



Australian Government

Department of Education, Employment and Workplace Relations

RGRROP315A Perform duties of timekeeper at greyhound or horse race meetings

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 day operation of timing devices, computers and other technology. It requires an ability to liaise with stewards and other racing officials, work to deadlines and report on race outcomes.

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 who are required to perform timekeeping procedures at greyhound or horse race meetings 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
Prepare for race meeting.	1. Race program and race start times are confirmed. 2. Operation of timing devices is verified. 3. Contingency plans are established in case of timing malfunction. 4. Clear line of sight to start and finish of race is confirmed.
Measure race time.	5. Timekeeper is in position when field is under control of the starter. 6. Timing device is triggered at race start and verified. 7. Timing device cut-off is confirmed as first runner passes the winning post.
Record race time.	8. Race time is measured. 9. Race time is verified. 10. Race time is announced .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required 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 timekeeping operations
- completing duties in accordance with safe operating procedures and nominated time frame
- complying with organisational policies and procedures
- consulting concisely and effectively with colleagues and team members
- dexterity in manual timekeeping
- evaluating advantages or disadvantages of a variety of potential solutions to resolve problems
- making effective decisions, including accurately identifying correct winner in a tight finish
- numeracy skills to perform simple calculations
- operating timekeeping equipment and technology
- reading and interpreting workplace documentation, including relevant rules of racing

REQUIRED SKILLS AND KNOWLEDGE

- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- visual acuity sufficient to identify correct winner
- written communication skills to complete workplace documentation and reports.

Required 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
- identification features of greyhounds or horses
- industry terminology related to racing procedures and timekeeping operations
- OHS and environmental legislative requirements
- organisational policies and procedures
- principles of effective communication
- purpose and comprehension of racing operations documentation
- relevant rules of racing
- race colours and barrier or box numbers
- reporting requirements for irregularities and problems
- types of equipment and procedures for operation and maintenance.

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 timekeeping procedures
- implementation of procedures and timely techniques for the safe, effective and accurate application of timekeeping 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 race meetings and timekeeping facilities relevant to the applicable racing code
- materials and equipment relevant to assessing candidate's ability to complete timekeeping 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:

- written and/or oral assessment of candidate's required

EVIDENCE GUIDE

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.

Race program and race start times are confirmed by:

- consulting race book
- liaising with racing officials.

Timing devices may include:

- automatic and computerised devices
- lynk systems
- manual stopwatches
- timing to point one of a second.

Contingency plans established may include:

- judge and assistant judge also operating timing devices
- manual timekeeping.

Race time is announced:

- automatically on the semaphore board
- by race caller announcement.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common