



Australian Government

RGRSTD301 Perform duties of cadet steward

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 perform the duties of a cadet steward in race meeting and non-race meeting activities.

The unit applies to stipendiary or cadet stewards or those who have been approved by a Principal Racing Authority (PRA) to attend meetings or trials and support senior stewards in non-race meeting duties. They perform duties as directed by the chairman of stipendiary stewards for the greyhound, harness and thoroughbred racing codes, and work in environments including racing administration, kennels or stables, racecourses and public areas.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant PRA. Users are advised to check with the relevant PRA for requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Steward (STD)

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. Support racing operations staff in	1.1 Organise and prepare office equipment used in racing operations 1.2 Prepare race day documentation according to instructions

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
administrative duties	1.3 Research roles in race day operations and define duties 1.4 Perform a range of racing operations functions in order to assist or replace staff as a contingency measure 1.5 Report problems and/or incidents to supervisor and/or chairman of stewards' panel
2. Assist in conduct of race meetings or trials	2.1 Perform duties allocated in an effective and timely manner according to instructions and safe work practices 2.2 Inspect gear used on racing animals for condition, fit, safety and authorised use 2.3 Verify identification of animals at race meetings and trials 2.4 Verify identification of licensed or registered persons at race meetings or trials 2.5 Observe and report on animal performance for relevant racing code
3. Verify suitability of animals to race	3.1 Identify features of healthy racing animals 3.2 Identify symptoms of poor health, pain or distress in racing animals 3.3 Refer animals to specialist for evaluation according to procedures 3.4 Receive advice from specialist on animal fitness to start, and convey to chairman of stewards
4. Support senior stewards in non-race day activities	4.1 Check safety and security of kennels or stables for compliance with racing requirements 4.2 Check animals against kennel or stable returns 4.3 Gather information on animal performance as requested by stewards 4.4 Gather information on racing participants as requested by stewards 4.5 Assist with the gathering of evidence for investigations, inquiries and appeals 4.6 Update records according to procedures

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
Learning	Actively maintain a current and thorough knowledge of the rules of racing and PRA requirements for stewards
Reading	Interpret key information in procedures and protocols, rules of racing and other documentation, and consolidate information to determine work requirements
Writing	Accurately record and complete racing industry documentation, and compile reports using clear language and terminology
Oral communication	Effectively participate in verbal exchanges using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information
Navigate the world of work	- Take responsibility for following explicit and implicit policies, procedures and legislative requirements - Seek advice and clarification for new activities
Interact with others	Cooperate with others and contribute to work practices where joint outcomes are expected and deadlines are to be met
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

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD301 Perform duties of cadet steward	RGRSTD301A Perform duties of cadet steward	Updated to meet Standards for Training Packages. Minor changes to performance criteria for clarity.	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 RGRSTD301 Perform duties of cadet steward

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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 performed duties of cadet steward at a minimum of two race meetings or trials, and on at least one non-race day occasion, including for each:

- supported racing operations staff and completed administrative duties, including preparing race day documentation
- assisted with the conduct of race meetings or trials, including verifying the suitability of animals to race
- identified animals by colour, markings, brands, microchips and tattoos according to relevant code requirements
- supported senior stewards in non-race day activities, including:
 - checked and gathered information on security, safety, animal welfare and performance and participant activity
- followed instructions and procedures and complied with the rules of racing that apply to the duties of a cadet steward.

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:

- procedures and protocols for communicating with other stewards and officials, including:
 - reporting lines within the workplace and wider racing industry
 - principles of effective communication
 - reporting irregularities and problems
- duties and responsibilities of cadet steward role, including:
 - ethical conduct standards of relevant controlling body or Principal Racing Authority
 - relationship of own role to roles and activities of licensed and non-licensed racing industry personnel
- relevant rules of racing and own role, including:

- licensing requirements for racing industry personnel
- registration requirements of greyhounds or horses
- racing industry animal welfare requirements
- key safety and environmental requirements
- methods for identifying greyhounds or racehorses, including:
 - markings, physical features and brands
 - microchips and tattoos according to relevant code requirements
 - registration documentation
- approved racing gear and reasons for identifying and reporting problems with condition, fit and safety
- animal performance indicators and checking for common signs and symptoms of injury, ill health or distress in racing animals
- safety and security of kennels or stables
- reasons racing animals may not perform as expected
- organisational policies and procedures that apply to cadet steward duties:
 - methods and protocols for collecting evidence
 - purpose and comprehension of racing and non-racing operations documentation
 - procedures for recordkeeping and use of office information systems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing administration buildings, training and racetracks, race trials and meetings and related facilities, including commercial kennels or stables
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to perform cadet steward duties
- specifications:
 - work instructions and related documentation.

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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