Modification history

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

| RGRSTD405 | Conduct steward supervision of sample collection procedures |
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| Application | This unit of competency describes the skills and knowledge required to oversee the preparation for testing, authorisation and implementation of testing, and initiation of evidence-gathering activities for the process of sample collection from racing industry personnel and racing animals.  The unit applies to individuals authorised to oversee the collection of samples from racing personnel and racing animals 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.  Work health and safety and animal welfare legislation apply to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements. |
| 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. Inspect collection area | 1.1 Assess sampling area for cleanliness, safety and security according to racing industry requirements  1.2 Assess sampling area as suitable for human and animal comfort during collection process  1.3 Identify alternative area that complies with requirements for collection if original area is unsuitable  1.4 Check cameras and monitors for operation and accuracy of view, if provided |
| 2. Ensure sample collection complies with protocols. | 2.1 Count sample collection kits and check against laboratory distribution list  2.2 Review swab attendant's planned actions for compliance with collection procedures and protocols for nominated laboratory work  2.3 Review work health and safety operating procedures with swab attendant  2.4 Review procedures for dealing with collection incidents and non-compliance with swab attendant  2.5 Confirm procedures for storing samples and security of sample area with swab attendant and security staff |
| 3. Ensure samples are returned to laboratory. | 3.1 Count sample kits and check against laboratory distribution list  3.2 Check sampling area for mislaid documentation or sample kit items  3.3 Store samples to avoid deterioration prior to return to laboratory  3.4 Record incidents that occurred during collection process in stewards' report  3.5 Forward samples to laboratory according to racing protocols and procedures |

| 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 | * Interprets sampling procedures and other documentation and consolidates information to ensure compliance |
| Writing | * Accurately records and completes required sampling documentation using clear language and correct terminology |
| Oral Communication | * Use clear language and concepts, and tone and pace appropriate for the audience and purpose when communicating with swab attendant and other personnel relevant to sample collection procedures |
| Navigate the world of work | * Takes responsibility for following rules of racing, racing industry policies and procedures and legislative requirements relating to job role * Understands the need for integrity, security and due processes for collecting samples from racing personnel and racing animals |
| Interact with others | * Uses workplace practices and protocols effectively to communicate and work with a diverse range of people relevant to the job role |
| Get the work done | * Prioritises, organises and sequences tasks related to supervising sample collection procedures adapting to requirements of race track facility or contingency situations * Makes routine decisions and addresses less predictable problems by applying problem solving processes in determining solutions |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| RGRSTD405 Conduct steward supervision of sample collection procedures | RGRSTD405A Conduct steward supervision of sample collection procedures | Updated to meet Standards for Training Packages  Minor 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 RGRSTD405 Conduct steward supervision of sample collection procedures |
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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 supervised sample collection procedures for at least two racing personnel and two racing animals, including:   * inspected sampling facilities and checked appropriateness and security of the facility * reviewed sampling protocols and procedures with relevant personnel to ensure compliance * checked and recorded samples to ensure all samples are accounted for and returned to laboratory safely and securely. | |

| 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:   * swabbing and sample collection procedures and protocols, including: * cleanliness, safety and security of the sampling area * considerations for animal comfort and individual comfort and privacy * sample collection kits * dealing with incidents * maintaining integrity of samples * communication protocols and procedures, including: * giving clear instructions and explaining information clearly to others * dealing with licensed and other racing industry personnel * reporting irregularities and problems, including difficulties in obtaining samples * ethical conduct standards of relevant principal racing authority * reasons for sample collection, relevant rules of racing and racing industry requirements, including: * work health and safety procedures * animal welfare requirements. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * race meetings and related facilities, including swabbing facilities * resources, equipment and materials: * a range of greyhounds, standardbred or thoroughbred horses for sample collection * racing personnel for sample collection * materials and equipment relevant to assessing candidate's ability to oversee sample collection * 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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