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| RGRSS0002X | 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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| DescriptionThis 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 InformationThese units of competency provide credit towards:* BSB30115 Certificate III in Business
* BSB40215 Certificate IV in Business.
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| Licensing/Regulatory InformationNo occupational licensing or regulatory requirements apply to this skill set at the time of publication. |
| Skill Set Requirements* ACMVET505 Prepare for veterinary emergency response
* 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
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| Target GroupThis 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 AttainmentThese competencies from the RGR Racing Training Package meet industry requirements for those working as racing club administrators. |