



Australian Government

RGRPSH504 Develop systems and records for horse racing business training operations

Release: 1

RGRPSH504 Develop systems and records for horse racing business training operations

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 develop policies and procedures and recordkeeping systems for horse racing business training operations.

The unit applies to individuals who have specialist knowledge, skills and experience in supervising day-to-day operations of a racing stable.

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.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

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. Set stable hierarchy	1.1 Determine the person in charge when trainer is absent 1.2 Brief person in charge on their responsibilities and duty of care 1.3 Develop staff duties and rosters according to workplace

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	requirements
2. Prepare policies for training stable operations	2.1 Develop policies for acceptance or release of horses from stables 2.2 Develop policies and procedures for visitors to the stable and communicate to staff 2.3 Develop emergency plans and procedures and communicate to staff 2.4 Develop policies and procedures for handling and storage of chemicals and medications and communicate to staff 2.5 Develop disease and infection control protocols
3. Prepare procedures for daily activities and horse handling	3.1 Develop procedures for handling horses and communicate to staff 3.2 Develop procedures and reporting requirements for feeding and watering horses and communicate to staff 3.3 Develop procedures for reporting illness or injury, and for the treatment and medication of horses, and communicate to staff 3.4 Develop procedures for husbandry of horses and communicate to staff 3.5 Prepare schedules for exercise of horses incorporating animal welfare considerations 3.6 Develop procedures for maintenance of tack and equipment and communicate to staff
4. Review and update policies and procedures	4.1 Maintain a schedule for updating and reviewing policies, procedures and supporting documentation 4.2 Encourage feedback from staff and key stakeholders to review and update policies, procedures and supporting documentation

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	- Access information covering a range of topics from various sources - Extract key information from formal texts to include in workplace documentation
Writing	Prepare succinct policy, procedure and supporting documents that use clear language and sequenced instructions
Numeracy	Manipulate a range of factors, including time, and number of staff, duties and horses, to develop rosters and routines
Navigate the world of work	Recognise need to develop or improve policies and procedures to better meet organisational goals and comply with regulatory requirements, including racing, work health and safety and animal welfare requirements
Interact with others	Select and use appropriate written and verbal communication practices to convey information to racing stable staff and stakeholders
Get the work done	- Plan, sequence and prioritise multiple tasks to achieve outcomes - Use familiar workplace technologies and systems to access, prepare and communicate information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH504 Develop systems and records for horse racing business training operations	RGRPSH504A Develop systems and records for horse racing business training operations	Updated to meet Standards for Training Packages. New element to clarify intent of unit.	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 RGRPSH504 Develop systems and records for horse racing business training 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, at least once, developed systems and records for a horse racing business training operation, including:

- prepared and maintained:
 - staff responsibilities for training stable operations and daily activities
 - forms and records for reporting information
 - staff rosters and horse exercise schedules
- prepared key policies and procedures for daily activities and horse handling
- communicated system and recording requirements to staff
- established processes to review and update policies and procedures.

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:

- stable hierarchy:
 - stewards' rights to inspect premises
 - trainers' rights and responsibilities
 - types of information that can be relayed to owner or visitors to the stable
 - job responsibilities and limit of decision-making authority of staff members
 - reporting lines for staff
- format for policies, procedures and supporting documents and records
- key information to include in policies and procedures:
 - acceptance or release of horses
 - security, including visitors entering stable
 - horse first aid
 - emergency and evacuation plans

- biosecurity and disease and infection control
- quarantine and emergency disease control
- handling and storage of chemicals and medications
- horse husbandry
- horse exercise routines and training programs
- maintenance of tack and equipment
- safe horse handling practices and duty of care
- animal welfare and ethical practices
- reporting and recording requirements for:
 - racing regulations and registration
 - disease control
 - horse illness and injury
- strategies for informing staff of policies, procedures and reporting and recording requirements
- racing industry standards and expectations relevant to racing business training operations:
 - communication procedures within stable and wider racing industry
 - effective working relationships, including teamwork
 - racing industry animal welfare requirements
 - racing industry safety requirements, including safe operating procedures
 - relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a racing stable operation or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
 - information to develop and/or review policies, procedures and recordkeeping systems
 - technology for accessing and preparing information
- relationships:
 - staff to communicate information to.

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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