



Australian Government

ACMHBR401 Carry out stud stable management duties

Release: 1

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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 nominate horses for sale or exhibition, complete and forward required pedigrees, transfer forms and stud records for the property, and other administrative matters.

The unit applies to individuals who use specialised knowledge and skills, have responsibility for a work activity, area or team, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems in the horse breeding sector.

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

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<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 and manage information for managing the stable	1.1 Interpret work to be undertaken from work program and confirm with management 1.2 Identify and obtain documents within the organisation that detail the requirements of the production program 1.3 Maintain and manage recordkeeping systems within the stud to ensure sound records can be accessed at any time 1.4 Hold discussions with operational personnel and immediate management to discuss requirements in relation to recordkeeping and horse identification 1.5 Supply breeding returns to relevant breed societies and individuals
2. Nominate horses for sales or exhibition	2.1 Obtain, complete and submit appropriate entry forms for the specified activity 2.2 Nominate horses manually or electronically through established systems according to organisational procedures 2.3 Pay entry fees prior to the required nomination time
3. Apply relevant requirements	3.1 Obtain from or supply to the controlling agents required pedigrees and histories 3.2 Complete horse transfer and registration forms and forward to the relevant controlling body 3.3 Observe work health and safety procedures and practices to minimise risk when working around the stud
4. Maintain stud record	4.1 Identify horses arriving and departing the stud, in line with established stud protocols 4.2 Keep accurate breeding and operational records either manually or electronically 4.3 Enter financial records of receipts and expenditure in the designated stud or property records

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	Interpret key information in a range of documentation, including work program, and entry requirements and application processes for exhibiting and selling horses
Writing	Prepare and present data and information clearly in a logical and sequenced structure to enhance readability
Navigate the world of work	Take responsibility for following workplace procedures and requirements from external bodies for the sale or exhibition of horses
Interact with others	Use communication practices and protocols suitable for liaising with management, operational personnel and external personnel
Get the work done	Take responsibility for planning and sequencing tasks and workload; meeting requirements of stud stable management and expectations of own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR401 Carry out stud stable management duties	AHCHBR401A Carry out stud stable management duties	Updated to meet Standards for Training Packages Code changed to reflect appropriate industry sector usage	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 ACMHBR401 Carry out stud stable management duties

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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 carried out stud stable management duties for the sale or exhibition of at least three horses, including for following points for each horse:

- managing the nomination of horse for sale or exhibition
- collating and forwarding information, records and registrations for horse to others, including:
 - breed societies
 - stud book keepers
 - horse owners
- preparing and presenting forms and records for horse related to:
 - sale or exhibition
 - breeding records
- overseeing and 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:

- operations and business objectives of the workplace stud
- workplace stud program, procedures and instructions
- requirements and procedures for:
 - breed societies
 - keeper of the relevant stud book
 - sales and exhibition bodies
- regulatory requirements relevant to role for:
 - animal health and welfare

- work health and safety
- employment of staff and contractors
- financial reporting.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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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