



Australian Government

Department of Education, Employment and Workplace Relations

RGRADM302A Supervise use of track and race club facilities

Release: 1

RGRADM302A Supervise use of track and race club facilities

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to supervise the use of track and race club facilities. It requires knowledge and skills associated with maintaining and monitoring the organisation's policies related to facilities usage, staff supervision, security of race club property and the conduct of licensed personnel and others in the relevant area of work in accordance with OHS standards.

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 supervise use of track and race club facilities.

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.

This unit can be contextualised for other industries while also maintaining the integrity of the unit.

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
Oversee use of facilities.	1. Tracks are selected for trackwork in consultation with race club policy. 2. Location and operation of emergency equipment are verified prior to starting track facility supervision. 3. Trackwork is supervised to minimise risk of accident and injury. 4. Use of other race club facilities is monitored to reduce risk of injury or damage to personnel and animals.
Monitor visitors.	5. Track security protocols are observed. 6. Visitor access to restricted areas is verified. 7. Signage and barriers are installed in restricted areas. 8. Crossings or other areas of potential contact with animals are supervised.
Report damage and incidents.	9. Equipment and machinery are checked for safe and efficient operation. 10. 'Do not use' signs are attached to damaged or non-functioning equipment. 11. Equipment and machinery logbooks and incident reports are completed and damaged or non-functioning equipment is reported to supervisor. 12. Arrangements are made to repair damaged or non-functioning equipment according to workplace procedures and supervisor instructions.

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
- assessing race club and industry requirements associated with trackwork and training operations, including safety, security, licensing, staff and animal welfare
- communicating with licensed and registered personnel and industry officials using assertive communication techniques to gather, interpret and relay information related to the track and race club facilities supervision

REQUIRED SKILLS AND KNOWLEDGE

- completing duties in accordance with safe operating procedures and nominated time frame
- complying with OHS and environmental regulations
- complying with organisational policies and procedures
- evaluating risks associated with track and race club equipment and activities
- identifying industry approved gear and saddlery
- making effective decisions
- operating equipment and machinery
- 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
- resolving routine problems
- 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
- hazards and potential hazards in the workplace and risk control procedures
- OHS and environmental legislative requirements
- organisational policies and procedures
- principles of effective communication
- protocols and procedures for communicating with licensed and registered personnel, racing officials and other relevant people
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- reporting requirements for non-conformance
- rules relating to common welfare principles of racing animals, race club security, track conditions and associated documentation
- rules relating to licensed personnel, permit holders and others authorised to undertake work on training and racecourses
- types of equipment and procedures for operation and maintenance
- workplace specific and OHS requirements for engagement of contractors.

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 supervising use of track and race club facilities
- implementation of procedures and timely techniques for the safe, effective and efficient application of supervisory duties
- working with others to undertake and complete supervisory 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 supervise use of track and race club facilities
- relevant racing industry work sites, such as administration buildings, training 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 supervise the use of track and race club facilities. Workplaces include greyhound, harness or thoroughbred racecourses, training tracks, administration buildings and public areas.

Track selection in relation to race club policy may include:

- fast days and slow days
- horses not working fast keep to outside of designated track
- number of horses working abreast
- slow work, pace work or gallops

RANGE STATEMENT

	• type of track, including: • A grass • B grass • cinders • sand • synthetic • woodchip.
<i>Emergency equipment location</i> may include:	• administration buildings • tie up stalls, kennels and stables • with trackwork supervision attendant.
<i>Risk of accidents</i> may be minimised by:	• applying safe operating procedures for the protection of other persons and animals • identifying hazards • controlling risks • eliminating hazardous materials and substances • safely using and operating equipment • using correct manual handling techniques, including: • carrying • lifting • shifting.
<i>Other race club facilities</i> may include:	• administration buildings • alarms • amenities block • bull ring • exercise yard • float or trailer parking areas • grandstands or spectator viewing areas • grounds and gardens • hose bays • kennels • machinery sheds • mobile starting barriers • rails and fences • sand roll • semaphore board and timing equipment • signage • steward and camera towers • swab box • tie up stalls and stabling

RANGE STATEMENT

Track security protocols may involve:

- totalisator area and equipment.
- closed circuit camera operation
- lighting
- registered and licensed persons
- relevant rules of racing
- restricted areas
- stewards' operations
- track opening times.

Supervising crossings or other areas of potential contact with animals may involve:

- adhering to animal welfare principles
- attendant leading horses person to person in tie up or other exercise areas
- horses using crossings in single file, unless led off a hack
- loading and unloading horses from floats in safe manner
- trainer or attendant responsibility for cleanliness of sand roll after use
- trainer or attendant responsibility for use of bridle or bit on horses, or muzzles on greyhounds, on race club property
- using personal protective equipment in all activities with horses or greyhounds.

Equipment and machinery may include:

- chemical spray apparatus
- electrical boards
- escalators and lifts
- fire equipment
- gardening tools
- hydrants
- irrigation pipes and sprinklers
- lighting
- mirror box
- mobile starting barriers
- photo finish equipment
- public address system
- rails
- soil aerators and spreaders
- starting boxes
- tractors and harrows
- travelling irrigators.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common