



Australian Government

Department of Education, Employment and Workplace Relations

RGRSTD404A Prepare for 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 prepare for racing industry appeals. It requires an ability to research and gather information, and prepare evidence and associated documentation. It also requires the ability to effectively communicate with appeal panel members, lawyers, licensed personnel and racing officials.

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

Greyhound, harness and thoroughbred racing is strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant racing controlling body. For this reason enrolment in this unit of competency is restricted to people currently employed as a stipendiary or cadet steward or those who have been approved by a State Principal Racing Authority to undertake this unit.

Application of the Unit

Application of the unit

This unit of competency supports the stipendiary steward in preparing for and representing stewards at appeal hearings.

Competencies attained in this unit apply to the greyhound, harness or thoroughbred code of the industry.

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

Licensing/Regulatory Information

Not Applicable

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
Organise documents and evidence.	<ol style="list-style-type: none"> 1. <i>Appeals process</i> is researched and applied. 2. Other appeals are observed to improve understanding of appeals process. 3. Reports and transcripts from inquiries are prepared. 4. <i>Evidence</i> is prepared for appeals. 5. Additional information, witnesses and evidence are prepared for appeal.
Effective communication skills are used when preparing for appeals.	<ol style="list-style-type: none"> 6. Information is presented in a succinct and logical manner. 7. <i>Effective listening and speaking skills</i> are employed when presenting appeal information. 8. Interaction with appeal lawyers is managed using <i>assertiveness skills</i>.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communicating with appeal panel members, other stewards, racing officials, licensed and registered personnel and others using assertiveness and communication techniques to gather, interpret and relay information related to preparing for racing industry appeals
- completing duties in accordance with safe operating procedures and nominated time frame
- complying with organisational policies and procedures and the rules of racing
- gathering relevant evidence to racing incidents covered by the rules of racing
- preparing and presenting evidence for appeals in a succinct and logical manner
- 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
- researching documents
- teamwork skills to ensure completion of job tasks
- using various modes of technology, including video records, tape and other audiovisual aids
- written communication skills to complete workplace documentation and reports.

REQUIRED SKILLS AND KNOWLEDGE

Required knowledge

- applicable federal, state or territory legislation and regulations relating to anti-discrimination and harassment
- communication procedures for communicating with other stewards and industry personnel, including reporting lines within the workplace and wider racing industry
- ethical conduct standards of relevant racing principal authority
- evidence-gathering procedures
- industry terminology related to steward duties, racing operations and wider racing industry
- OHS and environmental legislative requirements
- organisational policies and procedures
- principles of administrative law
- principles of effective communication
- racing industry animal welfare requirements
- rules of racing relevant to appeal subject matter.

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 preparing for racing appeals
- demonstration of ability to research and gather information, and prepare evidence, employing a range of appropriate communication strategies
- implementation of procedures and timely techniques for the safe, effective and efficient preparation of racing appeals
- 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 racing industry administration and operations 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. 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 prepare evidence at racing appeals, including:
 - supervised access to inquiry, protest and appeals documents at supervisor's discretion
- racing administration buildings and related appeals facilities

EVIDENCE GUIDE

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
- case studies to assess candidate's ability to provide written and/or oral responses to various scenarios.

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, at least one of whom should be approved by the State Principal Racing Authority.

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 prepare for appeals. Workplaces include greyhound, harness and thoroughbred racecourses, training tracks and administration

RANGE STATEMENT

buildings.

Stewards oversee the conduct of all racing-related activities within the responsibilities and powers described under the rules of racing. The conditions under which this unit is delivered and assessed must take into consideration these powers and responsibilities. These powers and responsibilities are further described in the rules of racing for the relevant racing code. It is strongly recommended that training facilitators and learners refer to these powers and responsibilities as part of the range of conditions for all units covered in the steward specialist area of the Training Package.

Appeals process includes:

- appeal decision
- application for stay of proceedings
- avenue of appeal for aggrieved person at first or second level, dependant on racing code procedures
- level of fine or suspension duration
- lodgement of fees
- notice of appeal
- subject matter of appeals and associated rules of racing
- time frame of appeal related to statutory requirement.

Evidence may include:

- copy of betting sheets and fluctuations
- inquiry transcripts
- models
- stewards' reports
- swab materials
- videos.

Effective listening and speaking skills may include:

- being clear and precise
- clarifying what a question is about prior to responding
- presenting information in logical order
- speaking clearly
- using language that is not patronising but at a level suitable for interviewee
- using body language and voice that is assertive but not aggressive
- using non-discriminatory language
- verifying what has been said or done and why.

Assertiveness skills may include:

- acknowledging rights of self and others
- confronting tactfully
- displaying self-confidence

RANGE STATEMENT

- giving others an opportunity to state their case
- keeping control of emotions
- keeping control of tone, level and pitch of voice
- maintaining authority without resorting to emotional blackmail or violence
- valuing others.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common