



Australian Government

Department of Education, Employment and Workplace Relations

RGRROP408A Perform duties of betting supervisor or steward 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 perform the duties of a betting supervisor at race meetings, including pre-race and race meeting checks of a variety of documentation. It requires knowledge of rules of racing related to betting ring and internet wagering activity, high level communication skills to mediate effectively in betting disputes, and analytical and mathematical skills to effectively monitor and interpret wagering information. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant racing controlling body. For this reason enrolment in this unit of competency is restricted to people currently employed as a stipendiary or cadet steward or those who have been approved by a State Principal Racing Authority to undertake this unit.

Application of the Unit

Application of the unit

This unit of competency supports authorised racing officials to perform the job functions associated with the duties of a betting supervisor at race meetings. 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
Gather information relating to market prices and fluctuations.	1. Expected form of racing greyhounds or horses is determined. 2. <i>Race performance</i> is interpreted. 3. Betting information is collected, interpreted and reported to stewards. 4. Fluctuations and anomalies in prices are monitored, noted and reported to stewards prior to race. 5. Bookmakers' telephone calls are monitored. 6. Internet wagering activity is monitored. 7. Activities in betting ring and surrounds are observed.
Mediate in betting disputes.	8. Wagering disputes are clarified. 9. Wagering disputes are investigated. 10. Wagering disputes are resolved or referred to stewards.
Inspect betting ledgers and other records of transactions.	11. Wagers accepted are compared with legislative requirements. 12. Bookmakers' ledgers and other records are reviewed for compliance with rules of racing and legislative requirements . 13. Evidence of suspected non-compliance by bookmakers or their employees is compiled and presented to the chief steward or other designated personnel. 14. Ledgers and other documentation are seized and receipted for further investigation if non-compliance is suspected.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- calculating alterations to odds and reporting deviations to supervisor
- communicating with the public, industry officials, licensed or registered personnel and others using assertive communication techniques to gather, interpret and relay information related to wagering activity during the conduct and operations of racing
- managing conflict and difficult situations during mediation
- monitoring wagering and relating odds offered to current form of racing animals using various medium, including:

REQUIRED SKILLS AND KNOWLEDGE

- internet
- ledgers
- totalisator
- numeracy skills for calculating alterations to odds and recording results
- practising protocols and procedures for communicating with other stewards and officials
- providing clear and concise reports on race performance in verbal and written formats
- reading and interpreting wagering, other workplace documentation and rules of racing
- recognising individuals, for example warned-off persons
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- using computer, internet, video and DVD recording and re-play devices
- written communication skills to complete workplace documentation and reports.

Required knowledge

- effect of race incidents on animal performance
- effect of track conditions and ratings, course layout and rail placement on animal performance
- equipment used in work role and procedures for its operation and maintenance
- industry terminology related to race meeting procedures and wagering
- OHS and environmental legislative requirements
- organisational policies and procedures
- protocols and procedures for communicating with stewards, and licensed and other racing industry personnel and the public
- racing industry safety requirements, including safe operating procedures
- regular racing industry personnel, including bookmakers and clerks
- rules of racing relating to laying of bets, and rights and obligations of punters, bookmakers and other suppliers of wagering products
- wagering trends, including odds fluctuations and unusual betting patterns
- 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 monitoring wagering activity
- demonstration to confirm ability to monitor betting fluctuations and analyse and interpret bookmakers' ledgers, totalisator and other systems
- implementation of procedures and timely techniques for the safe, effective and efficient application of betting supervisor or steward duties
- working with others to undertake and complete the required procedures that meet required outcomes.

Evidence should be collected over a period of time in a range of race meeting 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:

- a variety of race meetings and race administration offices
- materials and equipment relevant to assessing candidate's ability to supervise, interpret and analyse wagering activity
- 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

EVIDENCE GUIDE

are:

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks
- case studies covering a range of wagering activity scenarios, accompanied by race documentation, such as form guides and stewards' reports.

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, at least one of whom should be approved by the State Principal Racing Authority.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

EVIDENCE GUIDE

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.

Expected form may include:

- betting ring and TAB prices
- form guide
- greyhound's or horse's age, number of race starts or trial starts, variety of tracks and track conditions and class or grading of race
- driver or rider error and experience
- other incidents in previous race starts, such as:
 - careless driving or riding
 - interference
 - lack of race fitness
 - missing the start.

Race performance interpretation may include:

- hearing race call
- reading form
- watching race.

Observations of ***activities in betting ring and surrounds*** may assist with:

- developing a good memory for faces
- monitoring bookmaker or punter compliance with established protocols
- noting familiar and unfamiliar faces.

Wagering disputes may be caused by:

- false, misleading or fictitious entries in betting sheets
- illegible entries on betting tickets
- lack of identification of person making bet

RANGE STATEMENT

<i>Bookmakers' ledgers</i> may be checked to:	• lack of information regarding horse name or number on betting tickets • non-payment of bet. • ensure compliance with rules of racing • maintain integrity.
<i>Rules of racing and legislative requirements</i> may include:	• rules of racing, including: • bet-backs • bookmakers • bookmakers' clerks • rules of betting • sports betting • telephone betting • legislative compliance, with: • federal and state Bookmakers (Taxation) Act • Gaming and Betting Act • Stamp Duties Act • other state-specific Acts relating to betting.
<i>Evidence of suspected non-compliance</i> may be found by:	• comparing on-course bookmakers' ledgers to 'bag' tallies • comparing odds offered to expected form • comparing wagers accepted with legislative requirements.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common