



Australian Government

Department of Education, Employment and Workplace Relations

RGRROP401A Perform duties of race programmer

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to perform the administration duties of a racing governing body race programmer. It requires an understanding of the role of the TAB and knowledge of the relevant codes' permanent race and trial calendars and the impact of changes to programs when preparing race programs.

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 prepare race programs for a racing governing body 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

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
Review previous race programs.	1. Size of fields at each track in previous season is reviewed. 2. <i>Size and number of trials</i> in previous season at each track are reviewed.
Consider requests for program amendments.	3. TAB supported meetings are noted. 4. One-off or <i>special program requests</i> are considered. 5. <i>Permanent changes to calendar</i> are considered in relation to expected support from starters.
Prepare program.	6. Program is planned to accommodate club requests for dates and regular carnivals where possible. 7. Program is planned to include race classes and distances to accommodate expected demand. 8. Program is planned to utilise TAB supported dates. 9. Program is finalised within time frames.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- accurate computer skills, including:
 - data entry
 - spreadsheet
 - word processing
- 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 programming requirements
- 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

REQUIRED SKILLS AND KNOWLEDGE

- operating a range of office equipment and technology
- 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
- researching and analysing data related to race programming and scheduling
- 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
- industry terminology related to race programming and wider racing industry
- OHS and environmental legislative requirements
- organisational policies and procedures
- principles of effective communication
- procedures for operation and maintenance of office equipment and technology
- relevant rules of racing
- reporting requirements for irregularities and problems
- size and structure of the racing industry, including:
 - classes of races and special events
 - racetracks and their field capacity
 - numbers of registered greyhounds or horses
 - other codes' race programs.

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 programming races
- implementation of procedures and timely techniques for the safe, effective and accurate application of race programming 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 race programming 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.

Programs may include:

- calendar of races and official trials for greyhounds, harness or thoroughbreds compiled in consultation with race clubs and other codes' requirements, and TAB defined race allocations in separate jurisdictions
- greyhound race classes, including:
 - 5th to 1st grade
 - aged
 - maiden
 - non-graded
- harness race classes. including:

RANGE STATEMENT

- age
- claiming
- classic
- C0 to C8
- country
- graduation
- M0 to M8
- metropolitan
- show
- sire stakes
- thoroughbred race classes, including:
 - class 1 to 6
 - class A to D
 - group
 - listed
 - open
 - restricted
 - special conditions
 - transition
 - trophy
 - weight for age.

Reviewing considerations regarding ***size and number of trials*** will include:

- age
- class
- distance
- location of trials, for example:
 - country regions
 - provincial
 - metropolitan
- nominations received
- official trials and unofficial trials (jump outs)
- race club requests for additional trials.

Considerations for ***TAB supported meetings*** will include:

- allocation per state or territory
- location of meetings
- non-TAB meetings
- number of Saturday meetings
- sequencing for Sky Channel coverage.

Special program requests may include:

- administration error, for example no two-year old races

RANGE STATEMENT

Relevance of *permanent changes to calendar* includes:

- amendments arising from trainer requests
- charity events
- distance changes due to rail relocation during prolonged inclement weather
- race club sponsored race days
- replacement races or meetings for postponed meetings.
- country, provincial or metropolitan program set times
- impacts of changes, including:
 - betting turnover
 - patron attendance
 - prize money distribution
 - training program requirements for individual greyhounds or horses
- setting before beginning of season.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common