



Australian Government

RGRSTD402 Perform non-race day duties of steward

Release: 1

RGRSTD402 Perform non-race day duties of steward

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 oversee and monitor trackwork and training operations. It includes managing the job functions associated with checking the equipment used in trackwork, the eligibility of participants, including greyhounds or horses, and conducting kennel or stable inspections.

The unit applies to a stipendiary or cadet steward or those who have been approved by a Principal Racing Authority (PRA) to manage the job functions associated with non-race day duties in workplace environments of racing administration, kennels, 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.

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.

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

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

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1. Oversee training operations	1.1 Monitor trackwork and training operations, ensuring track equipment and surface are safe 1.2 Monitor welfare of staff working in training operations 1.3 Verify animal welfare according to rules of racing and regulatory requirements 1.4 Review swab sample results and investigate irregularities 1.5 Evaluate site security and safety according to workplace policies and procedures
2. Carry out kennel or stable inspections	2.1 Verify cleanliness and hygiene of kennel or stable according to workplace health and safety, animal welfare and environmental regulatory requirements 2.2 Verify health and wellbeing of staff working in kennels or stables 2.3 Check medications, treatments and feed stuffs for presence of prohibited substances 2.4 Verify compliance of medication register with rules of racing and security 2.5 Complete and lodge kennel or stable inspection reports according to PRA procedures 2.6 Confirm kennel or stable security procedures are adhered to
3. Regulate and control conduct of industry participants	3.1 Review and confirm lease agreements with relevant stakeholders 3.2 Explain responsibilities and obligations to licensed and registered persons, owners, agents and others 3.3 Review applications for licence or registration according to PRA guidelines 3.4 Provide assistance to drivers, riders or others after critical incidents 3.5 Seek assistance for personal recovery or debrief after critical incident

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	Critically analyse racing documentation and records, consolidating information to use as required
Writing	Prepare succinct, operational reports using accurate and appropriate racing industry terminology
Oral communication	- Participate in verbal exchanges using active listening and questioning techniques to gather, clarify and relay information related to non-race day duties - Use clear language and concepts, and tone and pace appropriate for the audience and purpose when communicating with a range of racing personnel
Navigate the world of work	- Understand responsibilities and accountabilities of role, including workplace health and safety, rules of racing and animal welfare requirements - Recognise need for high-level personal ethics and integrity
Interact with others	- Interact with a diverse range of key personnel, stakeholders and participants from across the racing industry in a professional manner - Collaborate with other race officials, sharing information to build strong work groups and behaviours conducive to a productive environment
Get the work done	- Organise and prioritise work efficiently and flexibly in an environment often characterised by pressure and short timeframes - Apply systematic and analytical problem-solving skills to routine and complex situations - Access and utilise workplace racing information and recording systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD402 Perform non-race day duties of	RGRSTD402A Perform stewards' non-race day duties	Updated to meet Standards for Training Packages.	Equivalent unit

steward		Changes to title and performance criteria for clarity.	
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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 RGRSTD402 Perform non-race day duties of 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, on at least three occasions, the individual has:

- overseen and monitored training operations, including:
 - verified staff and animal welfare, security and safety
 - followed procedures and instructions that apply to stewards
- reviewed and investigated swab irregularities
- inspected stable or kennels and for health and hygiene and prepared reports
- provided or ensured industry participants complied with agreements and obligations and registration and licensing requirements
- sought assistance for others and self after a critical incident.

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:

- communication procedures and protocols with other stewards and industry personnel, including:
 - reporting lines within the workplace and wider racing industry
 - principles of effective communication in explaining responsibilities and requirements to others
 - reporting requirements for irregularities and problems
- controlling body or principal racing authority policies and procedures, including:
 - relevant rules of racing
 - ethical conduct standards
 - licensing and registration requirements for personnel and animals
 - roles and activities of licensed and non-licensed racing industry personnel
 - obligations of licensed and registered persons, owners and agents

- prohibited substances
- greyhound, harness or thoroughbred code industry practices relating to trackwork and training operations
- steward non-race day duties, including:
 - industry terminology related to compliance
 - checking site security and safety policies and procedures
 - swab testing, investigations and reporting procedures
 - symptoms of and ways of checking for common signs of injury, ill health or distress in racing animals
 - greyhound or racehorse identification features
- racing industry requirements relating to:
 - workplace health and safety
 - animal welfare
 - environmental requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - commercial kennel or stable establishments, racecourse trackwork and training activities, and related facilities
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to perform the non-race day duties of a stipendiary steward
- specifications:
 - work instructions and related documentation
- relationships:
 - access to kennel or stable staff, racing officials and licensed or registered personnel.

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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