



Australian Government

ACMPHR501 Manage legal aspects of horse enterprises

Release: 1

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Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

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 an equine business. It includes the development and evaluation of workplace systems to ensure compliance with legislative requirements.

The unit applies to supervisors, managers and others responsible for management and administrative functions of equine enterprises

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

Pre-requisite Unit

Nil

Unit Sector

Performance horse (PHR)

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 business legal requirements	1.1 Identify sources of legal information relevant to the business 1.2 Identify relevant legislation, codes and regulatory requirements affecting the structure and operations of the business 1.3 Identify legal options for the business structure

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.4 Determine insurance requirements
2. Comply with business legal requirements	2.1 Examine business compliance with legal rights and responsibilities and seek legal advice where appropriate 2.2 Identify requirements for the creation and maintenance of legal documents and securely maintain, make accessible and update records 2.3 Develop policies and procedures consistent with identified laws and legal principles
3. Implement policies and procedures to comply with legal requirements	3.1 Communicate policies and procedures to relevant individuals 3.2 Maintain the currency of information communicated to staff and organise training for colleagues and staff 3.3 Implement monitoring procedures to ensure compliance with the identified legal requirements 3.4 Determine appropriate levels of insurance cover to mitigate against identified risks to the business and its operations
4. Analyse responsibilities and accountabilities of parties undertaking business transactions	4.1 Determine the relevant legal rules relating to ownership, purchase, lease/hire, sale and purchase 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 the legal remedies and enforcement options available for the resolution of disputes
5. Negotiate and arrange contracts for goods and services	5.1 Develop 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	- Undertake independent research to access key information relevant to legislative responsibilities - Interpret and comprehend information in complex texts relevant to business law
Writing	Create a range of documents required to support compliance with legislative requirements
Oral communication	Use language suitable to audience to seek and provide information about legal aspects of the enterprise
Interact with others	Selects the appropriate type of communication for a specific purpose relevant to own role
Navigate the world of work	Take responsibility for managing legislative responsibilities, including developing policies and procedures to support compliance
Get the work done	- Plan, sequence and implement tasks required to ensure that legal responsibilities are adhered to - Use decision-making techniques to analyse complex information and provide appropriate response - Use digital technologies to access, organise and analyse complex data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR501 Manage legal aspects of horse enterprises	Not applicable	New unit	No equivalent unit

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 ACMPHR501 Manage legal aspects of horse enterprises

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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 aspects of at least one horse enterprise. Individuals must show that they have:

- sourced and interpreted information about the legislative requirements relevant to the enterprise
- determined the insurance requirements for the enterprise to mitigate against identified risks
- maintained secure records to meet enterprise and legislative requirements
- developed and implemented at least one policy and associated procedure(s) that assists the enterprise's compliance with legal responsibilities
- determined the specific legislative responsibilities relating to ownership, purchase, lease/hire and sale of horses
- developed 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 including tax file number, GST registration, PAYG and withholding arrangements
 - business registration requirements
 - creation and termination of legal contracts
 - fair trading laws
 - responsibilities regarding workplace health and safety, biosecurity and environment
- legal rights and obligations of various business structures

- bookkeeping and record keeping procedures to meet minimum financial and legal requirements
- the concept of duty of care imposed by Law of Torts
- sources of expert advice on legal matters and how to access it.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a horse enterprise or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - materials and information about legislative aspects of horse enterprise, 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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