



Australian Government

Department of Education, Employment and Workplace Relations

RGRROP304A Perform duties of clerk of scales at greyhound race meetings

Release: 1

RGRROP304A Perform duties of clerk of scales at greyhound race meetings

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to effectively perform the duties of a clerk of scales at greyhound race meetings. It requires knowledge of greyhound weight variations, greyhound behaviour, common greyhound handling techniques, and verbal and written communication skills.

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 race club personnel or others who may be required to perform the duties of clerk of scales at greyhound racing meetings.

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

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
Weigh greyhounds prior to pre-race kennelling.	<ol style="list-style-type: none"> 1. Scales are checked to verify accuracy and correct operation. 2. <i>Weight variations</i> for greyhounds are explained. 3. <i>Weights allowed</i> for each greyhound are verified prior to weigh out. 4. Greyhounds are weighed according to safe operating procedures and results are recorded. 5. <i>Stewards are advised</i> of the results of greyhound weigh out.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communicating with stewards, racing officials, and licensed and registered personnel using assertive communication techniques to gather, interpret and relay information related to the conduct of clerk of scales duties
- completing duties in accordance with safe operating procedures and nominated time frame
- complying with animal welfare legislation
- judging situations and seeking assistance to prevent problems arising or to overcome problems before they develop further
- operating and correctly reading weighing scales
- 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
- reporting incidents to supervisor or stewards in a timely manner
- teamwork skills to ensure completion of job tasks
- written communication skills to record data and complete workplace documentation and reports.

Required knowledge

- common greyhound handling techniques
- communication procedures used by race day kennel and wider racing industry
- equipment used in work role and procedures for its operation, shut down, maintenance and emergency stop
- greyhound weight allowances and variations

REQUIRED SKILLS AND KNOWLEDGE

- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- range of behaviour traits exhibited by greyhounds
- relevant rules of racing
- reporting lines and procedures.

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 performing clerk of scales duties
- implementation of procedures and timely techniques for the safe, effective and efficient application of clerk of scales operations
- working with others to undertake and complete the required 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 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 greyhounds
- materials and equipment relevant to assessing candidate's ability to undertake clerk of scales duties
- race day approved kennelling facilities
- work instructions and related documentation.

Method of assessment

Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package. The suggested strategies for the assessment of this unit are:

EVIDENCE GUIDE

- 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 conducted in a State Principal Racing Authority approved simulated environment.

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.

EVIDENCE GUIDE

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 perform the duties of a greyhound clerk of scales. Workplaces include greyhound racecourses, training tracks and administration buildings.

Factors related to ***weight variations*** for greyhounds may include:

- natural body structure
- sprinters and stayers
- thickness of the skin as a guide to body fat
- muscle bulk or excessive muscle tone
- rib visibility
- stress on bones and joints.

Weight allowances are determined by:

- previous racing weight
- range permitted with requirement to inform stewards if greyhound is 1kg or more than last registered weight.

Considerations when ***greyhounds are weighed*** will include:

- greyhound behaviour
- safe handling techniques
- muzzle left on and collar and lead taken off
- clearly calling the new weight.

Safe operating procedures may include:

- applying safe manual handling techniques
- considering variables that influence behaviour of greyhounds, such as:
 - noise
 - other persons or animals
- using personal protective equipment

RANGE STATEMENT

Stewards are advised :

- using well-maintained and safe gear.
- courteously and efficiently
- maintaining confidentiality and discretion
- promptly
- using correct forms of greeting
- via verbal and/or written communication, including:
 - describing actions
 - giving and receiving clear, accurate and simple messages
 - listening to and interpreting information and instructions
 - written reports may include simple documents and notes.

Unit Sector(s)

Unit Sector Greyhound racing code

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing performance services