



Australian Government

Department of Education, Employment and Workplace Relations

RGRADM402A Prepare for race meeting special events

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to prepare for race meeting special events and includes pre and post-event inspections of race club facilities, equipment, machinery and infrastructure. It requires knowledge of regulations related to workplace health and safety, including emergency evacuation and communication skills to discuss client and contractor requirements.

This unit of competency operates in workplace environments of racing administration, stables, kennels, 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 authorised to prepare for race meeting special events.

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
Plan for special event.	1. Special event requirements are clarified with race club personnel. 2. Pre-planning work roster with monthly, weekly and daily objectives is prepared. 3. Contractor and client requirements are discussed and logged, and equipment is ordered. 4. Site plan is prepared for allocation of client and contractor venues. 5. Compliance with OHS, environmental, race club and other requirements is verified with contractors, clients and staff. 6. Emergency evacuation plan is prepared and signage erected.
Oversee post special event clean-up (pull down).	7. Access for contractors is managed to avoid potential site congestion and public access. 8. Inventory is checked for return of all race club equipment. 9. Damage to equipment or infrastructure is reported and repairs are initiated by following workplace procedures or supervisor instructions. 10. Before site is declared open for regular access, area is checked for safety and removal of all items, equipment and contractor supplies.

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 race club staff, licensed or registered personnel, and industry officials using assertive communication techniques to gather, interpret and relay information related to preparing for special events
- completing duties in accordance with safe operating procedures and nominated time frame

REQUIRED SKILLS AND KNOWLEDGE

- completing roster preparation
- complying with OHS legislation, regulations and codes of practice
- complying with organisational policies and procedures
- delegating duties to staff
- giving, receiving and interpreting instructions
- making effective decisions
- operating equipment and technology, including new technology as required
- reading and interpreting workplace documentation, including rules of racing
- recognising faulty equipment, machinery and infrastructure
- 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

- detailed understanding of applicable federal, state or territory legislation and regulations, and national standards and codes of practices relevant to full range of processes relating to work role and responsibilities
- environmental protection requirements
- organisational policies and procedures
- principles of effective communication
- racing industry safety requirements, including safe operating procedures
- relevant workplace documentation and its purpose
- rights and responsibilities of employees, supervisors, employers and contractors
- specific customer requirements in relation to access and cultural requirements and protocols
- time management in the completion of workplace tasks
- types of equipment and procedures for their 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 preparing for race meeting special events
- implementation of procedures and timely techniques for safe, effective and efficient special events preparations
- working with others to undertake and complete preparation 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 manage race meeting operations
- relevant racing industry work sites, such as administration buildings, racetracks and registered race meetings
- 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, for example:

- RGRCMN401A Maintain and monitor OHS procedures and environmental work practices.

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 prepare for race meeting special events. Workplaces include greyhound, harness and thoroughbred racecourses, training tracks, administration buildings and public areas.

Special event ***requirements*** may include:

- access for contractors
- audiovisual, including assistive technology requirements

RANGE STATEMENT

- beverages
 - catering, including specific dietary requirements
 - cleaning
 - entertainment
 - hospitality
 - marquee or additional hospitality areas
 - media
 - parking, including accessible parking for people with a disability
 - photography
 - power
 - reviewing contractors' safe operating procedures
 - risk management
 - security
 - signage, including accessible signage
 - site or venue
 - speakers
 - suppliers
 - transport, including arrangements for groups such as people with a disability.
- Work roster** tasks may include:
- checking operation and soundness of infrastructure and facilities, including:
 - public address system
 - signage
 - spectator viewing facilities and seating
 - erection and pull down of marquees
 - landscaping and grounds
 - track surrounds preparation.
- Contractor and client requirements** may include:
- casual or fixed-term basis
 - control over work and how services are to be performed
 - contractor safe operating procedures
 - delegation
 - draft contract
 - hours worked
 - legal risk
 - payment to contractor upon results achieved or completion of work
 - procedures for safe use, handling, storage and

RANGE STATEMENT

Emergency evacuation plan will include:

- transport of plant and substances
- providing adequate facilities for the welfare of employees, contractors and other people
- services and equipment provided
- shared understanding
- skills and experience.
- addressing legal obligations, including:
 - common law of negligence
 - statutory requirements
- designating emergency personnel, including:
 - chief emergency warden
 - first aid officers
 - floor, building and site wardens
- emergency procedures covering:
 - chemical incident
 - earthquake
 - fire
 - gas leakage
 - high winds
 - hold up
 - security threat, such as bomb threat
 - structural fault
- developing procedures for:
 - conducting emergency evacuation drills
 - emergency signage requirements
 - first aid facilities
 - information for hirers
 - initial function announcements regarding emergency exits and assembly points
 - site assembly points
- establishing time frame to review:
 - emergency telephone contact numbers
 - fire extinguisher currency
 - operation of:
 - alarms
 - emergency lighting
 - generators
 - public address system.

RANGE STATEMENT

Safety check will include:

- applying industry-applicable safe operating procedures
- identifying and preventing hazards
- controlling and minimising risks
- eliminating hazardous substances and materials
- safely using and operating equipment and machinery
- applying safe manual handling procedures, including:
 - carrying
 - lifting
 - shifting.

Unit Sector(s)

Unit Sector

Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area

Racing common