



**Australian Government**

## **RGRCMN403 Participate in racing industry appeals**

**Release: 1**

## RGRCMN403 Participate in racing industry appeals

### Modification History

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

### Application

This unit of competency describes the skills and knowledge required to participate in racing industry appeals processes and protocols related to the rules of racing

The unit applies to individuals engaged in greyhound, harness or thoroughbred codes who may be required to communicate with appeal panel members, lawyers, licensed personnel and racing officials.

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

### Pre-requisite Unit

Nil

### Unit Sector

Common (CMN)

### 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 appeal a decision                  | 1.1 Research rights of individual to appeal a decision<br>1.2 Seek advice on merit of appeal from appropriately experienced or qualified personnel<br>1.3 Define the reasons for appealing a decision based on the rules of racing<br>1.4 Lodge appeal according to rules of racing and within specified timeframes |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                      |
| 2. Conduct research prior to an appeal           | 2.1 Gather evidence to support reasons for appeal<br>2.2 Research protocols used in appeal process                                                                                                                                                                                                          |
| 3. Present at appeal hearing                     | 3.1 Dress suitably and address tribunal members and others appropriately<br>3.2 Ensure written statements and documents are relevant and legible<br>3.3 Ensure verbal evidence and statements are succinct and relevant to appeal<br>3.4 Ensure other evidence or witnesses produced are relevant to appeal |

## 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                    | <ul style="list-style-type: none"> <li>Research and interpret key information relating to appeal procedures in the rules of racing</li> </ul>                                                                                                                                                                                              |
| Writing                    | <ul style="list-style-type: none"> <li>Write, edit and proofread documents to ensure clarity of meaning, and accuracy and consistency of information, for an appeals process</li> </ul>                                                                                                                                                    |
| Oral communication         | <ul style="list-style-type: none"> <li>Present information relating to an appeal clearly and succinctly using language and terminology appropriate for audience and appeal situation</li> </ul>                                                                                                                                            |
| Navigate the world of work | <ul style="list-style-type: none"> <li>Apply relevant industry rules and regulations pertaining to rights, responsibilities and dress codes</li> <li>Identify rights, responsibilities and procedures of appeals</li> </ul>                                                                                                                |
| Interact with others       | <ul style="list-style-type: none"> <li>Communicate with stewards, officials, co-workers and others using racing industry communication techniques appropriate for audience and the appeal process</li> </ul>                                                                                                                               |
| Get the work done          | <ul style="list-style-type: none"> <li>Gather and organise evidence relevant to the appeal and test with expert personnel</li> <li>Complete procedures within nominated timeframes</li> <li>Address less predictable problems and initiate standard procedures in response, applying problem-solving processes in determining a</li> </ul> |

| Skill | Description |
|-------|-------------|
|       | solution    |

## Unit Mapping Information

| Code and title current version                      | Code and title previous version                              | Comments                                                                                                                                                   | Equivalence status |
|-----------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| RGRCMN403<br>Participate in racing industry appeals | RGRCMN403A<br>Participate in racing industry appeals         | Updated to meet Standards for Training Packages.<br>Minor changes to performance criteria for clarity.<br>Merging of two units for industry racing appeals | Equivalent unit    |
| RGRCMN403<br>Participate in racing industry appeals | RGRPSH417A<br>Participate in protests, inquiries and appeals | Updated to meet Standards for Training Packages.<br>Minor changes to performance criteria for clarity.<br>Merging of two units for industry racing appeals | 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 RGRCMN403 Participate in racing industry appeals

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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, on at least two occasions, the individual has:

- conducted research and investigated the opportunity and right to appeal a racing industry decision
- prepared documentation to lodge an appeal
- collected evidence to support reasons for appeal
- presented at a racing appeal forum, meeting expectations for personal presentation and communication of relevant information.

## 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:

- relevant rules of racing relating to reason for appeal
- methods to research appeal situations
- appeals processes and procedures, including:
  - rights of individuals to lodge an appeal
  - rules of racing and specified timeframes for appeals
  - systems for appeals in different racing sectors
  - application for stay of proceedings timeframe
  - costs
- types of evidence considered relevant to support an appeal, including:
  - betting sheets and fluctuations
  - inquiry transcripts
  - stewards' reports
  - swab materials
  - videos

- presenting at an appeal, including:
  - personal grooming
  - presentation requirements
  - protocols and procedures for communicating with stewards and appeal panel members
- the role of stewards in an appeal, including:
  - stewards' rights and obligations
  - conducting an investigation
  - hearing an inquiry
- determining a resolution.

## Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - relevant racing sector site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - appeals forms
  - access to an appeals situation
  - opportunity to participate in an appeals process
- specifications:
  - work instructions and related documentation
  - relevant regulations, policies and procedures
  - rules of racing.

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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