Modification History

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

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| RGR30418 | Certificate III in Racing Services |
| Qualification DescriptionThis qualification reflects the broad work responsibilities undertaken within regulatory and integrity services operations within the greyhound, harness or thoroughbred racing codes. The general qualification covers skills required for a range of racing services and operations. Two specialisations can be selected. The Cadet Steward specialisation covers duties required to assist stewards in race and non-race day activities and the Racing Administration specialisation covers general office administration conducted under racing-specific protocols and procedures.Within this qualification individuals are responsible for organising their own work within known routines, often requiring well-developed decision making and problem solving skills, and a high degree of confidentiality and discretion in their job functions. Employees with this qualification are often required to work in close proximity to race animals. For their own safety, the safety of others and the safety of animals, employees must be aware of potential risks and hazards associated with animal behaviour. Knowledge of the rules of racing, racing protocols, animal welfare and duty of care requirements is considered essential. No occupational licensing, legislative or certification requirements apply to this qualification at the time of publication. |
| Entry RequirementsThere are no entry requirements for this qualification. Greyhound, harness and thoroughbred racing codes are strictly regulated throughout Australia. Individuals electing to undertake the specialisation for *Cadet Stewar*d must be approved by a relevant Controlling Body or Principal Racing Authority. Users are advised to check with the relevant authority for requirements. |
| Packaging RulesTo achieve this qualification, competency must be demonstrated in: * 18 units of competency:
* 4 core units plus
* 14 elective units.

Elective units must ensure the integrity of the qualification’s Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. Electives can be chosen to provide a general qualification or a qualification with a specialisation. For the award of the *Certificate III in Racing Services** At least 11 electives from Groups B and C
* Up to 3 units from any currently endorsed Training Package or accredited course.

For the award of the *Certificate III in Racing Services (Cadet Stewar*d) choose:* At least 7 electives from Group A including *RGRSTD301 Perform duties of cadet steward*
* At least 4 units from the electives below
* Up to 3 units from any currently endorsed Training Package or accredited course.

For the award of the Certificate III in Racing Services (Racing Administration) choose:* At least 7 electives from Group B
* At least 4 units from the Group B or C
* Up to 3 units from any currently endorsed Training Package or accredited course.
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| Core Units

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| BSBWHS301 | Maintain workplace safety |
| HLTAID003 | Provide first aid |
| ACMGAS202 | Participate in workplace communications  |
| RGRCMN203 | Comply with racing industry ethics and integrity |

Elective UnitsGroup A Cadet Steward

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| CPPSEC3032A | Gather information by factual investigation |
| PSPREG001 | Carry out inspections and monitoring under guidance  |
| PSPREG011 | Give evidence |
| RGRCMN304 | Participate in racing protests and inquiries  |
| RGRPSG304 | Participate in greyhound racing inquiries and appeals |
| RGRSTD301 | Perform duties of cadet steward |
| RGRSTD302 | Interpret wagering trends |
| RGRSTD303 | Assess racing gear suitability and safety |
| RGRSTD408 | Analyse race performance |

Group B Racing Administration

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| BSBCUS301 | Deliver and monitor a service to customers |
| BSBFIA301  | Maintain financial records |
| BSBINM301 | Organise workplace information |
| BSBITU301 | Create and use databases |
| BSBITU306 | Design and produce business documents |
| BSBWOR301 | Organise personal work priorities and development |
| BSBWRT301 | Write simple documents |
| RGRADM301 | Assist with race meeting operations |
| RGRADM302 | Supervise use of track and race club facilities |
| RGRADM402 | Prepare for race meeting special events  |
| RGRROP312 | Perform duties of licensing or registration clerk |
| RGRROP313 | Process race nominations and acceptances |
| RGRROP317 | Attend racing events and comply with protocols and safety procedures |
| RGRROP401 | Perform duties of race programmer |

Group C

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| ACMEQU205 | Apply knowledge of horse behaviour |
| AHCBIO202 | Follow site quarantine procedures |
| BSBDIV301 | Work effectively with diversity |
| PSPGEN032 | Deal with conflict |
| PUACOM012B  | Liaise with media at a local level  |
| RGRCMN002  | Investigate job opportunities in racing and related industries |
| RGRPSG201 | Handle greyhounds |
| RGRPSH201 | Handle racehorse in stables and at trackwork |
| RGRROP301 | Perform ear branding and marking up of greyhounds |
| RGRROP302  | Brand standardbred horses   |
| RGRROP306 | Perform duties of clerk of scales for jockeys at thoroughbred race meetings |
| RGRROP311  | Perform duties of greyhound race starter |
| RGRROP314 | Perform duties of photo finish operator at greyhound or horse race meetings |
| RGRROP315 | Perform duties of timekeeper at greyhound or horse race meetings |
| RGRROP316 | Perform duties of track supervisor during trackwork operations |
| RGRROP406  | Perform duties of harness race starter |
| RGRROP407  | Perform duties of thoroughbred race starter |
| RGRROP410 | Perform duties of racehorse handicapper |
| RGRROP411 | Perform duties of greyhound or horse race judge |
| RGRSWA301 | Collect non-blood samples from greyhounds or horses |
| RGRSWA302 | Collect non-blood samples from racing personnel |
| RGRTRK303 | Provide emergency animal assistance |
| RGRTRK402  | Relate animal welfare to track and environmental conditions |
| SISXEM001 | Respond to emergency situations |

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| Qualification Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
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| RGR30418 Certificate III in Racing Services | RGR30308 Certificate III in Racing Services (Racing Administration)RGR30408 Certificate III in Racing Services (Cadet Steward) | New qualification | No equivalent qualification |

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