



Australian Government

RGRROP313 Process race nominations and acceptances

Release: 1

RGRROP313 Process race nominations and acceptances

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 operate computers and other relevant technology, interpret racing terminology, liaise with racing officials and interpret and record information related to the processing of race nominations and acceptances.

The unit applies to individuals required to perform nomination and acceptance administration duties of a racing governing body or race club as part of their job role in the greyhound, harness or thoroughbred racing 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. Process nominations	1.1 Record and interpret nominations and acceptances information using racing terminology and procedures 1.2 Validate and record payments for nominations according to workplace procedures 1.3 Verify information with nominator where is it unclear or missing

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.4 Process nominations within defined timeframes
2. Process acceptances	2.1 Declare acceptances and generate invoices according to workplace procedures 2.2 Validate and record payments for acceptances 2.3 Validate acceptances and declare race field according to the rules of racing

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 nomination information and consolidate information to determine approvals
Writing	Write, edit and proofread race field related documents, ensuring clarity of meaning, and accuracy and consistency of information
Oral communication	Use language, tone and pace appropriate to audience when verifying information for nominations
Numeracy	Perform mathematical calculations to analyse financial data and process invoices for acceptances
Navigate the world of work	Take responsibility for following explicit and implicit policies and procedures and rules of racing when processing nominations and acceptances for races
Get the work done	- Make routine decisions and implement standard procedures for routine tasks, using formal decision-making processes for more complex and non-routine situations - 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
RGRROP313 Process race nominations and acceptances	RGRROP313A Process race nominations and acceptances	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 RGRROP313 Process race nominations and acceptances

Modification History

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

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:

- recorded, interpreted and validated nominations for races
- processed acceptances, received payments and declared field for race
- complied with requirements, procedures and instructions that apply to nomination and acceptance processes.

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 nominations and acceptances
- organisational policies and procedures for processing race nominations and acceptances, including:
 - race field processes
 - dealing with irregularities and problems
 - ethical conduct
 - information reporting and recording systems
 - processing payments
 - processing timeframes
- requirements and rules of racing relevant to race fields
- communication procedures, including reporting lines within the workplace and dealing 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:
 - materials and equipment relevant to assessing individual's ability to complete nomination and acceptance procedures
- specifications:
 - work instructions and related documentation
- timeframes:
 - specified timeframes according to the job requirements.

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

Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>