



Australian Government

RGRADM302 Supervise use of track and race club facilities

Release: 1

RGRADM302 Supervise use of track and race club facilities

Modification History

Release	Comments
Release 1	This version released with the RGR Racing and Breeding Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement the organisation's policies on facilities usage, staff supervision, security of race club property and the conduct of licensed personnel.

The unit applies to individuals who work with racing personnel and race club facilities in the greyhound, harness and thoroughbred racing codes.

All work must be carried out to comply with workplace procedures, in accordance with applicable state/territory animal welfare and workplace health and safety legislative requirements.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Administration (ADM)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to work	<p>1.1 Allocate track and race club facility duties to licensed and registered personnel and industry officials</p> <p>1.2 Identify potential hazards, assess risks and implement control measures according to workplace health and safety legislative requirements and racing industry safety requirements</p>

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	<p>1.3 Select and use personal protective equipment (PPE) and ensure correct staff usage of PPE</p> <p>1.4 Verify location and operation of emergency equipment before starting track facility supervision</p> <p>1.5 Check equipment and machinery for safe and efficient operation and attach correct industry signage to damaged or non-functioning equipment warning people to not use the equipment or machinery</p>
2. Oversee use of facilities	<p>2.1 Select tracks for trackwork according to race club policy</p> <p>2.2 Supervise trackwork to ensure processes are conducted according to operations and maintenance procedures and workplace safety policies to minimise the risk of accident and injury</p> <p>2.3 Monitor the use of other race club facilities to reduce risk of injury or damage to staff and animals</p>
3. Monitor visitors	<p>3.1 Verify visitor access to restricted areas according to track security protocols and safety requirements for engagement of contractors</p> <p>3.2 Install signage and barriers in restricted areas</p> <p>3.3 Supervise crossings or other areas of potential contact with animals according to welfare principles of racing animals, race club security, the rules of racing and track conditions</p>
4. Report damage and incidents	<p>4.1 Update equipment and machinery logbooks and incident reports, and report damaged or non-functioning equipment according to workplace policy</p> <p>4.2 Make arrangements to repair damaged or non-functioning equipment according to workplace procedures and supervisor instructions</p>

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.

Skill	Description
Reading	<ul style="list-style-type: none"> Select and interpret information on workplace policies and safety

Skill	Description
	procedures from a range of written texts
Writing	<ul style="list-style-type: none"> Complete workplace records and forms accurately using technical, racing-specific terminology
Oral communication	<ul style="list-style-type: none"> Use questioning and active listening skills to participate in verbal exchanges with racing staff and visitors for a range of purposes associated with job role
Navigate the world of work	<ul style="list-style-type: none"> Understand the nature and purpose of own role and associated responsibilities, and recognise and follow implicit and explicit workplace policies and procedures
Interact with others	<ul style="list-style-type: none"> Recognise the importance of building rapport to establish effective working relationships with staff and industry personnel
Get the work done	<ul style="list-style-type: none"> Take responsibility for organising own workload, identifying ways of sequencing and combining elements for greater efficiency

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRADM302 Supervise use of track and race club facilities	RGRADM302A Supervise use of track and race club facilities	Updated to meet Standards for Training Packages. Minor changes to performance criteria for clarity.	Equivalent unit

Links

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