



Australian Government

RGR40508 Certificate IV in Racing Services (Racing Administration)

Release: 3

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Modification History

Release	TP Version	Comments
3	RGR08v2	Updated superseded equivalent units.
2	RGR08v1.1	Updated superseded equivalent units. Corrected wrong unit name in packaging rules
1	RGR08	Initial release

Description

This qualification reflects the role of persons who are responsible for organising their own work, leading others, and planning for and carrying out tasks of complex and non-routine functions. Work responsibilities include the administration, event management and operations areas of racing.

The candidate is required to solve unpredictable problems by analysing and evaluating information, and to demonstrate broad knowledge in a variety of contexts. The ability to communicate with racing participants across a wide range of socio-economic and cultural groups is an important aspect of this role.

While they may not be required to handle horses or greyhounds, employees with this qualification are often required to work close to race animals. For their own safety, the safety of others and the safety of animals, employees must be aware of potential risks and hazards associated with animal behaviour.

Pathways Information

Pathways into the qualification

RGR30308 Certificate III in Racing Services (Racing Administration)

Pathways from the qualification

RGR50208 Diploma of Racing Services (Racing Administration)

Licensing considerations

There are no specific licences that relate to this qualification.

Australian Apprenticeships

This qualification is suited to Australian Apprenticeship pathways.

Job roles

Licensing/Regulatory Information

Refer to Pathways Information

Entry Requirements

Entry requirements

There are no entry requirements for this qualification.

Qualification pathways

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	• listening and understanding • speaking clearly and directly • writing to the needs of the audience • negotiating responsively • reading independently • empathising • using numeracy effectively • understanding the needs of internal and external customers • persuading effectively • establishing and using networks • being assertive • sharing information

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	• speaking and writing in languages other than English
Teamwork	• working across different ages irrespective of gender, race, religion or political persuasion • working as an individual and as a member of a team • knowing how to define a role as part of the team • applying teamwork to a range of situations e.g. futures planning and crisis problem solving • identifying the strengths of team members • coaching and mentoring skills, including giving feedback
Problem-solving	• developing creative, innovative and practical solutions • showing independence and initiative in identifying and solving problems • solving problems in teams • applying a range of strategies to problem solving • using mathematics, including budgeting and financial management to solve problems • applying problem-solving strategies across a range of areas • testing assumptions, taking into account the context of data and circumstances • resolving customer concerns in relation to complex project issues
Initiative and enterprise	• adapting to new situations • developing a strategic, creative and long-term vision • being creative • identifying opportunities not obvious to others • translating ideas into action • generating a range of options • initiating innovative solutions
Planning and organising	• managing time and priorities - setting time lines, coordinating tasks for self and with others • being resourceful • taking initiative and making decisions • adapting resource allocations to cope with contingencies • establishing clear project goals and deliverables • allocating people and other resources to tasks • planning the use of resources, including time management • participating in continuous improvement and planning processes • developing a vision and a proactive plan to accompany it • predicting - weighing up risk, evaluating alternatives and applying evaluation criteria

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	- collecting, analysing and organising information - understanding basic business systems and their relationships
Self-management	- having a personal vision and goals - evaluating and monitoring own performance - having knowledge and confidence in own ideas and visions - articulating own ideas and visions - taking responsibility
Learning	- managing own learning - contributing to the learning community at the workplace - using a range of mediums to learn - mentoring, peer support and networking, IT and courses - applying learning to technical issues (e.g. learning about products) and people issues (e.g. interpersonal and cultural aspects of work) - having enthusiasm for ongoing learning - being willing to learn in any setting - on and off the job - being open to new ideas and techniques - being prepared to invest time and effort in learning new skills - acknowledging the need to learn in order to accommodate change
Technology	- having a range of basic IT skills - applying IT as a management tool - using IT to organise data - being willing to learn new IT skills - having the OHS knowledge to apply technology - having the appropriate physical capacity

Packaging Rules**Packaging Rules**

Completion of twenty five (25) units made up of three (3) core units and twenty two (22) elective units.

RULES FOR ELECTIVE UNITS

- a minimum of four (4) units from Group A
- a minimum of twelve (12) units from Group C

Packaging Rules

- a minimum of two (2) units from Groups A,C,D or E
- a maximum of four (4) units may be selected from the RGR08 Racing Training Package or any other currently endorsed Training Package or accredited course. Selected units must be relevant to job outcomes in the racing industry.

For a Certificate IV in Racing Services (Racing Administration) at least fifteen (15) of the units selected to make up this qualification must be aligned clearly to Certificate IV outcomes.

Electives may be selected from any of the listed groups A, C, D and E. Refer to Volume IV for the group listings.

The electives can be chosen from any AQF level however they should complement Certificate IV qualification requirements.

Ideally electives should be chosen as part of the individual training plan for a learner so that they provide skills and knowledge development that is relevant to their employment or future promotion. In some cases an individual training plan may include a mixture of units for those who work in more than one specialist area.

CORE UNITS

RGRCMN001A	Comply with the rules of racing and related protocols
RGRCMN401A	Maintain and monitor OHS procedures and environmental work practices
HLTFA301B	Apply first aid

GROUP A UNITS - RACING COMMON

RGRCMN003A	Manage personal health and fitness
RGRCMN403A	Participate in racing industry appeals
RGRTRK402A	Relate animal welfare to track and environmental conditions
AHCBIO202A	Follow site quarantine procedures
HLTFA403C	Manage first aid in the workplace
PSPREG401C	Exercise regulatory powers
PUACOM001C	Communicate in the workplace
PUACOM012B	Liaise with the media at a local level
SISXEMR201A	Respond to emergency situations
SISXEMR402A	Coordinate emergency response

Packaging Rules

SRSCOP001B Prepare for public speaking

GROUP C UNITS - RACING ADMINISTRATION

RGRADM302A Supervise use of track and race club facilities

RGRADM401A Manage race meeting operations

RGRADM402A Prepare for race meeting special events

AHCBUS503A Negotiate and monitor contracts

AHCWRK401A Implement and monitor quality assurance procedures

BSBADM409A Coordinate business resources

BSBADM502B Manage meetings

BSBCUS401B Coordinate implementation of customer service strategies

BSBCUS402B Address customer needs

BSBFIA402A Report on financial activity

BSBFIM501A Manage budgets and financial plans

BSBINN301A Promote innovation in a team environment

BSBITS401B Maintain business technology

BSBLED401A Develop teams and individuals

BSBMGT402A Implement operational plan

BSBMKG414A Undertake marketing activities

BSBPMG522A Undertake project work

BSBREL401A Establish networks

BSBRES401A Analyse and present research information

BSBRSK401A Identify risk and apply risk management processes

BSBWOR301B Organise personal work priorities and development

BSBWOR401A Establish effective workplace relationships

BSBWOR402A Promote team effectiveness

BSBWRT401A Write complex documents

CHCPOL402C Contribute to policy development

CUVPUB501A Develop and manage public relations strategies

SISXIND405A Conduct projects

SITHFAB201 Provide responsible service of alcohol

SITXMPR501 Obtain and manage sponsorship

Packaging Rules

SRXEVT003B	Coordinate events
SRXEVT007B	Manage spectators at an event or program
SRXGOV004B	Work efficiently with the board of an organisation
SRXGRO002A	Deal with conflict
SRXHRM001B	Manage volunteers
THTFME06A	Manage event contractors
THTFME07A	Organise and monitor infrastructure for outdoor events
TLIR4002A	Source goods/services and evaluate contractors