Modification history

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| Release | Comments |
| Release 1 | This version released with ACM Animal Care and Management Training Package Version 1.0. |
| Release 1 | This version released with RGR Racing and Breeding Training Package Version 3.0. |

| RGRHBR401 | Oversee administration of stud records |
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| Application | This unit of competency describes the skills and knowledge required to supervise and maintain accurate stud breeding and sales records for a property.  The unit applies to individuals who use specialised knowledge and skills, have responsibility for a work activity, area or team, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems in the horse breeding sector.  No occupational licensing or certification requirements apply to this unit at the time of publication.  Work health and safety and animal welfare legislation relevant to interacting with horses applies 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 | Horse Breeding (HBR) |

| 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. Gather and manage information needed for managing stud records | 1.1 Confirm and clarify work program and requirements with management  1.2 Identify and source stud documentation required for managing the breeding program  1.3 Collate records of horses arriving and departing the stud, in line with established stud protocols  1.4 Discuss requirements in relation to recordkeeping and horse identification with operational personnel and management |
| 2. Nominate horses for sales or exhibition | 2.1 Obtain, complete and organise submission of appropriate entry forms for specified activities  2.2 Nominate horses manually or electronically through established systems according to organisational procedures  2.3 Organise payment of entry fees by the due dates |
| 3. Organise external reporting and recording requirements | 3.1 Organise the transfer or access of pedigrees and histories with controlling agents  3.2 Supply breeding returns to relevant breed societies and individuals  3.2 Complete and oversee horse transfer and registration forms to the relevant controlling body  3.3 Maintain health and safety and biosecurity records for the stud |
| 4. Supervise maintenance of stud records | 4.1 Oversee the management of recordkeeping systems within the stud to ensure sound records are readily accessible  4.2 Establish processes to ensure breeding and operational records are accurate and kept up to date |
| 1. Gather and manage information for managing the stable | 1.1 Interpret work to be undertaken from work program and confirm with management  1.2 Identify and obtain documents within the organisation that detail the requirements of the production program  1.3 Maintain and manage recordkeeping systems within the stud to ensure sound records can be accessed at any time  1.4 Hold discussions with operational personnel and immediate management to discuss requirements in relation to recordkeeping and horse identification  1.5 Supply breeding returns to relevant breed societies and individuals |
| 2. Nominate horses for sales or exhibition | 2.1 Obtain, complete and submit appropriate entry forms for the specified activity  2.2 Nominate horses manually or electronically through established systems according to organisational procedures  2.3 Pay entry fees prior to the required nomination time |
| 3. Apply relevant requirements | 3.1 Obtain from or supply to the controlling agents required pedigrees and histories  3.2 Complete horse transfer and registration forms and forward to the relevant controlling body  3.3 Observe work health and safety procedures and practices to minimise risk when working around the stud |
| 4. Maintain stud record | 4.1 Identify horses arriving and departing the stud, in line with established stud protocols  4.2 Keep accurate breeding and operational records either manually or electronically  4.3 Enter financial records of receipts and expenditure in the designated stud or property records |

| 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 key information in a range of documentation, including work program, and entry requirements and application processes for exhibiting and selling horses |
| Writing | * Prepare and present data and information clearly in a logical and sequenced structure to enhance readability |
| Navigate the world of work | * Take responsibility for maintaining records, following workplace procedures and requirements from external bodies |
| Interact with others | * Use communication practices and protocols suitable for liaising with management, operational personnel and external personnel |
| Get the work done | * Take responsibility for planning and sequencing tasks and workload; meeting requirements of stud stable management and expectations of own role |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| RGRHBR401 Oversee administration of stud records | ACMHBR401 Carry out stud stable management duties | Code and title changed to reflect appropriate industry sector usage and intent of unit.  Changes for clarity and differentiation from RGRHR309.  Removal of points duplicating performance criteria in Performance Evidence | 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>](https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103) |

| TITLE | Assessment requirements for RGRHBR401 Oversee administration of stud records |
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| Performance Evidence | |
| An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.  There must be evidence that the individual has:   * managed processes for the sale and/or exhibition of at least three horses * prepared forms and records for three external organisations * followed up on processes to ensure the maintenance of accurate and up to date stud records. | |

| 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:   * operations and business objectives of the workplace stud * workplace stud program, procedures and instructions * requirements and procedures for: * breed societies * keeper of the relevant stud book * sales and exhibition bodies * regulatory requirements relevant to role for: * animal health and welfare * work health and safety * biosecurity * employment of staff and contractors * financial reporting. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * a workplace or an environment that accurately represents workplace conditions * resources, equipment and materials: * application or entry forms for exhibitions or sales * financial and other workplace records or systems * specifications: * stud or organisational records for selected horses.   Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.  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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