



Australian Government

Department of Education, Employment and Workplace Relations

RGRROP313A Process race nominations and acceptances

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to interpret and record information related to the processing of race nominations and acceptances. It requires an ability to operate computers and other relevant technology, interpret racing terminology, liaise with stewards and other racing officials, manage time in the completion of tasks and process work-related documentation.

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 racing industry personnel required to perform nomination and acceptance administration duties of a racing governing body or race club as part of their job role.

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 either the greyhound code or harness code or the 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

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
Process nominations.	1. Information is recorded and interpreted using <i>racing terminology</i> and procedures. 2. Payments for nominations are validated and recorded. 3. Information is verified with <i>nominator</i> where it is unclear or missing. 4. Nominations are processed within <i>defined time frames</i>.
Process acceptances.	5. <i>Acceptances</i> are declared and invoices are generated. 6. Payments for acceptances are validated and recorded. 7. Acceptances are validated and <i>race field</i> is declared in accordance with the <i>rules of racing</i>.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- accurate computer and data processing skills
- applying OHS and environmental work procedures
- communicating with stewards, racing officials, licensed and registered personnel and others using assertive communication techniques to gather, interpret and relay information relating to race nominations and acceptances
- completing duties in accordance with safe operating procedures and nominated time frame
- complying with organisational policies and procedures
- consulting concisely and effectively with customers, colleagues and team members
- evaluating advantages or disadvantages of a variety of potential solutions to resolve problems
- making effective decisions
- operating a range of office equipment and technology
- providing prompt and courteous customer service
- 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
- written communication skills to complete workplace documentation and reports.

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

- communication procedures, including reporting lines within the workplace and wider racing industry
- ethical conduct standards of relevant racing principal authority
- hazards and potential hazards in the workplace and risk control procedures
- industry terminology related to nominations and acceptances
- OHS and environmental legislative requirements
- organisational policies and procedures
- principles of effective communication
- procedures for operation and maintenance of equipment
- relevant rules of racing
- reporting requirements for irregularities and problems.

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 conducting nomination and acceptance procedures
- implementation of procedures and timely techniques for the safe, effective and accurate application of nomination and acceptance procedures
- working with others to undertake and complete 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. 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:

- industry supervised access to racing administration offices relevant to the applicable racing code
- materials and equipment relevant to assessing candidate's ability to complete nomination and acceptance procedures
- 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:

EVIDENCE GUIDE

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Racing terminology may include:

- animal identification features, including:
 - age
 - bloodlines
 - colours and markings
 - gender
- approved gear
- class of races for specific racing code.
- licensed trainer of the greyhound or horse on the owner's or lessee's behalf
- the authorised agent of any of them.

Nominator may be:

RANGE STATEMENT

- Defined time frames** may include:
- time frames as determined by race clubs and race programmers related to:
 - nominations
 - weights
 - acceptances
 - driver or rider declarations
 - scratchings or withdrawals
 - stable returns
 - gear changes.
- Acceptance** requirements may include:
- fees
 - greyhounds or horses nominated to race
 - minimum handicap weights
 - scratchings after acceptances
 - usually published in weight order.
- Race field** will be:
- final list of horses in a race with drivers or riders declared and barrier numbers or placements allocated
 - final list of greyhounds in a race and box draw numbers.
- Rules of racing** relevant to race fields will include:
- alterations to entries or weights
 - balloting out
 - cancellation, abandonment or postponement
 - combining races
 - division of fields
 - minimum number of runners
 - moveable rails, which may reduce number of runners.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common