Modification history

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

| RGRHBR309 | Maintain horse stud records |
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| Application | This unit of competency describes the skills and knowledge required to administer and maintain horse stud records, including gathering information and submitting horse nominations for sale or exhibition.  The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding or other horse industry environments.  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 stud breeding information | 1.1 Interpret and confirm work program with supervisor  1.2 Obtain and collate breeding program documents according to enterprise practices  1.3 Maintain records accurately in designated workplace system |
| 2. Administer horse sale or exhibition nominations | 2.1 Obtain, complete and submit entry forms for specified activity  2.2 Submit nominations for horse sales or exhibitions according to workplace procedures  2.3 Ensure entry fees are paid before the required nomination time |
| 3. Administer requirements of external bodies | 3.1 Obtain from, or supply pedigrees and histories to controlling agents  3.2 Complete and forward horse transfer and registration forms to the controlling body |
| 4. Maintain stud breeding records | 4.1 Identify arriving horses according to stud procedures, including safe work practices around horses  4.2 Ensure breeding and operational records are accurate and up to date  4.3 Enter receipts and expenditure in workplace financial records according to enterprise 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 | * Interpret entry requirements and application processes for exhibiting and selling horses * Proof read documents to ensure accuracy of information |
| Writing | * Enter data and information accurately to complete records and forms for internal and external purposes |
| Navigate the world of work | * Take responsibility for following workplace procedures for own role and area of work |
| Get the work done | * Plan, sequence and prioritise activities to achieve work outcomes |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| RGRHBR309 Maintain horse stud records | ACMHBR309 Follow stud operational procedures | Code and title changed to reflect appropriate industry sector usage  Changes throughout to clarify intent of unit | 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 RGRHBR309 Maintain horse 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:   * organised the nomination of at least three horses for sale and/or exhibition * obtained or sent information, records and/or registrations to two external bodies * maintained routine stud records accurately * entered information and data into workplace systems. | |

| Knowledge Evidence |
| --- |
| 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:   * nature of stud business in which the individual works * processes and protocols of the stud business in which the individual works * range and purpose of records and data kept by the horse stud * operation of workplace record keeping system * requirements and procedures laid down by the relevant breed societies or the keeper of the relevant stud book * legislative requirements and workplace procedures and instructions relevant to role for: * animal health and welfare * workplace health and safety. |

| Assessment Conditions |
| --- |
| Assessment of skills must take place under the following conditions:   * physical conditions: * a workplace or an environment that accurately represents workplace conditions * specifications: * stud or organisational records * application or entry forms for exhibitions or sales.   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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