND KNOWLEDGE

members

- range of documentation and records used in appeals
- relevant rules of racing.

Evidence Guide

EVIDENCE GUIDE

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 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 to apply when participating in appeals
- documentation related to information and evidence gathered for a number of appeal situations
- implementation of procedures and timely techniques for the safe, effective and efficient participation in appeals
- working with others to undertake and complete appeal participation 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 may be assessed in an actual workplace or simulated environment 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.

EVIDENCE GUIDE

Method of assessment

The following resources must be available:

- materials and equipment relevant to assessing candidate's ability to effectively participate in appeals
- 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
- simulation exercises.

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.

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

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 the workplaces of the racing industry to participate in racing industry appeals. Workplaces include greyhound kennels, harness and thoroughbred stables as well as greyhound,

RANGE STATEMENT

harness and thoroughbred racecourses, training tracks, administration buildings and public areas.

- Rights of individual*** may include:
- right to natural justice or procedural fairness during the conduct of inquiries, hearings or protests, including the appeals process.
- Rules of racing and specified time frame*** may include:
- appeal panel time frame for delivery of decision
 - application for stay of proceedings time frame
 - one level system for harness and greyhound racing
 - two tier system for thoroughbred racing
 - time allowed for notice of appeal to be lodged
 - lodgement of fee.
- Evidence*** may include:
- copy of betting sheets and fluctuations
 - inquiry transcripts
 - stewards' reports
 - swab materials
 - videos.
- Protocols to be researched*** will include:
- legal parameters within the rules of racing
 - stewards' rights and obligations under these rules of racing when conducting an investigation, hearing an inquiry and determining a resolution of an incident.
- Dressing suitably and addressing tribunal members and others appropriately*** will involve:
- addressing tribunal members politely
 - adhering to industry dress codes
 - personal grooming requirements
 - refraining from swearing, arguing or fighting
 - remaining patient
 - refraining from interrupting
 - using effective listening and speaking skills.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common