



Australian Government

RGRADM302 Supervise use of track and race club facilities

Release: 1

RGRADM302 Supervise use of track and race club facilities

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 implement the organisation's policies on facilities usage, staff supervision, security of race club property and the conduct of licensed personnel.

The unit applies to individuals who work with racing personnel and race club facilities in the greyhound, harness and thoroughbred racing codes.

All work must be carried out to comply with workplace procedures, in accordance with applicable state/territory animal welfare and workplace health and safety legislative requirements.

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. Prepare to work	1.1 Allocate track and race club facility duties to licensed and registered personnel and industry officials 1.2 Identify potential hazards, assess risks and implement control measures according to workplace health and safety legislative requirements and racing industry safety requirements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Select and use personal protective equipment (PPE) and ensure correct staff usage of PPE 1.4 Verify location and operation of emergency equipment before starting track facility supervision 1.5 Check equipment and machinery for safe and efficient operation and attach correct industry signage to damaged or non-functioning equipment warning people to not use the equipment or machinery
2. Oversee use of facilities	2.1 Select tracks for trackwork according to race club policy 2.2 Supervise trackwork to ensure processes are conducted according to operations and maintenance procedures and workplace safety policies to minimise the risk of accident and injury 2.3 Monitor the use of other race club facilities to reduce risk of injury or damage to staff and animals
3. Monitor visitors	3.1 Verify visitor access to restricted areas according to track security protocols and safety requirements for engagement of contractors 3.2 Install signage and barriers in restricted areas 3.3 Supervise crossings or other areas of potential contact with animals according to welfare principles of racing animals, race club security, the rules of racing and track conditions
4. Report damage and incidents	4.1 Update equipment and machinery logbooks and incident reports, and report damaged or non-functioning equipment according to workplace policy 4.2 Make arrangements to repair damaged or non-functioning equipment according to workplace procedures and supervisor instructions

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	Select and interpret information on workplace policies and safety

Skill	Description
	procedures from a range of written texts
Writing	Complete workplace records and forms accurately using technical, racing-specific terminology
Oral communication	Use questioning and active listening skills to participate in verbal exchanges with racing staff and visitors for a range of purposes associated with job role
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 with staff and industry personnel
Get the work done	Take responsibility for organising own workload, identifying ways of sequencing and combining elements for greater efficiency

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRADM302 Supervise use of track and race club facilities	RGRADM302A Supervise use of track and race club facilities	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 RGRADM302 Supervise use of track and race club facilities

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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 on at least three occasions:

- supervised staff and allocated track and race club facility duties
- checked safety requirements, including:
 - operation of equipment and machinery
 - use of personal protective equipment
 - potential hazards and risks
 - emergency equipment
- communicated effectively with licensed and registered personnel, industry officials and contractors regarding the use of tracks and facilities
- monitored visitor access and security, including:
 - installing signage and barriers in restricted areas
 - supervising crossings or other areas of potential contact with animals
- completed equipment and machinery logbooks and incident reports
- organised the repair of damaged or non-functioning equipment.

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:

- industry practices and club policies for track and facility supervision
- rules and policies relating to licensed personnel, permit holders and others authorised to undertake work on training and race courses
- principles and rules relating to animal welfare for racing animals, including race club security and track conditions

- types of equipment commonly used at tracks, and procedures for operation and maintenance
- personal protective equipment required and how to use and maintain the equipment
- applicable workplace health and safety legislative requirements
- racing industry safety requirements for tracks and facilities, including requirements for engagement of contractors.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racetrack or an environment that accurately reflects performance in a real racetrack setting
- resources, equipment and materials:
 - typical resources, equipment and materials found at racetracks and race club facilities
- relationships:
 - access to staff to supervise.

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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