Modification history

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| Release | Comments |
| Release 1 | This version released with the RGR Racing Training Package Version 1.0. |

| RGRSTD403 | Apply principles of administrative law to investigation and resolution of racing incidents |
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| Application | This unit of competency describes the skills and knowledge required to ensure principles of administrative law are applied in the investigation and resolution of incidents in racing.  The unit applies to indioviduals authorised to conduct and resolve racing incident investigations in greyhound, harness or thoroughbred codes.  Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant Principal Racing Authority (PRA). Users are advised to check with the relevant PRA for requirements.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Steward (STD) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Apply the principles of administrative law | 1.1 Apply natural justice to the investigation and resolution of racing incidents  1.2 Follow racing protocols and procedures and due processes during the investigation and resolution of incidents  1.3 Identify circumstances requiring the exercise of powers that are outside organisational or own limits and refer to designated personnel  1.4 Identify potential risks associated with the exercise of powers and strategies to manage risks  1.5 Prepare documentation of investigations and interviews complying with the rules of racing and administrative law principles |
| 2. Conduct inquiries using effective interview techniques | 2.1 Outline the purpose and intent of the interview to all participants explaining rules and protocols to be followed  2.2 Organise and use communication and recording aids during interviews  2.3 Explain participant rights and responsibilities and determine the participant’s need for assistance  2.4 Use active listening and effective questioning techniques to elicit and clarify information  2.5 Apply strategies for dealing with difficult people and conflict situations  2.6 Conduct interviews and inquiries in a timely manner according to organisational protocols and administrative law principles |
| 3. Make decision and determine appropriate penalties | 3.1 Consult rules of racing to clarify information relating to the incident  3.2 Base decisions on evidence provided and according to the rules of racing  3.3 Consider penalties appropriate to the incident based on the evidence gathered and previous history of the participant  3.4 Announce the decision and associated penalty providing reasons to ensure a fair and transparent process  3.5 Explain right to appeal and associated process to the participant |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Reading | * Critically analyses complex documentation from a variety of sources and consolidates information relating to investigation and evidence to determine requirements and draw conclusions |
| Writing | * Documents inquiry evidence accurately, including justification for decisions and penalties, using clear language and industry terminology in workplace formats |
| Oral Communication | * Communicates with other stewards, racing officials, licensed and registered personnel and others using assertive communication techniques to gather, interpret and relay information related to racing incident investigations |
| Navigate the world of work | * Takes responsibility for following explicit and implicit policies, procedures and legislative requirements * Recognises the need for ethical behaviour and actively promotes the integrity and fairness of inquiry processes |
| Interact with others | * Manages conflict through the recognition of contributing factors and by implementing strategies to resolve conflict * Recognises the diversity in people and manages this diversity to ensure fair and transparent processes |
| Get the work done | * Makes critical decisions in complex situations based on evidence, taking into consideration a range of variables * Applies systematic and analytical decision making processes for complex and non-routine situations * Responds intuitively to problems requiring immediate resolution, drawing on past experiences to focus on the cause of a problem |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| RGRSTD403 Apply principles of administrative law to investigation and resolution of racing incidents | RGRSTD403A Apply principles of administrative law to investigation and resolution of racing incidents | Updated to meet Standards for Training Packages  Changes to performance criteria for clarity | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0 |

| TITLE | Assessment requirements for RGRSTD403 Apply principles of administrative law to investigation and resolution of racing incidents |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has applied principles of administrative law to investigation and resolution of racing incidents, on at least three occasions, including for each:   * explained purpose, procedures and protocols for conducting the inquiry interview * used a range of communication strategies to elicit facts and information and to defuse potentially difficult situations * applied the principles of natural justice and procedural fairness and complied with equity principles when gathering, reviewing and making decisions about the incident based on evidence * determined and announced penalties for infringements according to rules of racing. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * principles of administrative law, including: * natural justice * procedural fairness * due process * exercise of power * decisions based on evidence * right to appeal * penalties * industry terminology related to compliance * rules of racing for relevant code, including: * racing industry animal welfare and safety requirements * rules relating to licensed personnel, permit holders and others authorised to undertake work associated with the greyhound, harness and thoroughbred codes * communication procedures and protocols, including: * reporting lines within the workplace and wider racing industry * reporting of irregularities and problems * communication and recording aids * techniques for dealing with difficult people * questioning techniques * assertiveness skills * non-verbal communication * organisational policies and procedures for conducting inquiries * rules relating to conduct of inquiries, hearings, protests and/or appeals * ethical conduct standards of relevant principal racing authority * key principles of anti-discrimination, harassment, and confidentiality * purpose of racing operations documentation * referrals to other bodies.. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * racing administration offices, race meetings and related facilities * resources, equipment and materials: * materials and equipment relevant to assessing candidate's ability to apply the principles of administrative law to investigation and resolution of racing incidents including realistic case studies or scenarios to supplement work activities * specifications: * work instructions and related documentation.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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