



Australian Government

RGRROP312 Perform duties of licensing or registration clerk

Release: 1

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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 identify greyhounds or horses and the classes of registration and licensing to the racing governing body applications and renewals process.

The unit applies to individuals who are required to perform the administration duties of a racing governing body licensing or registration clerk as part of their job role in the greyhound, harness or thoroughbred codes.

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

Pre-requisite Unit

Nil

Unit Sector

Racing performance (ROP)

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. Identify greyhounds or horses	1.1 Apply terminology used to describe identification features of greyhounds or horses 1.2 Describe brands using racing terminology, and reproduce as required in documentation 1.3 Interpret registration documents using racing terminology

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. Process documentation	2.1 Complete documents used to identify registered or licensed greyhounds or horses and/or racing participants using racing terminology 2.2 Define classes of licence or registration in documentation 2.3 Assist customers to complete and submit applications 2.4 Process applications and renewals within time constraints and according to organisational policies and procedures 2.5 Attend to requests for information in a timely manner

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 specialised racing documentation from a variety of sources and consolidate information to determine requirements
Writing	Write and edit racing-related documents to ensure clarity of meaning, and accuracy and consistency of information
Oral communication	Clearly explain racing information using language, tone and pace appropriate to audience when assisting customers with applications
Navigate the world of work	Take responsibility for following explicit and implicit policies and procedures and racing licensing and registration requirements
Get the work done	- Make routine decisions and implement standard procedures for routine tasks - Take responsibility for planning, sequencing and prioritising tasks and own workload to ensure timelines are met

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRROP312 Perform duties of licensing or registration clerk	RGRROP312A Perform duties of licensing or registration clerk	Updated to meet Standards for Training Packages.	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 RGRROP312 Perform duties of licensing or registration clerk

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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 three occasions, the individual has:

- implemented the requirements, procedures and instructions that apply to licensing and registration duties
- used the appropriate racing terms and terminology for identification of greyhounds or racehorses and racing personnel
- processed documentation and assisted others in their licensing or registration applications.

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 terminology related to licensing and registration, including:
 - animal identification features and categories
 - classes of licence or registration for animals and personnel
- relevant rules of racing related to licensing or registration of animals and personnel
- organisational policies and procedures related to licensing or registration
- principles of effective communication with racing participants.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - industry supervised access to racing administration offices relevant to the applicable racing code
- resources, equipment and materials:
 - equipment relevant to assessing individual's ability to perform licensing and registration duties

- access to a range of documents and forms relevant to registration and licensing of animals and personnel
- specifications:
 - work instructions and related documentation
- timeframes:
 - according to organisational requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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