



Australian Government

ACMHBR309 Follow stud operational procedures

Release: 1

ACMHBR309 Follow stud operational procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to carry out stud stable management duties, including gathering information, nominating horses for sale or exhibitions, and maintaining stud records.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding or other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Horse Breeding (HBR)

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>

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1. Gather stable management information	1.1 Interpret and confirm work program with supervisor 1.2 Obtain and follow production program documents 1.3 Maintain records accurately
2. Nominate horses for sale or exhibition	2.1 Obtain, complete and submit entry forms for specified activity 2.2 Nominate horses for sale or exhibition according to workplace procedures 2.3 Ensure entry fees are paid before the required nomination time
3. Complete relevant requirements	3.1 Obtain from, or supply pedigrees and histories to controlling agents 3.2 Complete and forward horse transfer and registration forms to the controlling body
4. Maintain stud records	4.1 Identify arriving horses according to stud procedures, including safe work practices around horses 4.2 Keep accurate breeding and operational records 4.3 Enter receipts and expenditure in workplace financial records

Foundation Skills

<i>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.</i>	
Skill	Description
Reading	Interpret entry requirements and application processes for exhibiting and selling horses
Writing	Enter data and information accurately to complete records and forms for internal and external purposes
Navigate the world of work	Take responsibility for following workplace procedures for own role and area of work
Get the work done	Plan, sequence and prioritise activities to achieve work outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR309 Follow stud operational procedures	AHCHBR401A Carry out stud stable management duties	Updated to meet Standards for Training Packages Code and title changed to reflect appropriate industry sector usage Edits to improve safety when interacting with horses	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

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Assessment Requirements for ACMHBR309 Follow stud operational procedures

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Performance Evidence

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

There must be evidence that the individual has followed stud operational procedures for the sale or exhibition of at least three horses, including:

- organising the nomination of horses for sale and exhibition
- gathering information, records and registrations for others, including breed societies and stud book keepers
- completing forms and records related to:
 - sales and exhibitions
 - breeding records
- entering financial information and data into workplace systems
- maintaining accurate financial and business management records.

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:

- nature of stud business in which the individual works
- processes and protocols of the stud business in which the individual works
- requirements and procedures laid down by the relevant breed societies or the keeper of the relevant stud book
- legislative requirements and workplace procedures and instructions relevant to role for:
 - animal health and welfare
 - workplace health and safety.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- specifications:
 - stud or organisational records for selected horses
 - application or entry forms for exhibitions or sales
 - financial and other workplace records.

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

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