



Australian Government

Department of Education, Employment and Workplace Relations

RGRPSG405A Operate a greyhound racing training business

Release: 1

RGRPSG405A Operate a greyhound racing training business

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to comply with racing regulatory authority requirements as a trainer, including acquiring and maintaining a trainer's license, keeping records and submitting documents to the racing authority; administering payment and invoicing for services; providing safe, healthy and secure facilities suitable for the preparation of greyhounds for racing that also comply with local government requirements; upholding safe operating procedures for the welfare of staff, the public and greyhounds; and conducting training operations that reflect a positive image of racing.

This unit also requires the practical care and management of racing greyhounds and application of OHS standards in the workplace.

This unit of competency operates in work environments of racing 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 trainers and others in the greyhound racing industry responsible for operating a greyhound racing training business.

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
Determine racing business structure.	1. Rules and regulations relating to obligations and responsibilities of licensed trainers are followed. 2. Racing premises design, security and location comply with racing, local government, animal welfare and OHS requirements. 3. Options for training business structure are evaluated.
Maintain basic racing record-keeping requirements.	4. Racing registrations and licenses are organised and maintained. 5. <i>Racing documents</i> are completed. 6. Greyhound kennel records are maintained .
Establish and implement arrangements for training greyhounds.	7. Obligations resulting from contractual arrangements are understood and met. 8. Expenses involved in training greyhounds are defined and costed. 9. Arrangements between trainer, staff, clients and contractors are negotiated, implemented and documented. 10. Schedule for payments of fees, invoices and accounts complies with racing and financial requirements .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- adhering to responsibilities under relevant legislation and workplace practices
- checking invoices and completing payments
- communicating with racing officials, kennel staff, greyhound health specialists and others using assertive communication techniques to gather and relay information related to operating a greyhound racing training business
- complying with animal welfare policies in the care and management of greyhounds
- ensuring license and registration applications are completed, submitted and maintained
- ensuring security of medications and kennel complies with racing regulatory authority requirements
- incorporating safe work practices into all instructions and procedures

REQUIRED SKILLS AND KNOWLEDGE

- maintaining required insurances
- maintaining staff employment and related payroll records
- maintaining taxation records
- preparing and distributing invoices
- preparing and maintaining kennel and medication records
- providing assistance to others in the workplace
- reading and interpreting workplace documentation, including relevant rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- resolving conflict
- written communication skills to complete workplace documentation and reports.

Required knowledge

- animal welfare obligations
- business registration and related obligations, including taxation and insurance
- council requirements for the operation of a racing kennel
- employment conditions and recruitment options
- license and registration requirements for staff and greyhounds
- OHS obligations and racing industry safe operating procedures
- rules of racing.

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 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 operating a greyhound racing training business
- documentation related to a number and variety of racing greyhounds that are presently in training and housed in registered training facilities
- implementation of procedures and timely techniques for the safe, effective and efficient operation of a greyhound racing training business
- working with others to implement and complete procedures that meet required outcomes.

Evidence should be collected over a period of time and be focused on business activities of an establishment that trains racing greyhounds. Theoretical components can be assessed in a simulated situation but must be related to racing industry conditions and context.

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:

- a variety of greyhounds currently in training
- commercial racing training establishments, and training and racetracks
- materials and equipment relevant to assessing candidate's ability to operate a greyhound racing

EVIDENCE GUIDE

Method of assessment

training business

- work instructions and related documentation.

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

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
- inspection of completed work
- simulation exercises conducted in a State Principal Racing Authority approved simulated environment.

Where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- RGRCMN001A Comply with the rules of racing and related protocols
- RGRCMN401A Maintain and monitor OHS procedures and environmental work practices
- RGRPSG406A Promote and maintain business arrangements with greyhound owners.

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.

RANGE STATEMENT

The range statement provides details of how this competency can be used in the workplaces of the racing industry to operate a greyhound racing training business. Workplaces include kennels and racecourses, training tracks and public areas.

- Obligations and responsibilities of licensed trainers*** may include:
- complying with Australian rules of racing and local rules of racing of the state or territory regulatory racing body
 - complying with national and state codes of practice; federal, state and territory legislation; and local government regulations covering animal welfare
 - complying with OHS legislation and regulations and environmental work practices
 - confirming arrangements for collection of prize money and distribution to owners
 - confirming arrangements for payment of race entry fees and track fees
 - confirming owner representative
 - ensuring all staff are registered or licensed
 - ensuring kennel adheres to council regulations and by-laws, for example:
 - buildings
 - disposal of waste
 - instructing staff in safe work practices
 - maintaining kennel security
 - providing information to racing regulatory officers.
- Options for training business structure*** may include:
- whether trainer need to register for goods and services tax (GST) and acquire an Australian business number (ABN) for distributing prize money
 - location of training kennels, such as:
 - country
 - metropolitan
 - provincial
 - operating as a sole trader, partnership or company
 - staffing requirements.
- Racing registrations and licenses*** may include:
- owner-trainer
 - public trainer.

RANGE STATEMENT

- Racing documents*** will include:
- greyhounds' official racing documents
 - kennel medication control information and declarations
 - kennel records for individual greyhounds
 - race nominations and acceptances
 - race programs
 - race results
 - race scratching notification
 - registration identification cards for trainers and attendants
 - steward inquiry information and notices.
- Kennel records*** may include:
- medication records
 - major injuries
 - notes on feed requirements
 - race and trial performances
 - racing official notifications and related correspondence
 - records of nominations lodged
 - therapeutic treatments
 - training schedules
 - vaccinations
 - veterinary treatments.
- Obligations resulting from contractual arrangements*** will include:
- license obligations to comply with rules of racing
 - Sale of Goods Act
 - requirements to complete or provide agreed services.
- Expenses involved in training greyhounds*** may include:
- advertising
 - building maintenance
 - council rates
 - feed, including supplements
 - gear and equipment purchase, maintenance and repair
 - kennel rent or mortgage expenses
 - insurance
 - license and registration maintenance
 - medication
 - office operation expenses
 - race entry fees
 - specialist services, including:

RANGE STATEMENT

- complementary therapists
 - veterinarians
 - taxation obligations
 - track fees
 - transport and travel costs
 - utilities, including:
 - power
 - telephone
 - water
 - vehicle purchase and running costs
 - wages and associated on-costs, including:
 - superannuation
 - workers' compensation.
- Arrangements between trainer, staff, clients and contractors** may include:
- client:
 - decisions on when to race greyhound
 - decisions on when to retire greyhound or remove from kennels
 - decisions on who pays for greyhound expenses (flat rate all inclusive or other arrangement)
 - payment of accounts by monthly invoice or other arrangement
 - services to be provided
 - contractor:
 - confirming who has authority to order services and equipment on behalf of trainer
 - confirming whether accounts will be settled monthly or cash on delivery
 - negotiating plans of treatment or service to be provided for special situations
 - negotiating whether individual client or trainer will be billed for services provided
 - staff:
 - conditions of employment, including hours and days of work
 - wages
 - work duties and safe operating procedures.
 - ensuring accounts are paid on time to ensure operation of kennel is safe and maintains welfare of greyhounds and staff
- Racing and financial requirements** may include:

RANGE STATEMENT

- meeting taxation obligations, including:
 - GST
 - income taxation
- proving to the satisfaction of the racing regulatory authority that a trainer has the financial resources to operate a racing kennel.

Unit Sector(s)

Unit Sector Greyhound racing code

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing performance services