



Australian Government

Department of Education, Employment and Workplace Relations

RGRADM301A Assist with race meeting operations

Release: 1

RGRADM301A Assist with race meeting operations

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to assist with race meeting operations. It requires the ability to maintain and monitor the organisation's policies including OHS standards, assist stewards and race meeting operations staff, liaise with racing participants, apply effective verbal and written communication skills, work in a team environment and complete required administration tasks.

This unit of competency operates in workplace environments of racing administration, kennels, stables, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your State Principal Racing Authority for current license or registration requirements.

Application of the Unit

Application of the unit

This unit of competency supports race club employees to assist with race meeting operations.

Competencies attained in this unit apply to the greyhound, harness and thoroughbred codes of the industry.

Consequently when performance criteria are applied they will relate to the greyhound or harness or thoroughbred code, and statements of attainment for this unit will reflect this distinction.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Provide assistance to stewards.	1. Stewards' room is prepared prior to commencement of race meeting. 2. Stewards' requirements are determined prior to commencement of race meeting. 3. Telephone lines and other methods of communication are checked for working order prior to commencement of race meeting. 4. Race documentation and reports are relayed to stewards.
Provide assistance to race meeting operations staff.	5. Equipment is checked for working order prior to commencement of race meeting. 6. Documentation and records are prepared, checked for accuracy and currency prior to commencement of race meeting. 7. Information and support are provided during race meeting as required.
Liaise with racing participants and others.	8. Requests for information, services or other assistance are accommodated within scope of responsibility and according to racing protocols and procedures. 9. Passes and tickets are prepared and allocated according to race club policies and procedures. 10. Records of club membership are maintained. 11. Special guests are identified and directed to appropriate area. 12. Funds are collected and payments distributed according to club policies and procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- allocating duties to staff based on a range of operational requirements, staff experience, level of responsibility and complexity of job task
- communicating with stewards, racing officials, personnel and others using assertive communication techniques to gather, interpret and relay information related to the conduct and operation of race meetings

REQUIRED SKILLS AND KNOWLEDGE

- completing duties in accordance with safe operating procedures and nominated time frame
- complying with organisational policies and procedures
- making effective decisions to resolve routine problems
- operating a range of equipment and technology and complying with procedures for operation and maintenance
- reading and interpreting workplace documentation, including rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- teamwork skills to ensure completion of job tasks
- written communication skills to complete workplace documentation and reports.

Required knowledge

- applicable federal, state or territory legislation and regulations, and national standards and codes of practice relevant to full range of processes relating to own work role and responsibilities
- organisational policies and procedures
- principles of effective communication
- communication procedures with stewards, racing officials and other relevant people
- race meeting operations and staff roles
- relevant workplace documentation and its purpose
- rules of racing
- time management in the completion of workplace tasks
- types of equipment and procedures for their operation and maintenance.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to the specific industry sector and workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are to apply when assisting with race meeting operations
- implementation of procedures and timely techniques for the safe, effective and efficient application of race meeting operations assistance
- working with others to undertake and complete assistance procedures that meet required outcomes.

Evidence should be collected over a period of time in a range of workplace-relevant contexts and include dealings with an appropriate range of situations.

Context of and specific resources for assessment

Competency must be assessed in a racing workplace that provides access to the required resources or simulated environment approved by the relevant State Principal Racing Authority. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements.

Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- materials and equipment relevant to assessing candidate's ability to assist with race meeting operations
- relevant racing industry work sites, such as administration buildings, race clubs and racetracks
- work instructions and related documentation.

Method of assessment

Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package.

EVIDENCE GUIDE

The suggested strategies for the assessment of this unit are:

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks
- simulation exercises conducted in a State Principal Racing Authority approved simulated environment.

Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

Guidance information for assessment

Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the performance criteria is detailed below.

The range statement provides details of how this competency can be used in the workplaces of the racing industry to effectively assist with race meeting operations. Workplaces include greyhound, harness and thoroughbred racecourses, training tracks, administration buildings and public areas.

Stewards' room preparation may include:

- lighting and power
- race books
- recording equipment
- television monitors
- video re-play equipment.

RANGE STATEMENT

Other methods of communication may include:

- internet
- mobile phones (restricted access)
- public address system
- race callers address system
- semaphore
- television monitors
- two-way radios.

Race documentation and reports may include:

- approved gear lists
- barrier trial reports
- current racing code notices of greyhound or horse trainer, driver or jockey offences
- form guides
- gear changes
- greyhound or horse identification summaries
- greyhound performance cards
- medical for drivers or riders
- race books
- registration papers
- scratching lists
- starter reports
- swab reports
- trainer, driver or jockey disciplinary records
- veterinary reports.

Equipment check may include:

- barriers or starting boxes
- back up generators
- bar taps and associated equipment
- camera and photo finish equipment
- electrical equipment, including timing devices
- internet connections and computers
- kitchen equipment for dining areas
- public address system
- power
- recording devices
- semaphore
- telephones
- television monitors
- tractors and other vehicles, including animal ambulances
- totalisator.

Information and support

- information via:

RANGE STATEMENT

provided may include:

- notice boards
- public address
- race day office
- semaphore
- strategically placed signage
- television monitors
- support to:
 - race club committee
 - race club manager
 - race day operations staff
 - stewards.

Racing protocols and procedures may include:

- adherence to Australian and local rules of racing
- confidentiality
- following chain of command, such as stewards or licensed personnel
- restricted areas for use of mobile phones
- security and restricted access areas.

Special guests may include:

- career advisors and schools groups
- function guests
- media and journalists
- race sponsors
- racing administrators.

Unit Sector(s)

Unit Sector

Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common