



Australian Government

RGRHBR505 Oversee administration of 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 manage and maintain accurate stud breeding and sales records for a property.

The unit applies to individuals who use specialised knowledge and skills, have responsibility for a work activity, area or team, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems in the horse breeding sector.

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 and manage information needed for managing stud records	1.1 Confirm and clarify work program and requirements with management 1.2 Identify and source stud documentation required for managing the breeding program 1.3 Collate records of horses arriving and departing the stud, in line

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	with established stud protocols 1.4 Discuss requirements in relation to recordkeeping and horse identification with operational personnel and management
2. Nominate horses for sales, bonus schemes or exhibition	2.1 Obtain, complete and organise submission of appropriate entry forms for specified activities within required timeframes 2.2 Nominate horses manually or electronically through established systems according to organisational procedures 2.3 Organise payment of relevant fees by the due dates
3. Organise external reporting and recording requirements	3.1 Organise the transfer or access of pedigrees and histories with controlling agents 3.2 Supply breeding returns to relevant breed societies and individuals within required timeframes 3.3 Complete and oversee horse transfer and registration forms to the relevant controlling body within required timeframes 3.4 Maintain health and safety and biosecurity records for the stud 3.5 Advise and assist clients with reporting requirements
4. Supervise maintenance of stud records	4.1 Oversee the management of recordkeeping systems within the stud to ensure sound records are readily accessible 4.2 Establish processes to ensure breeding and operational records are accurate and kept 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 key information in a range of documentation, including work program, and entry requirements and application processes for exhibiting and selling horses
Writing	Prepare and present data and information clearly in a logical and sequenced structure to enhance readability

Skill	Description
Navigate the world of work	Take responsibility for maintaining records, following workplace procedures and requirements from external bodies
Interact with others	Use communication practices and protocols suitable for liaising with management, operational personnel and external personnel
Get the work done	- Take responsibility for planning and sequencing tasks and workload; meeting requirements of stud stable management and expectations of own role - Uses main features and functions of digital tools to complete tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRHBR505 Oversee administration of stud records	ACMHBR401 Carry out stud stable management duties	Code and title changed to reflect appropriate industry sector usage, level of responsibility and intent of unit Removal of points duplicating performance criteria in performance evidence	No 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 RGRHBR505 Oversee administration of 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:

- managed processes for the sale and/or exhibition of at least three horses
- prepared forms and records for three external organisations
- followed up on processes to ensure the maintenance of accurate and up-to-date stud records.

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:

- operations and business objectives of the workplace stud
- workplace stud program, procedures and instructions
- procedures and requirements for:
 - breed societies
 - keeper of the relevant stud book
 - sales and exhibition bodies
 - breeding bonus schemes
- breeding records and data and reporting requirements, including:
 - service and foaling dates
 - horse and foal identification
 - stallion and mare deaths
 - stillbirths and neonatal deaths
 - abnormalities
- regulatory requirements relevant to role for:
 - animal health and welfare

- work health and safety
- biosecurity
- employment of staff and contractors
- financial reporting.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - application or entry forms for exhibitions or sales
 - financial and other workplace records or systems
- specifications:
 - stud records for selected horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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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