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| RGRSS00064 | Racing Club Administration Skill Set |

Modification History

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

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| Description  This skill set provides the knowledge and skills for individuals who undertake administrative duties at a racing club in the greyhound, harness or thoroughbred codes. |
| Pathways Information  These units of competency provide credit towards:   * BSB30115 Certificate III in Business * BSB40215 Certificate IV in Business * RGR30418 Certificate III in Racing Services. |
| Licensing/Regulatory Information  No occupational licensing or regulatory requirements apply to this skill set at the time of publication. |
| Skill Set Requirements   * BSBCUS301 Deliver and monitor a service to customers * BSBMKG414 Undertake marketing activities * BSBWHS201 Contribute to health and safety of self and others * RGRADM301 Assist with race meeting operations * RGRADM302 Supervise use of track and race club facilities * RGRADM402 Prepare for race meeting special events * RGRCMN203 Comply with racing industry ethics and integrity * SISXEMR201 Respond to emergency situations |
| Target Group  This skill set is for individuals involved in administrative duties for racing clubs in the greyhound, harness or thoroughbred racing codes. |
| Suggested words for Statement of Attainment  These competencies from the RGR Racing Training Package meet industry requirements for those working as racing club administrators. |