Modification history

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

| RGRROP313 | Process race nominations and acceptances |
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| Application | This unit of competency describes the skills and knowledge required to operate computers and other relevant technology, interpret racing terminology, liaise with racing officials and interpret and record information related to the processing of race nominations and acceptances.  The unit applies to individuals required to perform nomination and acceptance administration duties of a racing governing body or race club as part of their job role in greyhound, harness or thoroughbred racing codes.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Racing Performance (ROP) |

| Elements | Performance Criteria |
| --- | --- |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Process nominations | 1.1 Record and interpret nominations and acceptances information using racing terminology and procedures  1.2 Validate and record payments for nominations according to workplace procedures  1.3 Verify information with nominator where is it unclear or missing  1.4 Process nominations within defined time frames |
| 2. Process acceptances | 2.1 Declare acceptances and generate invoices according to workplace procedures  2.2 Validate and record payments for acceptances  2.3 Validate acceptances and declare race field according to the rules of racing |

| 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 | * Interpret nomination information and consolidate information to determine approvals |
| Writing | * Write, edit and proofread race field related documents ensuring clarity of meaning, and accuracy and consistency of information |
| Oral Communication | * Use language, tone and pace appropriate to audience when verifying information for nominations |
| Numeracy | * Perform mathematical calculations to analyse financial data and process invoices for acceptances |
| Navigate the world of work | * Take responsibility for following explicit and implicit policies and procedures and rules of racing when processing nominations and acceptances for races |
| Get the work done | * Make routine decisions and implement standard procedures for routine tasks, using formal decision making processes for more complex and non-routine situations * Take responsibility for planning, sequencing and prioritising tasks and own workload to ensure timelines are met |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| RGRROP313 Process race nominations and acceptances | RGRROP313A Process race nominations and acceptances | Updated to meet Standards for Training Packages | 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 RGRROP313 Process race nominations and acceptances |
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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, on at least three occasions, the individual has:   * recorded, interpreted and validated nominations for races * processed acceptances, received payments and declared field for race * complied with requirements, procedures and instructions that apply to nomination and acceptance processes. | |

| 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:   * industry terminology related to nominations and acceptances * organisational policies and procedures for processing race nominations and acceptances, including: * race field processes * dealing with irregularities and problems * ethical conduct * information reporting and recording systems * processing payments * processing timeframes * requirements and rules of racing relevant to race fields. * communication procedures, including reporting lines within the workplace and dealing with racing participants. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * industry supervised access to racing administration offices relevant to the applicable racing code * resources, equipment and materials: * materials and equipment relevant to assessing candidate's ability to complete nomination and acceptance procedures * specifications: * work instructions and related documentation * timeframes: * specified time frames according to the job requirements.   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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