



Australian Government

RGRSTD404 Prepare for racing industry appeals

Release: 1

RGRSTD404 Prepare for racing industry appeals

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 research and gather information, and prepare evidence and associated documentation.

The unit applies to individuals authorised to prepare for and represent stewards at appeal hearings in greyhound, harness or thoroughbred codes.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant Principal Racing Authority (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. Organise documents and evidence	1.1 Research information about appeal cases and appeals process 1.2 Observe other appeals to improve understanding of appeals process 1.3 Prepare reports and transcripts from inquiries according to workplace procedures

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 Prepare and organise documentary evidence for appeals 1.5 Prepare additional information and witnesses for appeal cases
2. Use effective communication skills to prepare for appeals	2.1 Present information in a succinct and logical manner 2.2 Employ effective listening and speaking skills when presenting appeal information 2.3 Manage interaction with appeal lawyers using assertiveness skills

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 complex documentation from a variety of sources and consolidate information relating to the investigation of the appeal
Writing	Document transcripts and evidence using clear and detailed language in order to convey explicit information logically and sequentially
Oral communication	- Use clear language and concepts, and tone and pace appropriate for the audience and purpose when participating in verbal exchanges - Display depth of understanding of complex oral texts
Interact with others	- Engage in effective, often complex, communications in a range of contexts with appeal panel members, lawyers, licensed personnel and racing officials - Select and implement racing industry protocols governing communications when presenting at appeals
Get the work done	- Apply systematic and analytical decision-making processes for complex and non-routine situations - Use the main features and functions of digital tools to complete work tasks and access information for appeals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD404 Prepare for racing industry appeals	RGRSTD404A Prepare for racing industry appeals	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 RGRSTD404 Prepare for racing industry appeals

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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 prepared for at least three racing industry appeals, including for each:

- researched and gathered information for an appeal
- prepared evidence, employing a range of appropriate communication strategies
- presented appeal information using appropriate communication strategies.

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:

- principles and terminology relating to administrative law and appeals
- steps in the appeal process, including evidence-gathering procedures and techniques
- rules of racing relevant to appeal subject matter
- ethical conduct standards of relevant principal racing authority
- organisational policies and procedures relating to appeals and format of documentation for evidence and transcripts
- communication procedures and protocols, including:
 - effective listening and speaking skills
 - presentation skills
 - assertiveness skills
 - reporting lines.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - supervised access to inquiry, protest and appeals documents at supervisor's discretion

- access to racing administration buildings and related appeals facilities
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to prepare evidence at racing appeals
- 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.

Links

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