



Australian Government

Department of Education, Employment and Workplace Relations

SISOEQO515A Manage stable maintenance

Release: 2

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Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to manage horse riding stables. It focuses on managing the maintenance of gear, tack, plant, equipment and property through the development and implementation of a maintenance plan.

Application of the Unit

This unit applies to current or aspiring individuals operating as Operations or Program Managers working at commercial or private horse riding establishments whose responsibilities include management of stable property and equipment.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the Evidence Guide.

1. Develop a maintenance plan.

- 1.1. Develop a ***maintenance plan*** for stable ***equipment and plant*** in consultation with ***appropriate personnel*** according to ***organisational policies and procedures***.
- 1.2. Develop and document procedures for safety checks of ***gear and tack*** according to organisational policies and procedures.
- 1.3. Develop ***record keeping systems*** for maintenance work completed and equipment replaced according to organisational policies and procedures.

2. Implement and monitor maintenance plan.

- 2.1. Inform individuals in the organisation who are responsible for performing regular or ***scheduled maintenance*** duties, according to the maintenance plan.
- 2.2. Convey information in relation to work schedules to all affected staff and service users, according to organisational policies and procedures.
- 2.3. Monitor implementation of maintenance plan and work schedules and make adjustments as required.
- 2.4. Schedule maintenance work to minimise disruption to the operation of the organisation.
- 2.5. Seek feedback on the maintenance plan from appropriate personnel and modify to reflect feedback obtained as appropriate.
- 2.6. Monitor on-site maintenance contracts and contractors according to relevant legislation and organisational policies and procedures.

3. Manage security of property and animals.

- 3.1. Develop stable ***security procedures*** according to relevant legislation and organisational policies and procedures.
- 3.2. Monitor security of premises, staff and horses.
- 3.3. Undertake staff training in security procedures.

ELEMENT**PERFORMANCE CRITERIA**

4. Establish and maintain a safe working environment.

- 4.1. Develop and document stable policies and procedures, to establish and maintain a safe working environment according to *relevant legislation*.
- 4.2. Convey stable safety information to appropriate staff.
- 4.3. Establish and maintain policies and procedures to facilitate identification and prevention of hazards.
- 4.4. Establish procedures for the reporting of potential hazards.
- 4.5. Establish and implement policies and procedures to deal with *emergencies*.
- 4.6. Implement and monitor organisational procedures to control risks and assess and monitor work group application.
- 4.7. Identify *inadequacies* in existing risk control measures and make recommendations to address these to designated personnel.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - liaise with appropriate personnel to develop and implement a maintenance plan
 - convey information about maintenance work to affected staff,
 - convey instructions about work, safety and security requirements to maintenance staff
 - seek feedback from appropriate staff regarding the implementation of the maintenance plan
 - monitor external contractors
- planning and organising skills to:
 - develop and implement a maintenance plan and work schedules according to organisational requirements
 - minimise the impact of maintenance on organisational operations
 - organise staff to carry out equipment and plant maintenance according to organisational timeframes
- problem-solving skills to:
 - prioritise work to be undertaken
 - resolve issues arising from maintenance operations and schedules
- literacy skills to:
 - develop and document maintenance plans
 - document procedures and information relating to the completion of maintenance work.

Required knowledge

- relevant legislation and organisational policies and procedures to enable the safe management of stable maintenance operations and the reporting of unsafe facilities or equipment
- environmental standards and requirements to enable maintenance and equipment and material disposal to be carried out responsibly
- safety standards of equipment and the range of maintenance techniques relevant to the stable equipment and plant being maintained
- schedule of stable operations to enable maintenance to be carried out with minimum disruption
- criteria for assessing the safety of gear and tack and other stable equipment and indicators for replacement
- appropriate record keeping systems to enable maintenance to be monitored.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- works within organisational systems to develop and implement maintenance plans to ensure that the condition and performance of stable equipment and facilities are maintained at a safe and optimal level to provide an effective service to users
- communicates appropriately with staff and monitors the work of maintenance personnel and contractors to ensure quality outcomes applying OHS and safety considerations and minimal disruption of work schedules to stable users
- seeks feedback on the maintenance plan and modifies as appropriate
- applies effective contingency management techniques to deal with a range of maintenance scheduling issues that may affect the responses of service or stable users
- works within organisational systems to develop, implement and document security plans and procedures which meet identified priorities and ensure stable security.

Context of and specific resources for assessment

Assessment must ensure documentation and implementation of maintenance and security plans and procedures which meet identified priorities to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a private or commercial horse riding establishment with appropriate plant and equipment
- resources and equipment to implement maintenance plan
- horses in a recreational or training program, housed in an appropriate private or commercial environment
- appropriate staff to undertake maintenance duties
- maintenance history of equipment and facility.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples

are appropriate for this unit:

- observation of implementation and monitoring of maintenance plan
- oral or written questioning to assess knowledge of relevant legislation in relation to the safe management of stable maintenance operations
- third-party reports from a supervisor detailing work performance
- portfolio of records and reports documenting development and review of maintenance plan and outcomes.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXRSK502A Manage organisational risk.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

- Maintenance plan*** may include:
- identification of gear and or plant and equipment
 - frequency of inspection and repairs
 - delegation of responsibility for the maintenance of gear and or plant and equipment
 - maintenance to be undertaken in house or organised externally with specialists
 - allocation of tasks and delegations of responsibility
 - record keeping
 - review timeframes
 - replacement strategy
 - work schedules
 - staff responsibilities and authorities.
- Equipment and plant*** may include:
- tractors
 - trailers
 - gates and fences
 - stables
 - yards
 - swimming facilities
 - walking machines
 - laser machines
 - treadmills
 - chaff cutters.
- Appropriate personnel*** may include:
- employers
 - managers.
- Organisational policies and procedures*** may include:
- occupational health and safety
 - risk management plan
 - security
 - equipment use and maintenance
 - resourcing and expenditure
 - outsourcing
 - reporting and record keeping

- consultation
 - communication protocols.
- Gear and tack*** may include:
- leads
 - bridles
 - hobbles
 - reins
 - straps
 - saddlery
 - blinkers
 - pacifiers
 - bits.
- Record keeping systems*** may include:
- computer records
 - form books
 - index file.
- Scheduled maintenance*** may include:
- days
 - times
 - frequency of checks
 - staff allocation.
- Security procedures*** may include:
- access to approved persons
 - access to horses
 - safe storage of dangerous goods and medications
 - adequate alarms and warning system.
- Relevant legislation*** may include:
- occupational health and safety
 - permits and permissions for access
 - environmental requirements.
- Hazards*** may include:
- stable routines or procedures
 - buildings
 - plant and equipment
 - gear
 - movement of horses.
- Emergencies*** may include:
- fire
 - injury to horses
 - injury to people
 - outbreak of disease.
- Inadequacies*** may include:
- lack of resources
 - insufficient planning
 - unscheduled changes in work procedures.

Unit Sector(s)

Outdoor Recreation

Competency Field

Equestrian activities