



Australian Government

Department of Education, Employment and Workplace Relations

RGRPSH421A Operate horse racing training business

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to comply with racing regulatory authority requirements as a trainer, including acquiring and maintaining a trainer's license; keeping records and submitting documents to the racing authority; administering payment and invoicing for services; providing safe, healthy and secure facilities suitable for the preparation of horses for racing that also comply with local government requirements; upholding safe operating procedures for the welfare of staff, the public and horses; and conducting training operations that reflect a positive image of racing.

This unit also requires the practical care and management of harness or thoroughbred racing horses and the application of OHS standards in the workplace.

This unit of competency operates in work environments of racing stables, paddocks, yards, 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 leading hands, trainers and others authorised or preparing to provide racehorse training services.

Competencies attained in this unit apply to the harness and thoroughbred codes of the industry. Consequently when performance criteria are applied they will relate to the harness or 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
Determine racing business structure.	<ol style="list-style-type: none"> 1. Rules and regulations relating to obligations and responsibilities of licensed trainers are followed. 2. Racing premises design, security and location comply with racing, state and local government, animal welfare, OHS and environmental requirements. 3. Options for training business structure are evaluated.
Maintain basic racing record-keeping requirements.	<ol style="list-style-type: none"> 4. Racing registrations and licenses are organised and maintained. 5. <i>Racing documents</i> are completed. 6. Horse treatment records are maintained.
Establish and implement arrangements for training horses.	<ol style="list-style-type: none"> 7. Obligations resulting from contractual arrangements are understood and met. 8. Expenses involved in training horses are defined and costed. 9. Arrangements between trainer, staff, clients and contractors are negotiated, implemented and documented. 10. Schedule for payments of fees, invoices and accounts complies with <i>racing and financial requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- adhering to responsibilities under relevant legislation and workplace practices
- checking invoices and completing payments
- communicating with racing officials, stable staff, horse health specialists and others using assertive communication techniques to gather and relay information related to operating a horse racing training business
- complying with animal welfare policies in the care and management of horses
- conflict resolution
- ensuring license and registration applications are completed and submitted
- ensuring licenses and registrations are maintained
- ensuring security of medications and stable complies with racing regulatory authority requirements

REQUIRED SKILLS AND KNOWLEDGE

- incorporating safe work practices into all instructions and procedures
- maintaining medication records
- maintaining required insurances
- maintaining staff employment and related payroll records
- maintaining taxation records
- preparing and distributing invoices
- preparing and submitting stable returns
- providing assistance to others in the workplace
- reading and interpreting workplace documentation, including relevant rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- resolving conflict
- written communication skills to complete workplace documentation and reports.

Required knowledge

- animal welfare obligations
- business registration and related obligations, including taxation and insurance
- council regulations for the operation of a racing stable
- employment conditions and recruitment options
- license and registration requirements for staff and horses
- OHS obligations and racing industry safe operating procedures
- 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 operating a racing training business
- documentation related to a number and variety of racing horses that are presently in training and housed in registered training facilities
- implementation of procedures and timely techniques for the safe, effective and efficient operation of a racing training business
- working with others to implement and complete procedures that meet required outcomes.

Evidence should be collected over a period of time and be focused on business activities of an establishment that trains harness or thoroughbred horses. Theoretical components can be assessed in a simulated situation but must be related to racing industry conditions and tasks.

Context of and specific resources for assessment

Competency must be assessed in a racing workplace that provides access to the required resources or simulated environment approved by the relevant State Principal Racing Authority. 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:

- a variety of harness or thoroughbred horses that are currently in training
- commercial racing training establishments, and training and racetracks
- materials and equipment relevant to assessing

EVIDENCE GUIDE

Method of assessment

candidate's ability to operate a racing training business

- 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
- inspection of completed work
- simulation exercises conducted in a State Principal Racing Authority approved simulated environment.

Where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- RGRCMN001A Comply with the rules of racing and related protocols
- RGRCMN401A Maintain and monitor OHS procedures and environmental work practices
- RGRPSH422A Promote and maintain business arrangements with racehorse owners
- RGRPSH504A Develop systems and records for horse racing business training operations.

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

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 operate a horse racing training business. Workplaces include harness and thoroughbred racing stables and racecourses, training tracks and public areas.

Obligations and responsibilities of licensed trainers may include:

- complying with anti-discrimination legislation, including bullying and sexual harassment
- complying with Australian and local rules of racing of the state or territory regulatory racing body
- complying with national and state codes of practice; federal, state and territory legislation; and local government regulations covering animal welfare
- complying with OHS legislation and regulations and environmental work practices
- complying with legislative requirements for insurance, including:
 - public liability
 - workers' compensation
- confirming arrangements for collection of prize money and distribution to owners
- confirming arrangements for payment of race entry fees and track fees
- confirming owner representatives
- ensuring all staff are registered or licensed
- ensuring stable adheres to council regulations and by-laws, for example:
 - buildings
 - disposal of waste
- instructing staff in safe operating procedures
- maintaining stable security
- providing information to racing regulatory officers.
- location of training stables:
 - country
 - metropolitan

Options for training business structure may include:

RANGE STATEMENT

- provincial
 - operating as a sole trader, partnership or company
 - staffing requirements
 - whether trainer needs to register for goods and services tax (GST) and acquire an Australian business number (ABN) for invoicing owners and distributing prize money.
- Racing registrations and licenses*** may include:
- owner-trainer
 - public trainer
 - shared license options.
- Racing documents*** may include:
- license and registration forms for staff and horses
 - medication control information and declarations
 - race book
 - race nominations and acceptances
 - race programs
 - race results
 - race scratching notifications
 - feed batch information
 - stable medication records
 - stable returns
 - steward inquiry information and notices.
- Obligations resulting from contractual arrangements*** may include:
- license obligations to comply with rules of racing
 - Sale of Goods Act
 - services agreed must be provided
 - staffing contract.
- Expenses involved in training horses*** may include:
- advertising
 - box rent or mortgage expenses
 - building maintenance
 - council rates
 - equipment maintenance and repair
 - feeding, including supplements
 - insurance
 - license and registration maintenance
 - medication
 - office operation expenses
 - race entry fees
 - saddlery, rug purchase and repair

RANGE STATEMENT

- specialist services, including:
 - dentist
 - farrier
 - racing colours
 - saddler
 - veterinarian
 - taxation obligations
 - track fees, including rider or driver
 - transport fees
 - utilities, including:
 - power
 - telephone
 - water
 - vehicle purchase and running costs
 - wages and superannuation
 - workers' compensation.
 - client:
 - decisions on when to race a horse
 - decisions on when to retire horse or remove from stables
 - decisions on when and where to spell horse
 - decisions on who pays for horse expenses (flat rate all inclusive or other arrangement)
 - payment of accounts by monthly invoice or other arrangement
 - services to be provided
 - contractor:
 - confirming who has authority to order services and equipment on behalf of trainer
 - how will accounts be settled, for example monthly or cash on delivery
 - negotiating plans of treatment or service to be provided for special situations
 - negotiating whether individual client or trainer will be billed for services provided
 - staff:
 - conditions of employment, including hours and days of work
 - wages
 - work duties and safe operating procedures
- Arrangements between trainer, staff, clients and contractors may include:*

RANGE STATEMENT

Racing and financial requirements may include:

- race day attendance arrangements
- structured or random performance bonuses.
- ensuring accounts are paid on time to ensure operation of stable is safe and maintains welfare of horses and staff
- meeting taxation obligations, including:
 - GST
 - income taxation
- proving to the satisfaction of the racing regulatory authority that a trainer has the financial resources to operate a racing stable.

Unit Sector(s)

Unit Sector Harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing performance services