



Australian Government

RGRADM301 Assist with race meeting operations

Release: 1

RGRADM301 Assist with race meeting operations

Modification History

Release	Comments
Release 1	This version released with the RGR Racing and Breeding Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to assist stewards and race meeting operations staff before the start of a race meeting, provide administrative support and liaise with racing participants.

The unit applies to individuals who work in teams under the direction of stewards in the greyhound, harness and thoroughbred racing codes.

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

Pre-requisite Unit

Nil

Unit Sector

Administration (ADM)

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. Provide assistance to stewards	1.1 Work with team members to determine the stewards' requirements for race meetings 1.2 Check telephones and other methods of communication for working order, and report issues to relevant personnel
2. Provide assistance to race meeting operations staff	2.1 Prepare relevant documentation and records within the nominated timeframe and check for accuracy and currency 2.2 Provide information and support during a race meeting

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Liaise with racing participants and others	3.1 Accommodate requests from racing participants for information, services and other assistance 3.2 Prepare and allocate passes and tickets according to workplace procedures 3.3 Maintain records of club membership according to workplace procedures 3.4 Identify and direct special guests to the appropriate area 3.5 Collect funds and distribute payments according to workplace policies

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	Recognise the structures and key features of a range of familiar texts used, including membership records and meeting documentation
Writing	Complete workplace documentation accurately using correct technical, racing-specific terminology
Oral communication	Use questioning and active listening skills to participate in verbal exchanges with colleagues and racing participants for a range of purposes associated with job role
Numeracy	Calculate funds and payments
Navigate the world of work	Understand the nature and purpose of own role and associated responsibilities, and recognise and follow implicit and explicit workplace policies and procedures
Interact with others	Recognise the importance of building rapport to establish effective working relationships
Get the work done	- Take responsibility for organising own workload, identifying ways of sequencing and combining elements for greater efficiency - Use workplace technology effectively to keep club membership records

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRADM301 Assist with race meeting operations	RGRADM301A Assist with race meeting operations	Updated to meet Standards for Training Packages. Minor changes to performance criteria for clarity.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

Assessment Requirements for RGRADM301 Assist with race meeting operations

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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 completed the following duties according to safe operating procedures and within the nominated timeframe, for at least two race meetings:

- assisted stewards and prepared stewards' room
- assisted race operations staff, providing relevant documentation and information
- liaised with racing participants to:
 - collect funds and distribute payments
 - prepare and allocate passes and tickets
 - identify and direct guests
 - maintain club membership records
- worked effectively in a team to meet race meeting requirements.

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:

- race meeting rules, operations and processes
- communication procedures with stewards, racing officials and other relevant people
- types of and process for checking working order of telephones and other communications equipment commonly used in race meetings
- scope of responsibility for own role
- workplace procedures for:
 - maintaining records of club membership
 - preparing passes and tickets
 - collecting funds and distributing payments
- types of information or services that may be requested by participants and race meetings operations staff

- types of race documentation and reports that need to be passed on to stewards, operations staff and racing participants.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a race meeting or an environment that accurately reflects performance in a real race meeting setting
- resources, equipment and materials:
 - typical resources and workplace documentation required for race meeting operations
- relationships:
 - access to stewards, racing officials or other relevant people.

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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