



Australian Government

RGRHBR401 Maintain horse stud records

Release: 1

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Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to assist with the administration and maintenance of horse stud records and horse nominations for sale, bonus schemes or exhibition.

The unit applies to individuals who work under supervision and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding or other horse industry environments.

No 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.

Pre-requisite Unit

Nil

Unit Sector

Horse Breeding (HBR)

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. Gather stud breeding information	1.1 Interpret and confirm work program with supervisor 1.2 Obtain and collate breeding program documents according to enterprise practices

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 Maintain records accurately in designated workplace system
2. Assist with administering horse sales, bonus schemes or exhibition nominations	2.1 Complete relevant fields in entry forms for specified activity, and forward to supervisor 2.2 Submit nominations for horse sales, bonus schemes or exhibitions according to workplace procedures
3. Assist with administering requirements of external bodies	3.1 Obtain or supply information about horse pedigrees and histories according to supervisor instructions 3.2 Complete relevant sections of horse transfer and registration forms, and forward to supervisor to complete
4. Maintain stud breeding records	4.1 Identify horses, including foals at foot, arriving and departing according to stud procedures, including safe work practices around horses 4.2 Check breeding and operational records, in areas of own responsibility, are accurate and up-to-date

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 information needed in application forms - Proofread own work to ensure accuracy of information
Writing	Enter data and information accurately to complete records and forms for internal and external purposes
Navigate the world of work	Take responsibility for following workplace procedures for own role and area of work
Get the work done	- Plan, sequence and prioritise activities to achieve work outcomes - Use workplace technology, tools and/or systems to complete records and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRHBR401 Maintain horse stud records	ACMHBR309 Follow stud operational procedures	Code and title changed to reflect appropriate industry sector usage and level of responsibility Changes throughout to clarify intent of unit	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 RGRHBR401 Maintain horse stud records

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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:

- assisted with preparing nominations for at least three horses for sale, bonus scheme and/or exhibition
- obtained or prepared information, records and/or registrations for two external bodies as instructed
- maintained accurate routine stud records relevant to own role
- identified and recorded arrival and departure of at least three horses
- entered information and data into workplace systems.

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:

- nature of stud business in which the individual works
- processes and protocols of the stud business in which the individual works
- types of records and record keeping system used by the horse stud
- requirements and procedures laid down by the relevant breed societies or the keeper of the relevant stud book
- legislative requirements and workplace procedures and instructions relevant to role for:
 - animal health and welfare
 - biosecurity
 - workplace health and safety.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- specifications:
 - for stud records
 - application or entry forms for exhibitions, bonus schemes or sales.

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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