



Australian Government

Department of Education, Employment and Workplace Relations

RGRPSH504A Develop systems and records for horse racing business training operations

Release: 1

RGRPSH504A Develop systems and records for horse racing business training operations

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to identify the roles and responsibilities of trainer and staff; develop protocols and procedures for horse care, management, exercise and emergency care; and relay this information to staff. The unit also includes the preparation and upkeep of record-keeping systems for reporting day-to-day activities and incidents in a racing stable.

This unit also requires the practical care and management of harness or thoroughbred racing horses and the application of OHS standards in the workplace.

This unit of competency operates in work environments of racing stables, paddocks, yards, 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 leading hands, trainers and others authorised to supervise the day-to-day operations of a racing stable.

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.

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

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
Set stable hierarchy.	1. Person in charge in trainer's absence is determined. 2. Staff duties and rosters are developed.
Prepare policies for training stable operations.	3. Policies for acceptance or release of horses are developed and relayed to staff. 4. Policies and procedures for visitors to the stable are developed and relayed to staff. 5. Emergency plans and procedures are developed and relayed to staff. 6. Policies and procedures for handling and storage of chemicals and medications are developed and relayed to staff. 7. Disease and infection control protocols are developed.
Prepare procedures for daily activities and horse handling.	8. Procedures for handling horses are developed and relayed to staff. 9. Procedures and reporting requirements for feeding and watering horses are developed and relayed to staff. 10. Procedures for reporting illness or injury, and for the treatment and medication of horses are developed and relayed to staff. 11. Procedures for husbandry of horses are developed and relayed to staff. 12. Schedules for exercise of horses are prepared. 13. Procedures for maintenance of tack and equipment are developed and relayed to staff.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- applying quarantine control measures for isolation of sick horses and prevention of transference of disease by horses, other animals and humans
- communicating with staff, co-workers and others using assertive communication techniques to gather and relay information related to systems and records in horse racing training business operations
- demonstrating basic first aid techniques for horses to staff who will provide these skills under supervision, and providing feedback on technique
- demonstrating safe work procedures, including horse handling techniques and

REQUIRED SKILLS AND KNOWLEDGE

providing feedback to staff

- designing and preparing basic record-keeping systems
- evaluating risks associated with catching, handling and restraining horses
- explaining characteristics of sick and healthy horses to staff
- explaining signs and symptoms of shock, lameness, and common illnesses and injuries in horses
- identifying and correctly using different treatments
- identifying and recording horse irregularities
- incorporating safe operating procedures into all instructions
- prioritising daily activities, incidents and emergencies
- 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
- verifying that records are accurate and up-to-date
- written communication skills to complete workplace documentation and reports.

Required knowledge

- common horse behaviour, social traits and vices
- common illnesses and injuries in horses
- communication procedures within stable and wider racing industry
- disease control and reporting requirements
- effective working relationships, including teamwork
- exercise routines and training programs for horses being prepared for racing
- handling techniques for horses
- horse first aid
- horse husbandry
- industry terminology related to handling, treating and exercising horses
- quarantine and emergency disease control protocols and procedures
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- 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 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 developing systems and records for racing business operations
- implementation of procedures and techniques for the safe, effective and efficient operation of systems and records
- documentation related to a number and variety of racing horses that are presently in training and housed in registered training facilities
- working with others to implement and complete procedures that meet required outcomes
- consistent prioritising and timely completion of procedures that safely, effectively and efficiently meet required outcomes.

Evidence should be collected over a period of time using a range of stable management and exercise scenarios for racehorses of different ages and sexes, and at different stages of preparation in a racing stable. Theoretical components can be assessed in a simulated situation but must be related to racing industry conditions and tasks.

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 prepare documents and give

EVIDENCE GUIDE

	instructions on the care, management and exercise of horses in a racing stable 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 • 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: • RGRPSH302A Supervise handling of horses • RGRCMN401A Maintain and monitor OHS procedures and environmental work practices • RGRPSH408A Manage horse health and welfare • RGRPSH409A Determine nutritional requirements for racing horses • RGRPSH421A Operate horse racing training business • RGRPSH501A Plan and adapt training and conditioning programs for racehorses • TAADEL301A Provide training through instruction and demonstration of work skills.
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 develop systems and records for horse racing business training operations. Workplaces include harness and thoroughbred racing stables and racecourses, training tracks and public areas.

Stable hierarchy may include:

- clarifying steward's rights to inspect premises and question any racing participant
- clarifying trainer's rights and responsibilities to horse welfare, safety and compliance with rules of racing
- clarifying what types of information can be relayed to owner or other visitors to the stable
- identifying job responsibilities and limit of decision making authority of staff members
- identifying staff members who can make decisions to change or modify trainer instructions or normal procedures
- explaining who staff should report information or incidents to on a daily basis
- verifying who and under what circumstances veterinarian, farrier or others can be contacted for emergencies.

Acceptance or release of horses may include:

- checking special diet, medication or other requirements with owner, recording same and advising trainer or supervisor
- collecting owner contact details
- collecting horse's registration papers
- completing relevant documentation
- confirming identification of horse on arrival and departure
- confirming that trainer knows that horse is due to arrive
- ensuring rugs and other equipment sent with a horse are labelled, recorded and returned with horse when it leaves
- ensuring horse is healthy and fit to travel
- ensuring trainer has approved removal of horse from stables

RANGE STATEMENT

- isolating and monitoring horse where possible for the first few days after arrival in case of disease or illness
- verifying that horse is fit and healthy when it arrives.

RANGE STATEMENT

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- Emergency plans and procedures*** may include:
- general property emergencies, including:
 - building or facility damage
 - electrocution
 - exposure to toxic substances
 - fire
 - power failure
 - horse emergencies, including:
 - cast horse
 - horse with colic
 - injured horse
 - suspected contagious disease.
- Handling and storage of chemicals and medications considerations*** may include:
- avoiding contamination of racing horses with medications that may cause a positive swab, including human medications and illegal or prohibited substances
 - keeping chemicals in approved containers and lockable storage
 - keeping medication for horses in lockable storage
 - maintaining medication use records
 - providing chemical use instructions to users
 - providing medication and sharps disposal containers
 - providing personal protective equipment for users of chemicals
 - verifying medications to prevent giving medication to wrong horse.
- Disease and infection control protocols*** may include:
- hygiene practices to minimise risk of spreading disease between horses
 - hygiene practices to prevent spread of disease between horses and people
 - identifying signs and symptoms of potentially infectious diseases
 - monitoring new horses or those that have returned after spell or long trips in commercial transports
 - national animal emergency disease control protocols
 - providing quarantine area for new or sick horses.
- Husbandry of horses*** may
- demonstrating handling techniques, including

RANGE STATEMENT

include:

judicial use of restraints

- determining who can handle potentially less reliable horses, including young stock and stallions
- developing diet for individual horses
- exercise management of horses not being ridden or driven
- maintaining a diary of daily activities relating to the movement, management and exercise of horses
- monitoring and recording vital signs and other health indicators
- recording administration of medication, vaccinations, therapeutics and worming preparations, including type, amount and date of administration
- recording information on shoeing and hoof care
- recording injuries, illnesses, diseases and treatments for individual horses
- recording response to diet and any changes to diet
- warm-up and cool-down requirements for horses being exercised
- weighing horses and recording information.
- cleaning and conditioning saddlery, transport equipment, rugs, bandages and boots on a daily, monthly and annual basis
- cleaning and servicing gigs (harness)
- organising safety inspection of electrical leads and appliances
- listing gear and equipment requiring repair
- regular inspection protocol of all tack and equipment
- stock control of rugs and saddlery sent for repair.

Maintenance of tack and equipment may include:

Unit Sector(s)

Unit Sector

Harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing performance services