



**Australian Government**

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

# **RGRPSG304A Participate in greyhound inquiries and appeals**

**Release: 1**

## **RGRPSG304A Participate in greyhound inquiries and appeals**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency specifies the outcomes required to identify relevant rules of racing, participate in inquiries and appeals, understand procedures, recognise rights and responsibilities, seek advice and provide clear and accurate information.

It is recommended that RGRCMN001A Comply with the rules of racing and related protocols be delivered in conjunction with or before this unit of competency.

This unit of competency operates in work environments of racing 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 greyhound racing industry participants to prepare for and participate in inquiries and appeals.

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
Prepare for inquiries.	<ol style="list-style-type: none"> <li>1. <i>Nature of inquiry</i> is known and understood.</li> <li>2. Relevant <i>rules of racing</i> are identified.</li> <li>3. Inquiry <i>participants</i> are confirmed.</li> </ol>
Participate in inquiries.	<ol style="list-style-type: none"> <li>4. Rights, responsibilities and procedures are understood and observed.</li> <li>5. Nature of the charge and plea options are verified.</li> <li>6. Clear and accurate information is provided in inquiries.</li> </ol>
Prepare for appeals.	<ol style="list-style-type: none"> <li>7. <i>Advice</i> is sought prior to lodging appeal.</li> <li>8. Relevant rules of racing are identified.</li> <li>9. Appeals lodged according to rules of racing.</li> </ol>
Participate in appeals.	<ol style="list-style-type: none"> <li>10. Rights, responsibilities and procedures are understood and observed.</li> <li>11. Appellant's <i>personal presentation</i> and <i>methods of address</i> to participants in appeal are appropriate.</li> <li>12. Written statements and documents are relevant and legible.</li> <li>13. Verbal evidence and statements are succinct and relevant to the appeal.</li> </ol>

## 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 relating 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 inquiries and appeals
- completing duties in accordance with safe operating procedures and nominated time frame
- gathering evidence relevant to racing or other incidents covered by the rules of racing
- identifying rights, responsibilities and procedures of inquiries and appeals
- identifying inquiry and appeal participants

**REQUIRED SKILLS AND KNOWLEDGE**

- interpreting and relating personal conduct to rules of racing
- lodging an appeal
- presenting information
- 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
- seeking advice
- understanding nature of inquiry
- verifying nature of the charge and plea options
- written communication skills to complete workplace documentation and reports.

**Required knowledge**

- communication procedures within kennel and wider racing industry
- personal grooming and presentation requirements
- processes and procedures for inquiries and appeals
- protocols and procedures for communicating with stewards and appeal panel members
- range of documentation and records used in inquiries and 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 inquiries and appeals
- demonstrated appropriate use of language, terms of address and personal presentation
- implementation of procedures and timely techniques for the safe, effective and efficient participation in inquiries and appeals
- working with others to undertake and complete tasks related to managing participation in inquiries and appeals that meet required outcomes.

Evidence should be collected over a period of time and be focused on participating in greyhound training and racing. Assessment in a simulated situation may occur but must be related to racing industry conditions and context.

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

Competency must be assessed in a racing 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.

The following resources must be available:

- materials and equipment relevant to assessing candidate's ability to effectively participate in inquiries and appeals
- work instructions and related documentation.

### **Method of assessment**

Assessment methods must satisfy the endorsed

## EVIDENCE GUIDE

---

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, for example:

- RGRCMN001A Comply with the rules of racing and related protocols.

### 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 inquiries and appeals. Workplaces include greyhound kennels and racecourses, training tracks and public areas.

*Nature of inquiry* may include:

- any matter concerning greyhound racing, for example:
- greyhound fails to pursue lure with due

## RANGE STATEMENT

---

### commitment

- any matter or conduct that is or may be detrimental to best interests of greyhound racing
- any matter that involves or may involve a breach of the rules of racing
- conduct of any registered person in connection with a greyhound or any official.

### ***Rules of racing*** will include:

- animal welfare
- Australian and local greyhound racing rules
- constitutional
- interpretation
- licensing
- offences
- penalties
- registration
- race meetings
- stewards
- syndication.

### ***Participants*** may include:

- greyhound attendants
- kennelhands
- officials
- stewards
- trainers
- other persons nominated by stewards.

### ***Rights, responsibilities and procedures*** may include:

- appeal against stewards' decision
- appeal against board members' rights and obligations under the rules of racing when conducting an appeal
- gathering relevant evidence
- legal parameters within the rules of racing
- right to natural justice or procedural fairness during the conduct of inquiries and appeals
- responsibilities of handler, trainer and owner
- stewards' rights and obligations under the rules of racing when conducting an inquiry
- time frames:
  - hearing by stewards between races at the time of the race meeting
  - notification of inquiry at time of incident with hearing conducted at a later date



## RANGE STATEMENT

---

	<ul style="list-style-type: none"> <li>• number of days allowed to lodge a notice of appeal in writing</li> <li>• number of days allowed to begin appeal procedures.</li> </ul>
<b><i>Clear and accurate information</i></b> may include:	<ul style="list-style-type: none"> <li>• clarifying what the inquiry is about</li> <li>• presenting clear and accurate information in a logical order</li> <li>• relating evidence with reference to relevant rules and regulations</li> <li>• speaking clearly</li> <li>• using non-discriminatory language</li> <li>• using effective listening and speaking skills</li> <li>• verifying what has been said or done and why it has been said or done.</li> </ul>
<b><i>Advice prior to lodging an appeal</i></b> may include:	<ul style="list-style-type: none"> <li>• appeals process and procedures</li> <li>• legal advice</li> <li>• level of penalty or suspension duration</li> <li>• lodgement of notice of appeal and fees</li> <li>• subject matter of appeals against stewards' decision and penalty and associated rules of racing</li> <li>• time frame of appeal related to statutory requirement.</li> </ul>
<b><i>Personal presentation</i></b> may include:	<ul style="list-style-type: none"> <li>• industry dress codes</li> <li>• personal grooming requirements</li> <li>• personal cleanliness and condition of clothing appropriate for a formal meeting.</li> </ul>
<b><i>Methods of address</i></b> may include:	<ul style="list-style-type: none"> <li>• addressing appeal panel members politely</li> <li>• refraining from swearing, arguing or fighting</li> <li>• refraining from interrupting</li> <li>• remaining patient</li> <li>• using assertive but not aggressive body language and voice</li> <li>• using language that is not patronising but at a suitable level.</li> </ul>

## Unit Sector(s)

**Unit Sector**                      Greyhound racing code

## **Co-requisite units**

**Co-requisite units**

## **Functional Area**

<b>Functional Area</b>	Racing performance services
------------------------	-----------------------------