



Australian Government

RGRPSH417A Participate in protests, inquiries and appeals

Release: 1

RGRPSH417A Participate in protests, inquiries and appeals

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to identify relevant rules of racing; participate in protests, inquiries and appeals; understand procedures; recognise rights and responsibilities; seek advice; and provide clear and accurate information.

It is recommended that RGRCMN001A Comply with the rules of racing and related protocols be delivered in conjunction with or before this unit of competency.

This unit of competency operates in work environments of racing stables, racecourses, administration buildings 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 racing industry personnel to prepare for and participate in protests, inquiries and appeals.

Competencies attained in this unit apply to the harness and thoroughbred codes of the industry. Consequently when performance criteria are applied they will relate to the harness or thoroughbred code and statements of attainment 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

Prepare for protests and inquiries.

1. ***Nature*** of protest or inquiry is known and understood.
2. Relevant ***rules of racing*** are identified.
3. Protest and inquiry ***participants*** are confirmed.

Participate in protests and inquiries.

4. Rights, responsibilities and procedures are understood and observed.
5. Nature of the charge and plea options are verified.
6. ***Clear and accurate information*** is provided in protests and inquiries.

ELEMENT	PERFORMANCE CRITERIA
Prepare for appeals.	7. Advice is sought prior to lodging appeal. 8. Relevant rules of racing are identified. 9. Appeals lodged according to rules of racing.
Participate in appeals.	10. Rights, responsibilities and procedures are understood and observed. 11. Appellant is dressed suitably and addresses tribunal members and others appropriately. 12. Written statements and documents are relevant and legible. 13. Verbal evidence and statements are succinct and relevant to the appeal.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- applying relevant industry rules and regulations pertaining to rights, responsibilities and dress codes
- communicating with stewards, racing officials, co-workers and others using assertive communication techniques to gather, interpret and relay information related to protests, inquiries and appeals
- completing procedures within nominated time frames
- gathering evidence relevant to racing or other incidents covered by rules of racing
- identifying rights, responsibilities and procedures of protests, inquiries and appeals
- identifying protest, inquiry and appeal participants
- interpreting and relating personal conduct to rules of racing
- lodging an appeal
- 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
- understanding nature of the protest or inquiry
- verifying nature of the charge and plea options
- written communication skills to complete workplace documentation and reports.

Required knowledge

- protest, inquiry and appeal processes and procedures

REQUIRED SKILLS AND KNOWLEDGE

- communication procedures within stable and wider racing industry
- personal grooming and presentation requirements
- protocols and procedures for communicating with stewards and tribunal members
- range of documentation and records used in protests, inquiries and appeals
- relevant 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 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 participating in protests, inquiries and appeals
- documentation related to information and evidence gathered for a number of protest, inquiry and appeal situations
- implementation of procedures and timely techniques for safe, effective and efficient participation in protests, inquiries and appeals
- working with others to undertake and complete tasks related to managing participation in protests, inquiries and appeals that meet required outcomes.

Evidence should be collected over a period of time and be focused on business activities of an establishment that trains harness or thoroughbred horses. Assessment in a simulated situation must be related to racing industry conditions and context.

Context of and specific resources for assessment

Competency may be assessed in an actual workplace or simulated environment that provides access to the required resources. Assessment is to occur under

EVIDENCE GUIDE

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 effectively participate in protests, inquiries and appeals
- work instructions and related documentation.

Method of assessment

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
- simulation exercises.

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

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 participate in protests, inquiries and appeals. Workplaces include administration buildings, harness and thoroughbred stables and racecourses, training tracks and public areas.

Nature of protest or inquiry may include:

- careless riding or driving
- drug use
- race meeting or non-race meeting
- running and handling
- viewing race footage
- weight infringement.

Rules of racing may include:

- Australian and local rules of racing
- animal welfare
- constitutional
- interpretation
- licensing
- offences
- penalties
- registration
- race meetings
- stewards
- syndication.

Participants may include:

- apprentice jockeys
- apprentice stablehands
- drivers
- employers or authorised trainers
- jockey mentors
- riders' advisory panel members
- senior jockeys
- stewards
- strappers or stablehands
- trackwork riders
- trainer of horse ridden or driven in race
- other persons nominated by stewards.

Rights, responsibilities and procedures may include:

- appeal against stewards' decision
- gathering evidence, for example videos

RANGE STATEMENT

	• legal parameters within the rules of racing • right to natural justice or procedural fairness during the conduct of inquiries, protests and appeals • responsibilities of employer or trainer • stewards' rights and obligations under the rules of racing when conducting a protest, inquiry or appeal • time frames: • adjournment • dealing with protests immediately due to race meeting commitments • first level and second level appeals • outcome of protest may lead to inquiry at later date.
<i>Clear and accurate information</i> may include:	• clarifying what interview is about • presenting clear and accurate information in a logical order • relating evidence with reference to relevant rules and regulations • speaking clearly • using non-discriminatory language • using effective listening and speaking skills • verifying what has been said or done and why it has been said or done.
<i>Advice</i> prior to lodging an appeal may include:	• avenue of appeal at first level or second level • application for stay of proceedings • harness code has no first level appeals committee • independent appeals process • legal advice • level of fine or suspension duration • lodgement of notice of appeal and fees • racing appeals tribunal • subject matter of appeals and associated rules of racing • time frame of appeal related to statutory requirement.
<i>Dressed suitably</i> may include:	• industry dress codes • personal grooming requirements • personal presentation in the public eye

RANGE STATEMENT

Addressing tribunal members and others appropriately may include:

- similar to standards at race meetings, for example member's area.
- addressing tribunal members politely
- refraining from swearing, arguing or fighting
- refraining from interrupting
- remaining patient
- using assertive but not aggressive body language and voice
- using language that is not patronising but at a suitable level.

Unit Sector(s)

Unit Sector Harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing performance services