



Australian Government

RGRSTD501 Manage steward services

Release: 1

RGRSTD501 Manage steward services

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 manage and supervise compliance in race meeting and non-race meeting contexts, and the application of, and ability to, practice and supervise ethical and integrity compliance, and manage investigations and inquiries, within associated rules of racing and legislation.

The unit applies to individuals who perform the role of chairman of stewards to maintain and uphold fair racing, and supervise and enforce the industry's probity and integrity standards as empowered by the relevant racing code's national and local rules of racing.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant controlling body or Principal Racing Authority (PRA). Users are advised to check with the relevant authority 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

Elements	Performance Criteria
<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. Supervise integrity and compliance in racing	1.1 Promote compliance with rules of racing and legislation through implementation of relevant policies, protocols and procedures 1.2 Promote integrity and model ethical behaviour 1.3 Supervise and coordinate race meeting operations 1.4 Supervise and monitor activities of licensed or registered persons
2. Supervise welfare of animals and staff	2.1 Promote animal welfare legislation and relevant rules of racing for racing industry code 2.2 Promote policies and procedures relating to licensed persons' welfare and safety 2.3 Promote policies and procedures relating to staff welfare and safety
3. Manage investigations and inquiries	3.1 Review investigation and inquiry processes for compliance and relevance 3.2 Review inquiry conclusions and penalties awarded for consistency, relevance and compliance with administrative law 3.3 Research appeal decisions and report to people concerned
4. Contribute to the update of rules of racing and related procedures	4.1 Review policies, protocols and procedures for relevance, currency and compliance with legislation and practices 4.2 Prepare proposals for amendments and new rules, policies or procedures 4.3 Establish and maintain links with colleagues in same and other racing codes for sharing of information 4.4 Advise staff members and educate about policy and procedural changes

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
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Reading	- Analyse and research issues to reach sound conclusions based on evidence - Organise, evaluate and critique ideas and information from a wide range of complex texts
Writing	- Demonstrate sound writing skills by selecting appropriate conventions and stylistic devices to express precise meaning - Record outcomes of reviews and makes changes to policy documentation using racing industry-relevant terminology
Oral communication	- Establish and maintain complex and effective communications in a broad range of contexts, including formal presentations and meetings - Display depth of understanding of complex verbal exchanges, including multiple and unstated meanings when communicating with others
Navigate the world of work	- Work autonomously and implement strategies that ensure racing policies, procedures and regulatory requirements are being met - Monitor and review the organisation's policies, procedures and adherence to legislative requirements in order to implement and manage change
Interact with others	Work proactively and collaboratively with personnel to manage change, make decisions and achieve shared outcomes
Get the work done	- Plan strategic priorities and outcomes within a flexible, efficient and effective context in a diverse environment exposed to competing demands - Address complex problems involving multiple variables, using analytical techniques, experience and knowledge to focus in on the root cause - Use digital technologies to manage business operations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD501 Manage steward services	RGRSTD501A Manage steward services	Updated to meet Standards for Training Packages. Minor changes to performance criteria	Equivalent unit

		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 RGRSTD501 Manage steward services

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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 managed steward services over at least one racing season, including:

- supervised procedures and rules of racing for relevant industry racing code, including race meeting operations
- implemented the relevant rules of racing and related protocols relating to welfare of animals and staff
- managed investigations and inquiries to ensure compliance with expected standards and protocols
- contributed to the continued development of rules, policies and procedures
- modelled ethical behaviour and actively promoted the integrity and fairness of operations.

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:

- areas of relevant rules of racing, including:
 - race meetings
 - animal welfare
 - staff welfare
 - licensing and registration of personnel and animals
 - local rules
 - integrity, offences and penalties
 - approved racing gear
- principles of administrative law and sound knowledge of legal proceedings, including:
 - procedures for gathering evidence, hearing protests, conducting inquiries and appeals
- key applicable legislation and codes of practice, including animal welfare
- organisational policies and procedures, protocols and management practices, including:

- ethical conduct standards of relevant principal racing authority
- staff welfare and safety, including access to counselling
- racing industry communication procedures, including:
 - networking with racing administration executives, staff, stewards, officials, and licensed or registered personnel
 - reporting lines within the workplace and wider racing industry
 - principles of effective communication
- processes for developing and reviewing policies and protocols.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - racing administration offices, racetracks, race trials and meetings, and related facilities
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to manage steward services
- 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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