



Australian Government

ACMEQU506 Manage legal, insurance and business aspects of horse establishments

Release: 1

ACMEQU506 Manage legal, insurance and business aspects of horse establishments

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to plan, develop and evaluate policies and procedures relating to the financial, insurance and legislative requirements of a horse establishment. It includes the development and evaluation of workplace systems to ensure compliance with legislative requirements.

This unit applies to individuals who have management and workplace health and safety responsibilities in a horse establishment, working independently and collaboratively with others within organisational guidelines. They analyse information, solve routine and at times complex problems, and convey information to others.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify and comply	1.1 Identify sources of legal advice and information relevant to the

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with business legal requirements	business 1.2 Identify relevant legislation, codes and regulatory requirements affecting structure and operations of the business 1.3 Examine business compliance and documentation requirements, seeking legal advice where appropriate 1.4 Develop policies and procedures consistent with identified laws and legal principles
2. Process and maintain business insurance requirements	2.1 Identify and assess insurance requirements and appropriate levels of cover to mitigate against identified business risks 2.2 Identify suitable insurers or brokers and obtain quotations 2.3 Acquire or update insurance cover as required
3. Implement policies and procedures to comply with legal requirements	3.1 Communicate policies and procedures to relevant individuals 3.2 Maintain currency of information communicated to staff 3.3 Implement monitoring procedures to ensure compliance with identified legal requirements 3.4 Maintain currency of legal documents and file documents to ensure security and accessibility
4. Analyse responsibilities and accountabilities of parties undertaking business transactions	4.1 Determine the relevant legal rules relating to ownership, purchase, lease/hire and sale of horses 4.2 Determine the relevant legal rules relating to the transfer of risk 4.3 Design and implement warranties in compliance with relevant laws 4.4 Ascertain legal remedies and enforcement options available for resolution of disputes
5. Negotiate and arrange contracts for goods and services	5.1 Develop or source contracts for relevant business activities according to contractual law requirements 5.2 Seek legal advice on contractual rights and obligations to clarify business liabilities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	- Research key information relevant to legislative responsibilities - Interpret and comprehend information in complex texts relevant to business law
Writing	Create documents required to support compliance with legislative requirements in print-based and/or digital formats
Oral communication	Use listening and questioning skills and language suitable to audience to seek and provide information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU506 Manage legal, insurance and business aspects of horse establishments	ACMPHR501 Manage legal aspects of horse enterprises	Title changed Unit sector changed to EQU Elements 1 and 2 merged Added new Element 2 Changes to Performance Criteria for clarity Foundation Skills table and Assessment Requirements updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMEQU506 Manage legal, insurance and business aspects of horse establishments

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed the legal, insurance and business aspects of one horse establishment.

In doing the above, the individual must have:

- sourced and interpreted information about legislative requirements relevant to establishment
- determined insurance requirements for establishment to mitigate against identified risks
- maintained records securely to meet establishment and legislative requirements
- developed and implemented at least one policy and associated procedure relating to compliance with legal responsibilities
- determined specific legislative responsibilities relating to ownership, purchase, lease/hire and sale of horses
- developed or sourced at least one contract, that complies with contractual law, for a relevant business activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- national, state/territory and local government requirements affecting operation of a business, including:
 - relevant taxation requirements – tax file number, GST registration, PAYG and withholding tax
 - employment regulations and workplace laws
 - business registration requirements
 - creation and termination of legal contracts
 - consumer protection laws

- responsibilities regarding work, health and safety, biosecurity and environment and animal welfare, including the concept of social licence to operate
- legal rights and obligations of various business structures
- bookkeeping and record-keeping procedures to meet minimum financial and legal requirements
- concept of duty of care relevant to:
 - Law of Torts
 - health and safety legislation and codes of practice, including person conducting a business or undertaking (PCBU)
- sources of expert advice on legal matters and how to access it.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - materials and information about legislative aspects of horse establishment, or technology to access the information
 - a record-keeping system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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