Modification history

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

| RGRSTD501 | Manage steward services |
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| Application | This unit of competency describes the skills and knowledge required to manage and supervise compliance in race meeting and non-race meeting contexts, and the application of, and ability to, practice and supervise ethical and integrity compliance, and manage investigations and inquiries, within associated rules of racing and legislation.The unit applies to individuals who perform the role of chairman of stewards to maintain and uphold fair racing, and supervise and enforce the industry's probity and integrity standards as empowered by the relevant racing code's national and local rules of racing. Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant Controlling Body or Principal Racing Authority. Users are advised to check with the relevant authority for requirements.No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.Work health and safety and animal welfare legislation apply 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 | Steward (STD) |

| 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. Supervise integrity and compliance in racing | 1.1 Promote compliance with rules of racing and legislation through implementation of relevant policies, protocols and procedures1.2 Promote integrity and model ethical behaviour1.3 Supervise and coordinate race meeting operations1.4 Supervise and monitor activities of licensed or registered persons |
| 2. Supervise welfare of animals and staff | 2.1 Promote animal welfare legislation and relevant rules of racing for racing industry code2.2 Promote policies and procedures relating to staff welfare and safety |
| 3. Manage investigations and inquiries | 3.1 Review investigation and inquiry processes for compliance and relevance3.2 Review inquiry conclusions and penalties awarded for consistency, relevance and compliance with administrative law3.3 Research appeal decisions and report to people concerned |
| 4. Contribute to the update of rules of racing and related procedures | 4.1 Review policies, protocols and procedures for relevance, currency and compliance with legislation and practices4.2 Prepare proposals for amendments and new rules, policies or procedures4.3 Establish and maintain links with colleagues in same and other racing codes for sharing of information4.4 Advise staff members and educate about policy and procedural changes |

| Foundation SkillsThis 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 | * Analyses and researches issues to reach sound conclusions based on evidence
* Organises, evaluates and critiques ideas and information from a wide range of complex texts
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| Writing | * Demonstrates sound writing skills by selecting appropriate conventions and stylistic devices to express precise meaning
* Records outcomes of reviews and makes changes to policy documentation using racing industry relevant terminology
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| Oral Communication | * Establishes and maintains complex and effective communications in a broad range of contexts including formal presentations and meetings
* Displays depth of understanding of complex verbal exchanges including multiple and unstated meanings when communicating with others
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| Navigate the world of work | * Works autonomously and implements strategies that ensures racing policies, procedures and regulatory requirements are being met
* Monitors and reviews the organisations policies, procedures and adherence to legislative requirements in order to implement and manage change
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| Interact with others | * Works proactively and collaboratively with personnel to manage change, make decisions and achieve shared outcomes
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| Get the work done | * Plans strategic priorities and outcomes within a flexible, efficient and effective context in a diverse environment exposed to competing demands
* Addresses complex problems involving multiple variables, using analytical, techniques, experience and knowledge to focus in on the root cause
* Uses digital technologies to manage business operations
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| Unit Mapping Information |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| RGRSTD501 Manage steward services | RGRSTD501A Manage steward services | Updated to meet Standards for Training PackagesMinor changes to performance criteria for clarity | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet: VETNet:https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0 |

| TITLE | Assessment requirements for RGRSTD501 Manage steward services |
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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 the individual has managed steward services over at least one racing season, including:* supervised procedures and rules of racing for relevant industry racing code including race meeting operations
* implemented the relevant rules of racing and related protocols relating to welfare of animals and staff
* managed investigations and inquiries to ensure compliance with expected standards and protocols
* contributed to the continued development of rules, policies and procedures
* modelled ethical behaviour and actively promoted the integrity and fairness of operations.
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| 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:* areas of relevant rules of racing; including:
* race meetings
* animal welfare
* staff welfare
* licensing and registration of personnel and animals
* local rules
* integrity, offences and penalties
* approved racing gear
* principles of administrative law and sound knowledge of legal proceedings, including:
* procedures for gathering evidence, hearing protests, conducting inquiries and appeals
* key applicable legislation and codes of practice, including animal welfare
* organisational policies and procedures, protocols and management practices, including:
* ethical conduct standards of relevant principal racing authority
* staff welfare and safety including access to counselling
* racing industry communication procedures including:
* networking with racing administration executives, staff, stewards, officials, licensed or registered personnel
* reporting lines within the workplace and wider racing industry
* principles of effective communication
* processes for developing and reviewing policies and protocols.
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| Assessment Conditions |
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| Assessment of skills must take place under the following conditions: * physical conditions:
* racing administration offices, racetracks, race trials and meetings, and related facilities
* resources, equipment and materials:
* materials and equipment relevant to assessing candidate's ability to manage steward services
* specifications:
* work instructions and related documentation.

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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