**Victorian Purchasing Guide**

**RGR08**

**Racing Industry Training Package**

**Version No 1**

**December 2008**



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**Victorian Purchasing Guide Version History**

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|  | **Purchasing** |  |  | **Date** |  |  | **Training** |  |  | **Comments** |  |
|  | **Guide** |  |  | **Approved** |  |  | **Package** |  |  |  |  |
|  | **Version** |  |  |  |  |  | **Version** |  |  |  |  |
|  | 1 |  |  | Date to be |  |  | 1 |  |  | RGR08 Racing Training Package: |  |
|  |  |  |  | inserted |  |  |  |  |  | • Redeveloped RGR02 Racing Performance |  |
|  |  |  |  | after |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | Services Competency Standards and |  |
|  |  |  |  | Purchasing |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | qualifications, and new skill sets introduced |  |
|  |  |  |  | Guide is |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | • New Racing Operations Services Competency |  |
|  |  |  |  | approved |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | Standards, qualifications and skill sets |  |
|  |  |  |  |  |  |  |  |  |  | introduced |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

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**RGR08 Racing Training Package Victorian Purchasing Guide**

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**INTRODUCTION**

***What is a Victorian Purchasing Guide?***

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The nominal hour range (minimum-maximum) available for each qualification.
* Nominal hours for each unit of competency within the Training Package.
* Sample Training Programs

***Registration***

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

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**QUALIFICATIONS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Title** |  | **Range of** | |  | **Comments** |  |
|  |  |  |
|  |  |  | **Nominal** | |  |  |  |
|  |  |  | **Hours** | |  |  |  |
|  |  |  |  |  |  |  |  |
| Racing Performance Services | |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| RGR10108 | Certificate I in Racing (Stablehand) | 250 | | – 270 |  |  |  |
|  |  |  | |  |  |  |  |
| RGR20108 | Certificate II in Racing (Stablehand) | 398 | | – 498 |  |  |  |
|  |  |  | |  |  |  |  |
| RGR20208 | Certificate II in Racing (Kennelhand) | 338 | | – 393 |  |  |  |
|  |  |  | |  |  |  |  |
| RGR30108 | Certificate III in Racing (Trackrider) | 813 | | – 958 |  |  |  |
|  |  |  | |  |  |  |  |
| RGR30208 | Certificate III in Racing (Advanced | 796 | | – 931 |  |  |  |
|  | Stablehand) |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |
| RGR40108 | Certificate IV in Racing (Racehorse | 521 | | – 870 |  | Before commencing this qualification, |  |
|  | Trainer) |  |  |  |  | candidates must be able to demonstrate |  |
|  |  |  |  |  |  | that they have the appropriate skills and |  |
|  |  |  |  |  |  | knowledge commensurate with |  |
|  |  |  |  |  |  | RGR30208 Certificate III in Racing |  |
|  |  |  |  |  |  | (Advanced Stablehand). |  |
|  |  |  | |  |  |  |  |
| RGR40208 | Certificate IV in Racing (Jockey) | 1236 | | – 1288 |  |  |  |
|  |  |  | |  |  |  |  |
| RGR40308 | Certificate IV in Racing (Harness Race | 1191 | | – 1253 |  |  |  |
|  | Driver) |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |
| RGR40408 | Certificate IV in Racing (Greyhound | 426 | | – 715 |  | Before commencing this qualification |  |
|  | Trainer) |  |  |  |  | candidates must be able to demonstrate |  |
|  |  |  |  |  |  | that they have the appropriate skills and |  |
|  |  |  |  |  |  | knowledge commensurate with the |  |
|  |  |  |  |  |  | RGR20208 Certificate II in Racing |  |
|  |  |  |  |  |  | (Kennelhand). |  |
|  |  |  | |  |  |  |  |
| RGR50108 | Diploma of Racing (Racehorse | 371 | | – 620 |  | Before commencing this qualification |  |
|  | Trainer) |  |  |  |  | candidates must be able to demonstrate |  |
|  |  |  |  |  |  | that they have the appropriate skills and |  |
|  |  |  |  |  |  | knowledge commensurate with the |  |
|  |  |  |  |  |  | RGR40108 Certificate IV in Racing |  |
|  |  |  |  |  |  | (Racehorse Trainer). |  |
|  |  |  | | |  |  |  |
|  | **Racing Operation Services** | | | |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |
| RGR20308 | Certificate II in Racing Services | 306 | | – 441 |  |  |  |
|  | (Racing Administration) |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |
| RGR20408 | Certificate II in Racing Services (Track | 376 | | – 648 |  |  |  |
|  | Maintenance) |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |
| RGR30308 | Certificate III in Racing Services | 491 | | – 838 |  |  |  |
|  | (Racing Administration) |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |
| RGR30408 | Certificate III in Racing Services | 476 | | – 776 |  |  |  |
|  | (Cadet Steward) |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |
| RGR30508 | Certificate III in Racing Services (Track |  | 586 – 1268 | |  |  |  |
|  | Maintenance) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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| **Code** | **Title** |  | **Range of** |  | **Comments** |  |
|  |  |  |
|  |  |  | **Nominal** |  |  |  |
|  |  |  | **Hours** |  |  |  |
|  |  |  | |  |  |  |
|  | **Racing Operation Services** | | |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
| RGR40508 | Certificate IV in Racing Services |  | 567 – 1358 |  |  |  |
|  | (Racing Administration) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| RGR40608 | Certificate IV in Racing Services |  | 631 – 1196 |  |  |  |
|  | (Steward) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| RGR40708 | Certificate IV in Racing Services |  | 959 – 1750 |  |  |  |
|  | (Track Maintenance) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| RGR50208 | Diploma of Racing Services (Racing |  | 581 – 1440 |  |  |  |
|  | Administration) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| RGR50308 | Diploma of Racing Services (Steward) |  | 854 – 1440 |  |  |  |
|  |  |  |  |  |  |  |
| RGR50408 | Diploma of Racing Services (Track |  | 1291 – 2190 |  |  |  |
|  | Management) |  |  |  |  |  |
|  |  |  |  |  |  |  |

* Nominal hour range for qualification includes the units in the qualification and their prerequisites.
* In addition, some qualifications have an entry requirement of specified units or their equivalent. These units have a nominal hour value that is not included in the nominal hours as they are outside the qualification packaging rules.

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**UNITS OF COMPETENCY AND NOMINAL HOURS**

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of ACM10 Animal Care and Management Training Package. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

**Listing of the Units of Competency and Nominal Hours**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit Code** |  | **Unit Title** |  |  | **Nominal** |  |  |
|  |  |  |  |  |
|  |  |  |  |  | **Hours** |  |  |
|  |  |  |  |  |  |  |  |
| RGRPSH101A |  | Catch and handle quiet horses under supervision |  | 70 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH102A |  | Perform basic stable duties |  | 80 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH201A |  | Handle horses |  | 70 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH202A |  | Assist with transportation of horses |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH203A |  | Perform basic driving tasks |  | 70 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH204A |  | Prepare to drive jog work |  | 70 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH205A |  | Perform basic riding tasks |  | 50 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH206A |  | Develop riding skills for flatwork |  | 50 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH207A |  | Perform stable duties |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH208A |  | Attend horses at trackwork |  | 30 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH209A |  | Attend horses at race meetings and trials |  | 30 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH301A |  | Implement stable operations |  | 30 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH302A |  | Supervise handling of horses |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH303A |  | Supervise transportation of horses |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH304A |  | Identify factors that affect racehorse performance |  | 100 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH305A |  | Develop driving skills for trackwork |  | 80 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH306A |  | Develop basic trackwork riding skills |  | 75 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH307A |  | Exercise horses in pacework |  | 75 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH308A |  | Provide first aid and emergency care for horses |  | 100 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH309A |  | Implement feeding programs for racehorses under direction |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH310A |  | Prepare for self-management in racing |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH311A |  | Participate in racing as an owner |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH401A |  | Relate anatomical and physiological features to the care and treatment of |  | 60 | |  |  |
|  |  |  |  |  |  |  |  |

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| **Unit Code** |  | **Unit Title** |  |  | **Nominal** |  |  |
|  |  |  |  |  |
|  |  |  |  |  | **Hours** |  |  |
|  |  |  |  |  |  |  |  |
|  |  | horses |  |  |  |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH403A |  | Educate harness horses for racing |  | 100 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH402A |  | Drive horses in pacework and fast work |  | 80 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH404A |  | Ride horses at trackwork |  | 75 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH405A |  | Ride horses in jump outs |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH406A |  | Develop riding skills for jumping racing |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH407A |  | Educate thoroughbred horses for racing |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH408A |  | Manage horse health and welfare |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH409A |  | Determine nutritional requirements for racing horses |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH410A |  | Prepare for race driving |  | 75 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH411A |  | Prepare to drive horses in trials |  | 75 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH412A |  | Prepare to drive horses in races |  | 75 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH413A |  | Prepare for race riding |  | 75 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH414A |  | Ride horses in trials |  | 75 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH415A |  | Ride horses in races |  | 75 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH416A |  | Perform trial and race jumping riding skills |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH417A |  | Participate in protests, inquiries and appeals |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH418A |  | Set goals to improve racing performance |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH419A |  | Manage principles of sports science for jockeys |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH420A |  | Participate in implementing racehorse exercise programs |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH421A |  | Operate horse racing training business |  | 100 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH422A |  | Promote and maintain business arrangements with racehorse owners |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH423A |  | Train horses for jumping racing |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH501A |  | Plan and adapt training and conditioning programs for racehorses |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH502A |  | Plan and implement education of horses for racing |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH503A |  | Trial and race horses |  | 80 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH504A |  | Develop systems and records for horse racing business training operations |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSH505A |  | Select horses for racing |  | 80 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG201A |  | Handle greyhounds |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG202A |  | Transport greyhounds |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG203A |  | Perform kennel duties |  | 40 | |  |  |
|  |  |  |  |  |  |  |  |

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| **Unit Code** |  | **Unit Title** |  |  | **Nominal** |  |  |
|  |  |  |  |  |
|  |  |  |  |  | **Hours** |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG204A |  | Attend greyhounds during exercise routines |  | 25 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG205A |  | Attend greyhounds at race meetings |  | 15 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG206A |  | Perform duties of greyhound catcher |  | 15 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG301A |  | Supervise handling of greyhounds |  | 15 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG302A |  | Assess health and provide first aid for greyhounds |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG303A |  | Determine nutritional requirements for racing greyhounds |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG304A |  | Participate in greyhound inquiries and appeals |  | 15 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG401A |  | Relate anatomical and physiological features to the care and treatment of |  | 40 | |  |  |
|  |  | greyhounds |  |  |  |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG402A |  | Manage greyhound health and welfare |  | 30 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG403A |  | Plan and implement education and training of greyhounds for racing |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG404A |  | Trial and race greyhounds |  | 50 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG405A |  | Operate a greyhound racing training business |  | 75 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG406A |  | Promote and maintain business arrangements with greyhound owners |  | 30 | |  |  |
|  |  |  |  |  | |  |  |
| RGRPSG407A |  | Select greyhounds for racing |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRCMN001A |  | Comply with the rules of racing and related protocols |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRCMN002A |  | Investigate job opportunities in racing and related industries |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRCMN003A |  | Manage personal health and fitness |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRCMN201A |  | Follow OHS procedures and observe environmental work practices |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRCMN202A |  | Achieve requirements for industry induction |  | 30 | |  |  |
|  |  |  |  |  | |  |  |
| RGRCMN401A |  | Maintain and monitor OHS procedures and environmental work practices |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRCMN402A |  | Participate in media interviews for racing |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRCMN403A |  | Participate in racing industry appeals |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD301A |  | Perform duties of cadet steward |  | 80 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD302A |  | Interpret wagering trends |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD303A |  | Assess racing gear suitability and safety |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD401A |  | Perform duties of stipendiary steward at race meetings and trials |  | 100 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD402A |  | Perform stewards’ non-race day duties |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD403A |  | Apply principles of administrative law to investigation and resolution of racing |  | 100 | |  |  |
|  |  | incidents |  |  |  |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD404A |  | Prepare for racing industry appeals |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD405A |  | Conduct steward supervision of sample collection procedures |  | 20 | |  |  |
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| **Unit Code** |  | **Unit Title** |  |  | **Nominal** |  |  |
|  |  |  |  |  |
|  |  |  |  |  | **Hours** |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD406A |  | Assess greyhound or horse handling skills |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD407A |  | Assess driving or riding skills of license or registration applicants |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD408A |  | Analyse race performance |  | 80 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSTD501A |  | Manage steward services |  | 100 | |  |  |
|  |  |  |  |  | |  |  |
| RGRADM301A |  | Assist with race meeting operations |  | 30 | |  |  |
|  |  |  |  |  | |  |  |
| RGRADM302A |  | Supervise use of track and race club facilities |  | 50 | |  |  |
|  |  |  |  |  | |  |  |
| RGRADM401A |  | Manage race meeting operations |  | 80 | |  |  |
|  |  |  |  |  | |  |  |
| RGRADM402A |  | Prepare for race meeting special events |  | 80 | |  |  |
|  |  |  |  |  | |  |  |
| RGRTRK301A |  | Assist with race meeting track management |  | 50 | |  |  |
|  |  |  |  |  | |  |  |
| RGRTRK302A |  | Maintain specialised non-turf track surfaces for racing |  | 70 | |  |  |
|  |  |  |  |  | |  |  |
| RGRTRK303A |  | Provide emergency animal assistance |  | 15 | |  |  |
|  |  |  |  |  | |  |  |
| RGRTRK401A |  | Prepare track and facilities for race meetings |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRTRK402A |  | Relate animal welfare to track and environmental conditions |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP201A |  | Perform duties of barrier attendant at thoroughbred race meetings and trials |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP202A |  | Perform duties of kennel attendant at race meetings |  | 15 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP203A |  | Perform duties of parade official at greyhound race meetings |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP204A |  | Assist with harness race starts |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP301A |  | Perform ear branding and marking up of greyhounds |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP302A |  | Brand standardbred horses |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP303A |  | Perform duties of clerk of course at harness or thoroughbred race meetings |  | 60 | |  |  |
|  |  | and trials |  |  |  |  |  |
|  |  |  |  |  | |  |  |
| RGRROP304A |  | Perform duties of clerk of scales at greyhound race meetings |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP305A |  | Perform duties of clerk of scales for horses at thoroughbred race meetings |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP306A |  | Perform duties of clerk of scales for jockeys at thoroughbred race meetings |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP307A |  | Perform duties of lure driver at race meetings and trials |  | 30 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP308A |  | Drive mobile start vehicle |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP309A |  | Perform duties of catching pen supervisor |  | 12 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP310A |  | Supervise race meeting kennels |  | 30 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP311A |  | Perform duties of greyhound race starter |  | 15 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP312A |  | Perform duties of licensing or registration clerk |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP313A |  | Process race nominations and acceptances |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP314A |  | Perform duties of photo finish operator at greyhound or horse race meetings |  | 20 | |  |  |
|  |  |  |  |  |  |  |  |

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit Code** |  | **Unit Title** |  |  | **Nominal** |  |  |
|  |  |  |  |  |
|  |  |  |  |  | **Hours** |  |  |
|  |  |  |  |  | |  |  |
| RGRROP315A |  | Perform duties of timekeeper at greyhound or horse race meetings |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP316A |  | Perform duties of track supervisor during trackwork operations |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP317A |  | Attend racing events and comply with protocols and safety procedures |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP401A |  | Perform duties of race programmer |  | 100 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP402A |  | Perform duties of medical practitioner at race meetings and trials |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP403A |  | Perform duties of farrier at race meetings |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP404A |  | Perform duties of veterinarian at race meetings or trials |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP405A |  | Conduct veterinarian supervision of sample collection procedures |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP406A |  | Perform duties of harness race starter |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP407A |  | Perform duties of thoroughbred race starter |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP408A |  | Perform duties of betting supervisor or steward at greyhound or horse race |  | 60 | |  |  |
|  |  | meetings |  |  |  |  |  |
|  |  |  |  |  | |  |  |
| RGRROP409A |  | Perform duties of greyhound grader |  | 35 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP410A |  | Perform duties of racehorse handicapper |  | 60 | |  |  |
|  |  |  |  |  | |  |  |
| RGRROP411A |  | Perform duties of greyhound or horse race judge |  | 10 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSWA301A |  | Collect non-blood samples from greyhounds or horses |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSWA302A |  | Collect non-blood samples from racing personnel |  | 40 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSWA303A |  | Collect blood samples for racing animal drug testing |  | 20 | |  |  |
|  |  |  |  |  | |  |  |
| RGRSWA401A |  | Collect blood samples from racing personnel |  | 20 | |  |  |
|  |  |  |  |  |  |  |  |

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**SAMPLE TRAINING PROGRAMS**

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **Code Title Training Package**, but are by no means mandatory.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupation /** | Entry-level Stablehand | |  |  |
|  |  |
| **Work Function** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Qualification Title** | Certificate I in Racing (Stablehand) | |  |  |
|  |  |
|  |  |  |  |  |
| **Qualification Code** | RGR10108 | |  |  |
|  |  |
|  |  |  |  |  |
| **Description** | Appropriate as a pre-employment program for students in schools contemplating | | |  |
|  |
|  | employment in the entry level occupation of Stablehand. Employees work in a | |  |  |
|  | thoroughbred or harness racing stable assisting with the care of individual horses as well | | |  |
|  | as contributing to a safe, clean and hygienic environment. Appropriate for trainee | | |  |
|  | stablehands who work under constant supervision with horses that are well-educated, | | |  |
|  | tractable and docile. Driving or riding skills can be acquired through optional electives. | | |  |
|  |  |  |  |  |
| **Notes** | RGR08 does not allow for any variation on the qualification structure for RGR10108. The | | |  |
|  |
|  | relevant elective must be completed if seeking riding or driving skills. | |  |  |
|  |  |  |  |  |
| **Unit Code** | **Unit Title** |  | **Hours** |  |
|  |  |
|  |  |  |  |  |
| ***Core*** | Follow OHS procedures and observe environmental work practices |  |  |  |
| RGRCMN201A |  |  | 40 |  |
|  |  |  |  |  |
| RGRCMN002A | Investigate job opportunities in racing and related industries |  | 10 |  |
|  |  |  |  |  |
| RGRPSH101A | Catch and handle quiet horses under supervision |  | 70 |  |
|  |  |  |  |  |
| RGRPSH102A | Perform basic stable duties |  | 80 |  |
|  |  |  |  |  |
| ***Electives*** |  |  |  |  |
| RGRPSH203A | Perform basic driving tasks |  | 70 (H) |  |
|  |  |  |  |  |
| **OR** |  |  |  |  |
|  |  |  |  |  |
| RGRPSH205A | Perform basic riding tasks |  | 50 (T) |  |
|  |  |  |  |  |
| **Total Hours** |  |  | **250 (T)** |  |
|  |  |  | **270 (H)** |  |
|  |  |  |  |  |

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**Occupation /**

**Work Function**

**Qualification Title**

**Qualification Code**

**Description**

**Notes**

Stablehand

Certificate II in Racing (Stablehand)

RGR20108

Provides training for a stablehand working under supervision within a thoroughbred or harness racing stable. Employees care for the horses individual needs of feeding, grooming, exercising and transporting. They are also responsible for contributing to a safe, clean and hygienic environment. The stablehand works under the direction of a trainer or stable supervisor but is also able to act autonomously in certain situations requiring solutions to a limited range of problems or working as part of a team.

For advice on how to choose electives alternate to those listed below, please refer to the RGR08 Racing Industry Training Package qualifications and general structuring rules.

Competencies attained in the units packaged for this qualification will apply to the harness (H) and thoroughbred (T) codes of the industry. For further information refer to the Training Package.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **Unit Code** | **Unit Title** |  | **Hours** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Core*** |  |  |  |  |  |
|  | RGRCMN201A | Follow OHS procedures and observe environmental work |  | 40 |  |  |
|  |  | practices |  |  |  |  |
|  |  |  |  |  |  |  |
|  | HLTFA301B | Apply first aid |  | 18 |  |  |
|  |  |  |  |  |  |  |
|  | RGRCMN001A | Comply with the rules of racing and related protocols |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | RGRCMN002A | Investigate job opportunities in racing and related industries |  | 10 |  |  |
|  |  |  |  |  |  |  |
|  | RGRCMN202A | Achieve requirements for industry induction |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | PUACOM001B | Communicate in the workplace |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH201A | Handle horses |  | 70 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH202A | Assist with transportation of horses |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH207A | Perform stable duties |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH208A | Attend horses at trackwork |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH209A | Attend horses at race meetings and trials |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | ***Electives*** |  |  |  |  |  |
|  | RGRCMN003A | Manage personal health and fitness |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH205A | Perform basic riding tasks |  | 50 (T) |  |  |
|  | **or** |  |  |  |  |  |
|  | RGRPSH203A | Perform basic driving tasks |  | 70 (H) |  |  |
|  |  |  |  |  |  |  |
|  | **Total hours** |  |  | **428 (T)** |  |  |
|  |  |  |  | **448 (H)** |  |  |
|  |  |  |  |  |  |  |
|  |  | Page 14 of 41 |  |  |  |  |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupation /** | Kennelhand |  |  |  |
|  |  |  |
| **Work Function** |  |  |  |  |
|  |  |  |  |  |
| **Qualification Title** | Certificate II in Racing (Kennelhand) |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Qualification Code** | RGR20208 |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Description** | Appropriate for a person who is employed in a greyhound racing kennel and | | |  |
|  |
|  | whose prime function is to care for the animals and to meet their individual needs | | |  |
|  | of feeding, grooming, exercising and transporting. They are also responsible for | | |  |
|  | contributing to a safe, clean and hygienic environment. This qualification reflects | | |  |
|  | the role of employees who work under supervision and in known routines with a | | |  |
|  | defined amount of responsibility and limited judgement. |  |  |  |
|  |  |  |  |  |
| **Notes** | For advice on how to choose electives alternate to those listed below, please | | |  |
|  |
|  | refer to the RGR08 Racing Industry Training Package qualifications and general | | |  |
|  | structuring rules. |  |  |  |
|  |  |  |  |  |
| **Unit Code** | **Unit Title** |  | **Hours** |  |
|  |  |
|  |  |  |  |  |
| ***Core*** |  |  |  |  |
| RGRCMN201A | Follow OHS procedures and observe environmental work |  | 40 |  |
|  | practices |  |  |  |
|  |  |  |  |  |
| HLTFA301B | Apply first aid |  | 18 |  |
|  |  |  |  |  |
| RGRCMN001A | Comply with the rules of racing and related protocols |  | 40 |  |
|  |  |  |  |  |
| RGRCMN002A | Investigate job opportunities in racing and related industries |  | 10 |  |
|  |  |  |  |  |
| RGRCMN202A | Achieve requirements for industry induction |  | 30 |  |
|  |  |  |  |  |
| PUACOM001B | Communicate in the workplace |  | 30 |  |
|  |  |  |  |  |
| RGRPSG201A | Handle greyhounds |  | 40 |  |
|  |  |  |  |  |
| RGRPSG202A | Transport greyhounds |  | 10 |  |
|  |  |  |  |  |
| RGRPSG203A | Perform kennel duties |  | 40 |  |
|  |  |  |  |  |
| RGRPSG204A | Attend greyhounds during exercise routines |  | 25 |  |
|  |  |  |  |  |
| RGRPSG205A | Attend greyhounds at race meetings |  | 15 |  |
|  |  |  |  |  |
| RGRPSG206A | Perform duties of greyhound catcher |  | 15 |  |
|  |  |  |  |  |
| ***Electives*** |  |  |  |  |
| RGRPSG302A | Assess health and provide first aid for greyhounds |  | 40 |  |
|  |  |  |  |  |
| RGRPSG303A | Determine nutritional requirements for racing greyhounds |  | 40 |  |
|  |  |  |  |  |
|  | **Total hours** |  | **393** |  |
|  |  |  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupation /** | Trainee Racing Administrator |  |  |  |
|  |  |  |
| **Work Function** |  |  |  |  |
|  |  |  |  |  |
| **Qualification Title** | Certificate II in Racing Services (Racing Administration) |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Qualification Code** | RGR20308 |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Description** | Employees perform a range of duties in a racing industry office environment such | | |  |
|  |
|  | as customer service, using computer technology, mail, organising office | | |  |
|  | resources and photocopying. This qualification reflects the role of employees | | |  |
|  | who work under supervision in known routine but with a defined amount of | | |  |
|  | responsibility and limited judgement. While they may not be required to handle | | |  |
|  | horses or greyhounds, employees with this qualification may still be required to | | |  |
|  | demonstrate an understanding of racing animal behaviour. |  |  |  |
|  |  |  |  |  |
| **Notes** | For advice on how to choose electives alternate to those listed below, please | | |  |
|  |
|  | refer to the RGR08 Racing Industry Training Package qualifications and general | | |  |
|  | structuring rules. |  |  |  |
|  |  |  |  |  |
| **Unit Code** | **Unit Title** |  | **Hours** |  |
|  |  |
|  |  |  |  |  |
| ***Core*** |  |  |  |  |
| RGRCMN201A | Follow OHS procedures and observe environmental work |  | 40 |  |
|  | practices |  |  |  |
|  |  |  |  |  |
| HLTFA301B | Apply first aid |  | 18 |  |
|  |  |  |  |  |
| RGRCMN001A | Comply with the rules of racing and related protocols |  | 40 |  |
|  |  |  |  |  |
| RGRCMN202A | Achieve requirements for industry induction |  | 30 |  |
|  |  |  |  |  |
| ***Electives*** |  |  |  |  |
| BSBWOR202A | Organise and complete daily work activities |  | 20 |  |
|  |  |  |  |  |
| RGRCMN002A | Investigate job opportunities in racing and related industries |  | 10 |  |
|  |  |  |  |  |
| BSBWOR204A | Use business technology |  | 20 |  |
|  |  |  |  |  |
| BSBINM201A | Process and maintain workplace information |  | 30 |  |
|  |  |  |  |  |
| BSBWRT301A | Write simple documents |  | 30 |  |
|  |  |  |  |  |
| BSBCUS201A | Deliver a service to customers |  | 40 |  |
|  |  |  |  |  |
| SRSCOP001B | Prepare for public speaking |  | 10 |  |
|  |  |  |  |  |
| SRXEMR001A | Respond to emergency situations |  | 18 |  |
|  |  |  |  |  |
| RTE2707B | Follow site quarantine procedures |  | 20 |  |
|  |  |  |  |  |
| PUACOM001B | Communicate in the workplace |  | 30 |  |
|  |  |  |  |  |
| RGRTRK402A | Relate animal welfare to track and environmental conditions |  | 60 |  |
|  |  |  |  |  |
| **Total hours** |  |  | **416** |  |
|  |  |  |  |  |

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**Occupation /**

**Work Function**

**Qualification Title**

**Qualification Code**

**Description**

**Notes**

Track Maintenance Trainee

Certificate II in Racing Services (Track Maintenance)

RGR20408

Work responsibilities cover the maintenance and repair of racing tracks, gardens and other facilities as well as the use of tools and machinery. The employee works under the direction of a supervisor but is also able to act autonomously in certain situations requiring solutions to a limited range of problems or working as part of a team. Employees may be required to handle greyhounds or horses in emergency situations and assist in marshalling prior to racing.

For advice on how to choose electives alternate to those listed below, please refer to the RGR08 Racing Industry Training Package qualifications and general structuring rules.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **Unit Code** | **Unit Title** |  | **Hours** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Core*** |  |  |  |  |  |
|  | RGRCMN201A | Follow OHS procedures and observe environmental work |  | 40 |  |  |
|  |  | practices |  |  |  |  |
|  |  |  |  |  |  |  |
|  | HLTFA301B | Apply first aid |  | 18 |  |  |
|  |  |  |  |  |  |  |
|  | RGRCMN202A | Achieve requirements for industry induction |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RGRCMN001A | Comply with the rules of racing and related protocols |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | ***Electives*** |  |  |  |  |  |
|  | HLTGM202B | Use hand and power tools |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | SRXEMR001A | Respond to emergency situations |  | 18 |  |  |
|  |  |  |  |  |  |  |
|  | RTC2012A | Plant trees and shrubs |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | RTF2504A | Determine basic properties of soil/growing media |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | RTC2306A | Operate vehicles |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | RTC2210A | Maintain properties and structures |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RTC2301A | Undertake operational maintenance of machinery |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RTC2404A | Treat plant pests, diseases and disorders |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RTC2706A | Apply chemicals under supervision |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RTC2307A | Operate machinery and equipment |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RTC2401A | Treat weeds |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH201A | Handle horses |  | 70 |  |  |
|  |  |  |  |  |  |  |
|  | **Total hours** |  |  | **486** |  |  |
|  |  |  |  |  |  |  |

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**Occupation /**

**Work Function**

**Qualification Title**

**Qualification Code**

**Description**

**Notes**

Trackrider

Certificate III in Racing (Trackrider)

RGR30108

Appropriate for a person employed to exercise thoroughbred horses on the instruction of a trainer. This job requires judgement and the ability to communicate information concerning horse health, performance and temperament accurately to the trainer, as well as high level riding skills. Employees require the ability to interpret and relay information covering a variety of circumstances.

For advice on how to choose electives alternate to those listed below, please refer to the

RGR08 Racing Industry Training Package qualifications and general structuring rules. This occupation may require licensing, for full details of licensing requirements contact your State Licensing Authority.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **Unit Code** | **Unit Title** |  | **Hours** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Core*** | Follow OHS procedures and observe environmental work practices |  | 40 |  |  |
|  | RGRCMN201A |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | HLTFA301B | Apply first aid |  | 18 |  |  |
|  |  |  |  |  |  |  |
|  | RGRCMN001A | Comply with the rules of racing and related protocols |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | RGRCMN202A | Achieve requirements for industry induction |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RGRCMN003A | Manage personal health and fitness |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | PUACOM001B | Communicate in the workplace |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH201A | Handle horses |  | 70 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH202A | Assist with transportation of horses |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH205A | Perform basic riding tasks |  | 50 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH206A | Develop riding skills for flatwork |  | 50 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH207A | Perform stable duties |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH208A | Attend horses at trackwork |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH304A | Identify factors that affect racehorse performance |  | 100 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH306A | Develop basic trackwork riding skills |  | 75 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH307A | Exercise horses in pacework |  | 75 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH404A | Ride horses at trackwork |  | 75 |  |  |
|  |  |  |  |  |  |  |
|  | ***Electives*** |  |  |  |  |  |
|  | RGRPSH405A | Ride horses in jump outs |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH407A | Educate thoroughbred horses for racing |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH420A | Participate in implementing racehorse exercise programs |  | 60 |  |  |
|  |  |  |  |  |  |  |
|  | **Total hours** |  |  | **883** |  |  |
|  |  |  |  |  |  |  |

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Occupation /** | Advanced Stablehand | | |  |  |
|  |  |
| **Work Function** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Qualification Title** | Certificate III in Racing (Advanced Stablehand) | | |  |  |
|  |  |
|  |  |  |  |  |  |
| **Qualification Code** | RGR30208 | | |  |  |
|  |  |
|  |  |  |  |  |  |
| **Description** | Appropriate for an advanced stablehand or stable foreman who is in charge of daily | | | |  |
|  |
|  | operations in a thoroughbred or harness racing stable. The advanced stablehand works to | | | |  |
|  | the delegation of a trainer who has overall responsibility for the enterprise. | | |  |  |
|  |  |  |  |  |  |
| **Notes** | For advice on how to choose electives alternate to those listed below, please refer to the | | | |  |
|  |
|  | RGR08 Racing Industry Training Package qualifications and general structuring rules. | | | |  |
|  | Competencies attained in the units packaged for this qualification will apply to the harness | | | |  |
|  | (H) and thoroughbred (T) codes of the industry. For further information refer to the | | | |  |
|  | Training Package. | | |  |  |
|  |  |  |  |  |  |
| **Unit Code** | **Unit Title** |  |  | **Hours** |  |
|  |  |  |
|  |  |  |  |  |  |
| ***Core*** |  |  |  |  |  |
| RGRCMN201A | Follow OHS procedures and observe environmental work practices |  |  | 40 |  |
|  |  |  |  |  |  |
| HLTFA301B | Apply first aid |  |  | 18 |  |
|  |  |  |  |  |  |
| RGRCMN001A | Comply with the rules of racing and related protocols |  |  | 40 |  |
|  |  |  |  |  |  |
| RGRCMN202A | Achieve requirements for industry induction |  |  | 30 |  |
|  |  |  |  |  |  |
| PUACOM001B | Communicate in the workplace |  |  | 30 |  |
|  |  |  |  |  |  |
| SRXGRO002A | Deal with conflict |  |  | 10 |  |
|  |  |  |  |  |  |
| RGRPSH201A | Handle horses |  |  | 70 |  |
|  |  |  |  |  |  |
| RGRPSH202A | Assist with transportation of horses |  |  | 20 |  |
|  |  |  |  |  |  |
| RGRPSH207A | Perform stable duties |  |  | 40 |  |
|  |  |  |  |  |  |
| RGRPSH208A | Attend horses at trackwork |  |  | 30 |  |
|  |  |  |  |  |  |
| RGRPSH209A | Attend horses at race meetings and trials |  |  | 30 |  |
|  |  |  |  |  |  |
| RGRPSH301A | Implement stable operations |  |  | 30 |  |
|  |  |  |  |  |  |
| RGRPSH302A | Supervise handling of horses |  |  | 20 |  |
|  |  |  |  |  |  |
| RGRPSH303A | Supervise transportation of horses |  |  | 40 |  |
|  |  |  |  |  |  |
| RGRPSH304A | Identify factors that affect racehorse performance |  |  | 100 |  |
|  |  |  |  |  |  |
| RGRPSH308A | Provide first aid and emergency care for horses |  |  | 100 |  |
|  |  |  |  |  |  |
| RGRPSH309A | Implement feeding programs for racehorses under direction |  |  | 20 |  |
|  |  |  |  |  |  |
| PRSSO323A | Lead small teams |  |  | 20 |  |
|  |  |  |  |  |  |
| SRXEMR001A | Respond to emergency situations |  |  | 18 |  |
|  |  |  |  |  |  |
| ***Electives*** |  |  |  |  |  |
| BSBITU203A | Communicate electronically |  |  | 20 |  |
|  |  |  |  |  |  |

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|  |  |  |  |
| --- | --- | --- | --- |
| Unit Code | Unit Title | Hours |  |
|  |
|  |  |  |  |
| RGRCMN003A | Manage personal health and fitness | 20 |  |
|  |  |  |  |
| RGRPSH420A | Participate in implementing racehorse exercise programs | 60 |  |
|  |  |  |  |
| RGRPSH205A | Perform basic riding tasks | 50 (T) |  |
| ***or*** |  |  |  |
| RGRPSH203A | Perform basic driving tasks | 70 (H) |  |
|  |  |  |  |
| **Total hours** |  | **856 (T)** |  |
|  |  | **876 (H)** |  |
|  |  |  |  |

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Occupation /** | Trainee Racing Administrator | | |  |  |
|  |  |
| **Work Function** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Qualification Title** | Certificate III in Racing Services (Racing Administration) | | |  |  |
|  |  |
|  |  |  |  |  |  |
| **Qualification Code** | RGR30308 | | |  |  |
|  |  |
|  |  |  |  |  |  |
| **Description** | Employees perform a range of duties in a racing industry office environment such as | | | |  |
|  |
|  | customer service, using computer technology, producing basic business documents within | | | |  |
|  | racing specific protocols and procedures, organising office resources, photocopying and | | | |  |
|  | preparing simple reports. While they may not be required to handle horses or | | |  |  |
|  | greyhounds, employees with this qualification may still be required to demonstrate an | | | |  |
|  | understanding of racing animal behaviour. | | |  |  |
|  |  |  |  |  |  |
| **Notes** | For advice on how to choose electives alternate to those listed below, please refer to the | | | |  |
|  |
|  | RGR08 Racing Industry Training Package qualifications and general structuring rules. | | | |  |
|  |  |  |  |  |  |
| **Unit Code** | **Unit Title** |  |  | **Hours** |  |
|  |  |  |
|  |  |  |  |  |  |
| ***Core*** |  |  |  |  |  |
| RGRCMN401A | Maintain and monitor OHS procedures and environmental work |  |  | 60 |  |
|  | practices |  |  |  |  |
|  |  |  |  |  |  |
| HLTFA301B | Apply first aid |  |  | 18 |  |
|  |  |  |  |  |  |
| RGRCMN202A | Achieve requirements for industry induction |  |  | 30 |  |
|  |  |  |  |  |  |
| RGRCMN001A | Comply with the rules of racing and related protocols |  |  | 40 |  |
|  |  |  |  |  |  |
| ***Electives*** |  |  |  |  |  |
| BSBWOR204A | Use business technology |  |  | 20 |  |
|  |  |  |  |  |  |
| PUACOM001B | Communicate in the workplace |  |  | 30 |  |
|  |  |  |  |  |  |
| SRXEVT007B | Manage spectators at an event or program |  |  | 20 |  |
|  |  |  |  |  |  |
| THTFME09A | Develop and update knowledge of protocol events |  |  | 25 |  |
|  |  |  |  |  |  |
| RGRADM301A | Assist with race meeting operations |  |  | 30 |  |
|  |  |  |  |  |  |
| BSBINM301A | Organise workplace information |  |  | 30 |  |
|  |  |  |  |  |  |
| BSBITU301A | Create and use databases |  |  | 30 |  |
|  |  |  |  |  |  |
| BSBWOR301A | Organise personal work priorities and development |  |  | 30 |  |
|  |  |  |  |  |  |
| BSBWRT301A | Write simple documents |  |  | 30 |  |
|  |  |  |  |  |  |
| BSBCUS301A | Deliver and monitor a service to customers |  |  | 35 |  |
|  |  |  |  |  |  |
| THTFME07A | Organise and monitor infrastructure for outdoor events |  |  | 40 |  |
|  |  |  |  |  |  |
| RGRADM302A | Supervise use of track and race club facilities |  |  | 50 |  |
|  |  |  |  |  |  |
| BSBMKG414A | Undertake marketing activities |  |  | 50 |  |
|  |  |  |  |  |  |
| BSBFIA301A | Maintain financial records |  |  | 60 |  |
|  |  |  |  |  |  |
| RGRADM402A | Prepare for race meeting special events |  |  | 80 |  |
|  |  |  |  |  |  |
| BSBITU306A | Design and produce business documents |  |  | 80 |  |
|  |  |  |  |  |  |
| **Total hours** |  |  |  | **788** |  |
|  |  |  |  |  |  |

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Occupation /** |  | Cadet Steward |  |  |  |
|  |  |  |  |  |
|  | **Work Function** |  |  |  |  |  |
|  |  | |  |  |  |  |
|  | **Qualification Title** | | Certificate III in Racing Services (Cadet Steward) |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Qualification Code** | | RGR30408 |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Description** | | Cadet stewards typically assist the panel of stewards to oversee all aspects of wagering, | | |  |
|  |  |
|  |  |  | greyhound and horse racing to ensure that the laws and regulations of the relevant | | |  |
|  |  |  | authority are observed and obeyed. Employees with this qualification need to be confident | | |  |
|  |  |  | about moving in close proximity to racing horses or greyhounds and be able to identify | | |  |
|  |  |  | safe and unsafe methods of handling by others, as well as recognising approved and non- | | |  |
|  |  |  | approved racing gear and equipment and legal and illegal racing tactics. Knowledge of the | | |  |
|  |  |  | rules of racing, racing protocols, animal welfare and duty of care requirements is also | | |  |
|  |  |  | considered essential. |  |  |  |
|  |  |  |  |  |  |  |
|  | **Notes** | | For advice on how to choose electives alternate to those listed below, please refer to the | | |  |
|  |  |
|  |  |  | RGR08 Racing Industry Training Package qualifications and general structuring rules. | | |  |
|  |  |  |  |  |  |  |
|  | **Unit Code** | | **Unit Title** |  | **Hours** |  |
|  |  |
|  |  | |  |  |  |  |
|  | ***Core*** | |  |  |  |  |
|  | RGRCMN401A | | Maintain and monitor OHS procedures and environmental work |  | 60 |  |
|  |  |  | practices |  |  |  |
|  |  | |  |  |  |  |
|  | HLTFA301B | | Apply first aid |  | 18 |  |
|  |  | |  |  |  |  |
|  | RGRCMN202A | | Achieve requirements for industry induction |  | 30 |  |
|  |  | |  |  |  |  |
|  | RGRCMN001A | | Comply with the rules of racing and related protocols |  | 40 |  |
|  |  | |  |  |  |  |
|  | ***Electives*** | |  |  |  |  |
|  | SRSCOP001B | | Prepare for public speaking |  | 10 |  |
|  |  | |  |  |  |  |
|  | SRXEMR001A | | Respond to emergency situations |  | 18 |  |
|  |  | |  |  |  |  |
|  | RTE2707B | | Follow site quarantine procedures |  | 20 |  |
|  |  | |  |  |  |  |
|  | PUACOM001B | | Communicate in the workplace |  | 30 |  |
|  |  | |  |  |  |  |
|  | RGRTRK303A | | Provide emergency animal assistance |  | 15 |  |
|  |  | |  |  |  |  |
|  | RGRSTD303A | | Assess racing gear suitability and safety |  | 20 |  |
|  |  | |  |  |  |  |
|  | PRSIS306A | | Gather information by factual investigation |  | 30 |  |
|  |  | |  |  |  |  |
|  | PSPREG410B | | Give evidence |  | 30 |  |
|  |  | |  |  |  |  |
|  | RGRSTD302A | | Interpret wagering trends |  | 40 |  |
|  |  | |  |  |  |  |
|  | RGRSTD301A | | Perform duties of cadet steward |  | 80 |  |
|  |  | |  |  |  |  |
|  | RGRSTD408A | | Analyse race performance |  | 80 |  |
|  |  | |  |  |  |  |
|  | SRXGRO002A | | Deal with conflict |  | 10 |  |
|  |  | |  |  |  |  |
|  | BSBWOR204A | | Use business technology |  | 20 |  |
|  |  | |  |  |  |  |
|  | SRSOGP014A | | Develop activity rules and regulations |  | 20 |  |
|  |  | |  |  |  |  |
|  | THTFME09A | | Develop and update knowledge of protocol events |  | 25 |  |
|  |  | |  |  |  |  |
|  | RGRPSH201A | | Handle horses |  | 70 |  |
|  |  | |  |  |  |  |
|  | **Total hours** | |  |  | **666** |  |
|  |  |  |  |  |  |  |

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Occupation /** | Track Maintenance Trainee | | |  |  |
|  |  |
| **Work Function** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Qualification Title** | Certificate III in Racing Services (Track Maintenance) | | |  |  |
|  |  |
|  |  |  |  |  |  |
| **Qualification Code** | RGR30508 | | |  |  |
|  |  |
|  |  |  |  |  |  |
| **Description** | Suitable for persons who are responsible for organising their own work within known | | | |  |
|  |
|  | routines. Work responsibilities cover the maintenance and repair of racing tracks, gardens | | | |  |
|  | and other facilities as well as the use of tools and machinery. Employees will be expected | | | |  |
|  | to demonstrate knowledge of the impact of track and environmental conditions on racing | | | |  |
|  | animal welfare. Employees may be required to handle greyhounds or horses in | | |  |  |
|  | emergency situations and assist in marshalling prior to racing. | | |  |  |
|  |  |  |  |  |  |
| **Notes** | For advice on how to choose electives alternate to those listed below, please refer to the | | | |  |
|  |
|  | RGR08 Racing Industry Training Package qualifications and general structuring rules. | | | |  |
|  |  |  |  |  |  |
| **Unit Code** | **Unit Title** |  |  | **Hours** |  |
|  |  |  |
|  |  |  |  |  |  |
| ***Core*** |  |  |  |  |  |
| RGRCMN401A | Maintain and monitor OHS procedures and environmental work |  |  | 60 |  |
|  | practices |  |  |  |  |
|  |  |  |  |  |  |
| HLTFA301B | Apply first aid |  |  | 18 |  |
|  |  |  |  |  |  |
| RGRCMN202A | Achieve requirements for industry induction |  |  | 30 |  |
|  |  |  |  |  |  |
| RGRCMN001A | Comply with the rules of racing and related protocols |  |  | 40 |  |
|  |  |  |  |  |  |
| ***Electives*** |  |  |  |  |  |
| RTF2504A | Determine basic properties of soil/growing media |  |  | 20 |  |
|  |  |  |  |  |  |
| RGRTRK402A | Relate animal welfare to track and environmental conditions |  |  | 60 |  |
|  |  |  |  |  |  |
| RTE2503B | Observe and report on weather |  |  | 25 |  |
|  |  |  |  |  |  |
| RGRTRK301A | Assist with race meeting track management |  |  | 50 |  |
|  |  |  |  |  |  |
| RTE3410A | Work effectively in an emergency disease response |  |  | 50 |  |
|  |  |  |  |  |  |
| RTE3611A | Operate pressurised irrigation systems |  |  | 50 |  |
|  |  |  |  |  |  |
| RTC3705A | Transport, handle and store chemicals |  |  | 50 |  |
|  |  |  |  |  |  |
| THTGTM02B | Carry out grounds maintenance |  |  | 50 |  |
|  |  |  |  |  |  |
| RTF3023A | Monitor turf health |  |  | 60 |  |
|  |  |  |  |  |  |
| RTF3027A | Renovate sports turf |  |  | 60 |  |
|  |  |  |  |  |  |
| RGRPSH201A | Handle horses |  |  | 70 |  |
|  |  |  |  |  |  |
| RGRTRK302A | Maintain specialised non-turf track surfaces for racing |  |  | 70 |  |
|  |  |  |  |  |  |
| RTE3704A | Prepare and apply chemicals |  |  | 70 |  |
|  |  |  |  |  |  |
| RTC3401A | Control weeds |  |  | 70 |  |
|  |  |  |  |  |  |
| RTE3307A | Coordinate machinery and equipment maintenance and repair |  |  | 80 |  |
|  |  |  |  |  |  |
| RTF3011A | Implement a plant establishment program |  |  | 80 |  |
|  |  |  |  |  |  |
| **Total hours** |  |  |  | **1063** |  |
|  |  |  |  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupation /** | Harness Trainer |  |  |  |
|  |  |  |
| **Work Function** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Qualification Title** | Certificate IV in Racing (Racehorse Trainer) |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Qualification Code** | RGR40108 |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Description** | A harness trainer is a person who is licensed to operate a business that trains horses | | |  |
|  |
|  | under industry regulated licensing criteria for the purpose of competing in industry- | | |  |
|  | regulated events. Appropriate for a harness trainer who trains horses for outside owners | | |  |
|  | and would generally employ several staff. |  |  |  |
|  |  |  |  |  |
| **Notes** | For advice on how to choose electives alternate to those listed below, please refer to the | | |  |
|  |
|  | RGR08 Racing Industry Training Package qualifications and general structuring rules. | | |  |
|  | Competencies attained in the units packaged for this qualification will apply to the harness | | |  |
|  | (H) and thoroughbred (T) codes of the industry. For further information refer to the | | |  |
|  | Training Package. |  |  |  |
|  | This sample includes units required for licensing requirements as stipulated by Harness | | |  |
|  | Racing Victoria. For full details of licensing requirements contact your State Licensing | | |  |
|  | Authority. |  |  |  |
|  |  |  |  |  |
| **Unit Code** | **Unit Title** |  | **Hours** |  |
|  |  |
|  |  |  |  |  |
| ***Core*** |  |  |  |  |
| RGRCMN001A | Comply with the rules of racing and related protocols |  | 60 |  |
|  |  |  |  |  |
| RGRCMN401A | Maintain and monitor OHS procedures and environmental work |  | 60 |  |
|  | practices |  |  |  |
|  |  |  |  |  |
| RGRPSH408A | Manage horse health and welfare |  | 100 |  |
|  |  |  |  |  |
| RGRPSH421A | Operate horse racing training business |  | 80 |  |
|  |  |  |  |  |
| RGRPSH503A | Trial and race horses |  | 20 |  |
|  |  |  |  |  |
| RGRPSH417A | Participate in protests, inquiries and appeals |  | 40 |  |
|  |  |  |  |  |
| BSBSMB407A | Manage a small team |  | 40 |  |
|  |  |  |  |  |
| ***Electives*** |  |  |  |  |
| RGRCMN402A | Participate in media interviews for racing |  | 10 |  |
|  |  |  |  |  |
| RGRPSH302A | Supervise handling of horses |  | 20 |  |
|  |  |  |  |  |
| BSBITU203A | Communicate electronically |  | 20 |  |
|  |  |  |  |  |
| RGRPSH301A | Implement stable operations |  | 30 |  |
|  |  |  |  |  |
| RGRPSH409A | Determine nutritional requirements for racing horses |  | 40 |  |
|  |  |  |  |  |
| RGRPSH501A | Plan and adapt training and conditioning programs for racehorses |  | 40 |  |
|  |  |  |  |  |
| RGRPSH401A | Relate anatomical and physiological features to the care and treatment |  | 60 |  |
|  | of horses |  |  |  |
|  |  |  |  |  |
| RTE3148A | Assess conformation of horses |  | 60 |  |
|  |  |  |  |  |
| **Total hours** |  |  | **680** |  |
|  |  |  |  |  |

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**Occupation /**

**Work Function**

**Qualification Title**

**Qualification Code**

**Description**

**Notes**

Thoroughbred Trainer

Certificate IV in Racing (Racehorse Trainer)

RGR40108

A thoroughbred trainer is a person who is licensed to operate a business that trains horses under industry regulated licensing criteria for the purpose of competing in industry-regulated events. The trainer is responsible for the care, maintenance and racing performance of the animals. Suitable for a person planning to apply for a Racehorse Trainer Owner Trainer Permit

This occupation requires licensing. For full details of licensing requirements in Victoria contact Racing Victoria Ltd, or the State Licensing Authority if interstate.

For advice on how to choose electives alternate to those listed below, please refer to the RGR08 Racing Industry Training Package qualifications and general structuring rules. Competencies attained in the units packaged for this qualification will apply to the harness

(H) and thoroughbred (T) codes of the industry. For further information refer to the Training Package.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **Unit Code** | **Unit Title** |  | **Hours** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Core*** |  |  |  |  |  |
|  | RGRCMN001A | Comply with the rules of racing and related protocols |  | 60 |  |  |
|  |  |  |  |  |  |  |
|  | RGRCMN401A | Maintain and monitor OHS procedures and environmental work |  | 60 |  |  |
|  |  | practices |  |  |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH408A | Manage horse health and welfare |  | 100 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH421A | Operate horse racing training business |  | 80 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH503A | Trial and race horses |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH417A | Participate in protests, inquiries and appeals |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | BSBSMB407A | Manage a small team |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | ***Electives*** |  |  |  |  |  |
|  | RGRPSH502A | Plan and implement education of horses for racing |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | BSBSMB305A | Comply with regulatory, taxation and insurance requirements for micro |  | 45 |  |  |
|  |  | business |  |  |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH409A | Determine nutritional requirements for racing horses |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH501A | Plan and adapt training and conditioning programs for racehorses |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH401A | Relate anatomical and physiological features to the care and treatment |  | 60 |  |  |
|  |  | of horses |  |  |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH420A | Participate in implementing racehorse exercise programs |  | 60 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH505A | Select horses for racing |  | 80 |  |  |
|  |  |  |  |  |  |  |
|  | RTE3148A | Assess conformation of horses |  | 60 |  |  |
|  |  |  |  |  |  |  |
|  | **Total hours** |  |  | **825** |  |  |
|  |  |  |  |  |  |  |

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Occupation /** | Jockey | | |  |  |
|  |  |
| **Work Function** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Qualification Title** | Certificate IV in Racing (Jockey) | | |  |  |
|  |  |
|  |  |  |  |  |  |
| **Qualification Code** | RGR40208 | | |  |  |
|  |  |
|  |  |  |  |  |  |
| **Description** | Appropriate for a professional person who, upon obtaining the necessary | | | |  |
|  |
|  | License, works independently and contracts his/her riding services on a daily | | | |  |
|  | basis to compete in industry regulated competition in thoroughbred racing. A | | | |  |
|  | jockey possesses the highest level of race riding and horse handling skills, which | | | |  |
|  | require application of problem solving skills to unpredictable problems. | | |  |  |
|  |  |  |  |  |  |
| **Notes** | This occupation requires licensing. For full details of licensing requirements in | | | |  |
|  |
|  | Victoria contact Racing Victoria Ltd, or the State Licensing Authority if interstate. | | | |  |
|  | For advice on how to choose electives alternate to those listed below, please | | | |  |
|  | refer to the RGR08 Racing Industry Training Package qualifications and general | | | |  |
|  | structuring rules. | | |  |  |
|  |  |  |  |  |  |
| **Unit Code** | **Unit Title** |  |  | **Hours** |  |
|  |  |  |
|  |  |  |  |  |  |
| ***Core*** |  |  |  |  |  |
| RGRCMN201A | Follow OHS procedures and observe environmental work |  |  | 40 |  |
|  | practices |  |  |  |  |
|  |  |  |  |  |  |
| HLTFA301B | Apply first aid |  |  | 18 |  |
|  |  |  |  |  |  |
| RGRCMN001A | Comply with the rules of racing and related protocols |  |  | 40 |  |
|  |  |  |  |  |  |
| RGRCMN202A | Achieve requirements for industry induction |  |  | 30 |  |
|  |  |  |  |  |  |
| RGRCMN003A | Manage personal health and fitness |  |  | 20 |  |
|  |  |  |  |  |  |
| PUACOM001B | Communicate in the workplace |  |  | 30 |  |
|  |  |  |  |  |  |
| SRXGRO002A | Deal with conflict |  |  | 10 |  |
|  |  |  |  |  |  |
| RGRPSH201A | Handle horses |  |  | 70 |  |
|  |  |  |  |  |  |
| RGRPSH202A | Assist with transportation of horses |  |  | 20 |  |
|  |  |  |  |  |  |
| RGRPSH205A | Perform basic riding tasks |  |  | 50 |  |
|  |  |  |  |  |  |
| RGRPSH206A | Develop riding skills for flatwork |  |  | 50 |  |
|  |  |  |  |  |  |
| RGRPSH207A | Perform stable duties |  |  | 40 |  |
|  |  |  |  |  |  |
| RGRPSH208A | Attend horses at trackwork |  |  | 30 |  |
|  |  |  |  |  |  |
| RGRPSH209A | Attend horses at race meetings and trials |  |  | 30 |  |
|  |  |  |  |  |  |
| RGRPSH304A | Identify factors that affect racehorse performance |  |  | 100 |  |
|  |  |  |  |  |  |
| RGRPSH306A | Develop basic trackwork riding skills |  |  | 75 |  |
|  |  |  |  |  |  |
| RGRPSH307A | Exercise horses in pacework |  |  | 75 |  |
|  |  |  |  |  |  |

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|  |  |  |  |
| --- | --- | --- | --- |
| Unit Code | Unit Title | Hours |  |
|  |
|  |  |  |  |
| RGRPSH310A | Prepare for self-management in racing | 40 |  |
|  |  |  |  |
| RGRPSH404A | Ride horses at trackwork | 75 |  |
|  |  |  |  |
| RGRPSH405A | Ride horses in jump outs | 20 |  |
|  |  |  |  |
| RGRPSH407A | Educate thoroughbred horses for racing | 40 |  |
|  |  |  |  |
| RGRPSH413A | Prepare for race riding | 75 |  |
|  |  |  |  |
| RGRPSH414A | Ride horses in trials | 75 |  |
|  |  |  |  |
| RGRPSH415A | Ride horses in races | 75 |  |
|  |  |  |  |
| RGRPSH417A | Participate in protests, inquiries and appeals | 20 |  |
|  |  |  |  |
| RGRPSH419A | Manage principles of sports science for jockeys | 40 |  |
|  |  |  |  |
| ***Electives*** |  |  |  |
| RGRCMN402A | Participate in media interviews for racing | 10 |  |
|  |  |  |  |
| RGRPSH418A | Set goals to improve racing performance | 20 |  |
|  |  |  |  |
| BSBITU203A | Communicate electronically | 20 |  |
|  |  |  |  |
| **Total hours** |  | **1238** |  |
|  |  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupation /** | Harness Race Driver |  |  |  |
|  |  |  |
| **Work Function** |  |  |  |  |
|  |  |  |  |  |
| **Qualification Title** | Certificate IV in Racing (Harness Race Driver) |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Qualification Code** | RGR40308 |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Description** | Appropriate for a professional person who works independently and contracts | | |  |
|  |
|  | his/her driving services on a daily basis to compete in industry regulated | | |  |
|  | competition as a harness driver. |  |  |  |
|  |  |  |  |  |
| **Notes** | This sample includes units required for licensing requirements as stipulated by | | |  |
|  |
|  | Harness Racing Victoria. For full details of licensing requirements contact your | | |  |
|  | State Licensing Authority. |  |  |  |
|  | For advice on how to choose electives alternate to those listed below, please | | |  |
|  | refer to the RGR08 Racing Industry Training Package qualifications and general | | |  |
|  | structuring rules. |  |  |  |
|  |  |  |  |  |
| **Unit Code** | **Unit Title** |  | **Hours** |  |
|  |  |
|  |  |  |  |  |
| ***Core*** |  |  |  |  |
| RGRCMN201A | Follow OHS procedures and observe environmental work |  | 40 |  |
|  | practices |  |  |  |
|  |  |  |  |  |
| HLTFA301B | Apply first aid |  | 18 |  |
|  |  |  |  |  |
| RGRCMN001A | Comply with the rules of racing and related protocols |  | 40 |  |
|  |  |  |  |  |
| RGRCMN202A | Achieve requirements for industry induction |  | 30 |  |
|  |  |  |  |  |
| RGRCMN003A | Manage personal health and fitness |  | 20 |  |
|  |  |  |  |  |
| PUACOM001B | Communicate in the workplace |  | 30 |  |
|  |  |  |  |  |
| RGRPSH201A | Handle horses |  | 70 |  |
|  |  |  |  |  |
| RGRPSH202A | Assist with transportation of horses |  | 20 |  |
|  |  |  |  |  |
| RGRPSH203A | Perform basic driving tasks |  | 70 |  |
|  |  |  |  |  |
| RGRPSH204A | Prepare to drive jog work |  | 70 |  |
|  |  |  |  |  |
| RGRPSH207A | Perform stable duties |  | 40 |  |
|  |  |  |  |  |
| RGRPSH208A | Attend horses at trackwork |  | 30 |  |
|  |  |  |  |  |
| RGRPSH209A | Attend horses at race meetings and trials |  | 30 |  |
|  |  |  |  |  |
| RGRPSH304A | Identify factors that affect racehorse performance |  | 100 |  |
|  |  |  |  |  |
| RGRPSH305A | Develop driving skills for trackwork |  | 80 |  |
|  |  |  |  |  |
| RGRPSH310A | Prepare for self-management in racing |  | 40 |  |
|  |  |  |  |  |
| RGRPSH402A | Drive horses in pacework and fast work |  | 80 |  |
|  |  |  |  |  |
| RGRPSH403A | Educate harness horses for racing |  | 100 |  |
|  |  |  |  |  |
| RGRPSH410A | Prepare for race driving |  | 75 |  |
|  |  |  |  |  |

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|  |  |  |  |
| --- | --- | --- | --- |
| Unit Code | Unit Title | Hours |  |
|  |
|  |  |  |  |
| RGRPSH411A | Prepare to drive horses in trials | 75 |  |
|  |  |  |  |
| RGRPSH412A | Prepare to drive horses in races | 75 |  |
|  |  |  |  |
| RGRPSH417A | Participate in protests, inquiries and appeals | 20 |  |
|  |  |  |  |
| ***Electives*** |  |  |  |
| RGRCMN402A | Participate in media interviews for racing | 10 |  |
|  |  |  |  |
| BSBITU203A | Communicate electronically | 20 |  |
|  |  |  |  |
| RGRPSH418A | Set goals to improve racing performance | 20 |  |
|  |  |  |  |
| **Total hours** |  | **1203** |  |
|  |  |  |  |

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Occupation /** | Greyhound Trainer | | |  |  |
|  |  |
| **Work Function** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Qualification Title** | Certificate IV in Racing (Greyhound Trainer) | | |  |  |
|  |  |
|  |  |  |  |  |  |
| **Qualification Code** | RGR40408 | | |  |  |
|  |  |
|  |  |  |  |  |  |
| **Description** | Appropriate for a person who is licensed to operate a business that trains | | | |  |
|  |
|  | greyhounds under racing industry regulated licensing or registration criteria for | | | |  |
|  | the purpose of competing in industry-regulated events. The trainer is responsible | | | |  |
|  | for the care, maintenance and racing performance of the greyhounds. | | |  |  |
|  |  |  |  |  |  |
| **Notes** | For advice on how to choose electives alternate to those listed below, please | | | |  |
|  |
|  | refer to the RGR08 Racing Industry Training Package qualifications and general | | | |  |
|  | structuring rules. | | |  |  |
|  | Before commencing this qualification candidates must be able to demonstrate | | | |  |
|  | that they have the appropriate skills and knowledge commensurate with the | | | |  |
|  | RGR20208 Certificate II in Racing (Kennelhand). | | |  |  |
|  |  |  |  |  |  |
| **Unit Code** | **Unit Title** |  |  | **Hours** |  |
|  |  |  |
|  |  |  |  |  |  |
| ***Core*** |  |  |  |  |  |
| RGRCMN001A | Comply with the rules of racing and related protocols |  |  | 40 |  |
|  |  |  |  |  |  |
| RGRCMN401A | Maintain and monitor OHS procedures and environmental work |  |  | 60 |  |
|  | practices |  |  |  |  |
|  |  |  |  |  |  |
| RGRPSG402A | Manage greyhound health and welfare |  |  | 30 |  |
|  |  |  |  |  |  |
| RGRPSG404A | Trial and race greyhounds |  |  | 50 |  |
|  |  |  |  |  |  |
| RGRPSG405A | Operate a greyhound racing training business |  |  | 75 |  |
|  |  |  |  |  |  |
| RGRPSG304A | Participate in greyhound inquiries and appeals |  |  | 15 |  |
|  |  |  |  |  |  |
| BSBSMB407A | Manage a small team |  |  | 40 |  |
|  |  |  |  |  |  |
| ***Electives*** |  |  |  |  |  |
| RGRPSG406A | Promote and maintain business arrangements with greyhound |  |  | 30 |  |
|  | owners |  |  |  |  |
|  |  |  |  |  |  |
| RGRPSG302A | Assess health and provide first aid for greyhounds |  |  | 40 |  |
|  |  |  |  |  |  |
| RGRPSG303A | Determine nutritional requirements for racing greyhounds |  |  | 40 |  |
|  |  |  |  |  |  |
| RGRPSG401A | Relate anatomical and physiological features to the care and |  |  | 40 |  |
|  | treatment of greyhounds |  |  |  |  |
|  |  |  |  |  |  |
| RGRPSG403A | Plan and implement education and training of greyhounds for |  |  | 40 |  |
|  | racing |  |  |  |  |
|  |  |  |  |  |  |
| RGRPSG407A | Select greyhounds for racing |  |  | 40 |  |
|  |  |  |  |  |  |
| BSBSMB305A | Comply with regulatory, taxation and insurance requirements for |  |  | 45 |  |
|  | micro business |  |  |  |  |
|  |  |  |  |  |  |
| RUV3507A | Carry out companion animal breeding procedures |  |  | 50 |  |
|  |  |  |  |  |  |
| **Total hours** |  |  |  | **635** |  |
|  |  |  |  |  |  |

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**Occupation /**

**Work Function**

**Qualification Title**

**Qualification Code**

**Description**

**Notes**

Racing Administrator

Certificate IV in Racing Services (Racing Administration)

RGR405008

Reflects the role of persons who are responsible for organising their own work, leading others and planning for and carrying out tasks of complex and non-routine functions. Work responsibilities include the administration, event management and operations areas of racing. While they may not be required to handle horses or greyhounds, employees with this qualification may still be required to demonstrate an understanding of racing animal behaviour.

For advice on how to choose electives alternate to those listed below, please refer to the RGR08 Racing Industry Training Package qualifications and general structuring rules.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **Unit Code** | **Unit Title** |  | **Hours** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Core*** |  |  |  |  |  |
|  | RGRCMN401A | Maintain and monitor OHS procedures and environmental work |  | 60 |  |  |
|  |  | practices |  |  |  |  |
|  |  |  |  |  |  |  |
|  | HLTFA301B | Apply first aid |  | 18 |  |  |
|  |  |  |  |  |  |  |
|  | RGRCMN001A | Comply with the rules of racing and related protocols |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | ***Electives*** |  |  |  |  |  |
|  | RGRCMN403A | Participate in racing industry appeals |  | 10 |  |  |
|  |  |  |  |  |  |  |
|  | HLTFA403A | Manage first aid in the workplace |  | 16 |  |  |
|  |  |  |  |  |  |  |
|  | SRXEMR001A | Respond to emergency situations |  | 18 |  |  |
|  |  |  |  |  |  |  |
|  | RTE2707B | Follow site quarantine procedures |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | SRXOGN001A | Conduct projects |  | 15 |  |  |
|  |  |  |  |  |  |  |
|  | SRXGOV004B | Work effectively with the board of an organisation |  | 18 |  |  |
|  |  |  |  |  |  |  |
|  | SRXEVT007B | Manage spectators at an event or program |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | SRXHRM001B | Manage volunteers |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | BSBFIA402A | Report on financial activity |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | THTPPD10B | Develop and implement sponsorship plans |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | BSBITS401A | Maintain business technology |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | BSBLED401A | Develop teams and individuals |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | THTFME06A | Manage event contractors |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | THTFME07A | Organise and monitor infrastructure for outdoor events |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | RGRADM302A | Supervise use of track and race club facilities |  | 50 |  |  |
|  |  |  |  |  |  |  |
|  | BSBWRT401A | Write complex documents |  | 50 |  |  |
|  |  |  |  |  |  |  |

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|  |  |  |  |
| --- | --- | --- | --- |
| Unit Code | Unit Title | Hours |  |
|  |
|  |  |  |  |
| BSBMKG414A | Undertake marketing activities | 50 |  |
|  |  |  |  |
| BSBRSK401A | Identify risk and apply risk management processes | 50 |  |
|  |  |  |  |
| BSBPMG510A | Manage projects | 60 |  |
|  |  |  |  |
| BSBFIM501A | Manage budgets and financial plans | 70 |  |
|  |  |  |  |
| RGRADM401A | Manage race meeting operations | 80 |  |
|  |  |  |  |
| RTE5920A | Negotiate and monitor contract/commercial agreements | 120 |  |
|  |  |  |  |
| **Total hours** |  | **1005** |  |
|  |  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupation /** | Steward |  |  |  |
|  |  |  |
| **Work Function** |  |  |  |  |
|  |  |  |  |  |
| **Qualification Title** | Certificate IV in Racing Services (Steward) |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Qualification Code** | RGR40608 |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Description** | Appropriate for a steward responsible for organising their own work and leading | | |  |
|  |
|  | others. Work responsibilities are undertaken within the regulatory and integrity | | |  |
|  | services operations in racing. Stewards supervise the conduct of race meetings, | | |  |
|  | investigate incidents and potential non-compliance issues, as well as arbitrating | | |  |
|  | and awarding penalties under the principles of administrative law. Employees | | |  |
|  | with this qualification need to be confident about moving in close proximity to | | |  |
|  | racing horses and greyhounds. |  |  |  |
|  |  |  |  |  |
| **Notes** | For advice on how to choose electives alternate to those listed below, please | | |  |
|  |
|  | refer to the RGR08 Racing Industry Training Package qualifications and general | | |  |
|  | structuring rules. |  |  |  |
|  |  |  |  |  |
| **Unit Code** | **Unit Title** |  | **Hours** |  |
|  |  |
|  |  |  |  |  |
| ***Core*** |  |  |  |  |
| RGRCMN401A | Maintain and monitor OHS procedures and environmental work |  | 60 |  |
|  | practices |  |  |  |
|  |  |  |  |  |
| HLTFA301B | Apply first aid |  | 18 |  |
|  |  |  |  |  |
| ***Electives*** |  |  |  |  |
| RGRCMN402A | Participate in media interviews for racing |  | 10 |  |
|  |  |  |  |  |
| RGRCMN403A | Participate in racing industry appeals |  | 10 |  |
|  |  |  |  |  |
| SRXEMR001A | Respond to emergency situations |  | 18 |  |
|  |  |  |  |  |
| RTE2707B | Follow site quarantine procedures |  | 20 |  |
|  |  |  |  |  |
| PSPREG401C | Exercise regulatory powers |  | 60 |  |
|  |  |  |  |  |
| RGRTRK303A | Provide emergency animal assistance |  | 15 |  |
|  |  |  |  |  |
| RGRSTD303A | Assess racing gear suitability and safety |  | 20 |  |
|  |  |  |  |  |
| RGRSTD404A | Prepare for racing industry appeals |  | 20 |  |
|  |  |  |  |  |
| RGRSTD405A | Conduct steward supervision of sample collection procedures |  | 20 |  |
|  |  |  |  |  |
| RGRSTD406A | Assess greyhound or horse handling skills |  | 20 |  |
|  |  |  |  |  |
| PRSIS306A | Gather information by factual investigation |  | 30 |  |
|  |  |  |  |  |
| PSPREG410B | Give evidence |  | 30 |  |
|  |  |  |  |  |
| RGRSTD302A | Interpret wagering trends |  | 40 |  |
|  |  |  |  |  |
| RGRSTD402A | Perform stewards’ non-race day duties |  | 40 |  |
|  |  |  |  |  |
| RGRSWA301A | Collect non-blood samples from greyhounds or horses |  | 40 |  |
|  |  |  |  |  |
| RGRSWA302A | Collect non-blood samples from racing personnel |  | 40 |  |
|  |  |  |  |  |

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|  |  |  |  |
| --- | --- | --- | --- |
| Unit Code | Unit Title | Hours |  |
|  |
|  |  |  |  |
| PSPREG404C | Investigate non-compliance | 50 |  |
|  |  |  |  |
| RGRROP408A | Perform duties of betting supervisor or steward at greyhound or | 60 |  |
|  | horse race meetings |  |  |
|  |  |  |  |
| RGRSTD407A | Assess driving or riding skills of license or registration applicants | 60 |  |
|  |  |  |  |
| RGRPSH201A | Handle horses | 70 |  |
|  |  |  |  |
| RGRSTD408A | Analyse race performance | 80 |  |
|  |  |  |  |
| RGRSTD401A | Perform duties of stipendiary steward at race meetings and trials | 100 |  |
|  |  |  |  |
| RGRSTD403A | Apply principles of administrative law to investigation and | 100 |  |
|  | resolution of racing incidents |  |  |
|  |  |  |  |
| **Total hours** |  | **1031** |  |
|  |  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupation /** | Track Manager |  |  |  |
|  |  |  |
| **Work Function** |  |  |  |  |
|  |  |  |  |  |
| **Qualification Title** | Certificate IV in Racing Services (Track Maintenance) |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Qualification Code** | RGR40708 |  |  |  |
|  |  |  |
|  |  |  |  |  |
| **Description** | Appropriate for an employee in charge of the maintenance of the grass, tracks | | |  |
|  |
|  | and gardens at harness and thoroughbred racing facilities. Responsibilities may | | |  |
|  | also cover the planning of work rosters, supervision of race meeting staff and | | |  |
|  | management of contract capital works or improvements. |  |  |  |
|  |  |  |  |  |
| **Notes** | For advice on how to choose electives alternate to those listed below, please | | |  |
|  |
|  | refer to the RGR08 Racing Industry Training Package qualifications and general | | |  |
|  | structuring rules. |  |  |  |
|  |  |  |  |  |
| **Unit Code** | **Unit Title** |  | **Hours** |  |
|  |  |
|  |  |  |  |  |
| ***Core*** |  |  |  |  |
| RGRCMN401A | Maintain and monitor OHS procedures and environmental work |  | 60 |  |
|  | practices |  |  |  |
|  |  |  |  |  |
| RGRCMN001A | Comply with the rules of racing and related protocols |  | 40 |  |
|  |  |  |  |  |
| ***Electives*** |  |  |  |  |
| RGRCMN403A | Participate in racing industry appeals |  | 10 |  |
|  |  |  |  |  |
| HLTFA403A | Manage first aid in the workplace |  | 16 |  |
|  |  |  |  |  |
| SRXEMR001A | Respond to emergency situations |  | 18 |  |
|  |  |  |  |  |
| RTE2707B | Follow site quarantine procedures |  | 20 |  |
|  |  |  |  |  |
| RGRTRK402A | Relate animal welfare to track and environmental conditions |  | 60 |  |
|  |  |  |  |  |
| RGRTRK303A | Provide emergency animal assistance |  | 15 |  |
|  |  |  |  |  |
| THTFME06A | Manage event contractors |  | 40 |  |
|  |  |  |  |  |
| RTC4703A | Plan and implement a chemical use program |  | 90 |  |
|  |  |  |  |  |
| RGRTRK301A | Assist with race meeting track management |  | 50 |  |
|  |  |  |  |  |
| RTC4908A | Supervise work routines and staff performance |  | 50 |  |
|  |  |  |  |  |
| RTE3410A | Work effectively in an emergency disease response |  | 50 |  |
|  |  |  |  |  |
| RTE3506A | Monitor weather conditions |  | 60 |  |
|  |  |  |  |  |
| RTF3023A | Monitor turf health |  | 60 |  |
|  |  |  |  |  |
| RGRTRK401A | Prepare track and facilities for race meetings |  | 60 |  |
|  |  |  |  |  |
| RTC4702A | Minimise risks in the use of chemicals |  | 60 |  |
|  |  |  |  |  |
| RTF4007A | Prepare a garden design |  | 120 |  |
|  |  |  |  |  |
| RGRTRK302A | Maintain specialised non-turf track surfaces for racing |  | 70 |  |
|  |  |  |  |  |

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|  |  |  |  |
| --- | --- | --- | --- |
| Unit Code | Unit Title | Hours |  |
|  |
|  |  |  |  |
| RTE4606A | Supervise on site irrigation installation and construction work | 80 |  |
|  |  |  |  |
| RTC4206A | Supervise landscape project works | 80 |  |
|  |  |  |  |
| RTE4606A | Supervise on site irrigation installation and construction work | 80 |  |
|  |  |  |  |
| RTC4703A | Plan and implement a chemical use program | 90 |  |
|  |  |  |  |
| RTF4005A | Develop a sports turf maintenance program | 90 |  |
|  |  |  |  |
| RTF5008A | Plan the establishment of sports turf playing surfaces | 150 |  |
|  |  |  |  |
| **Total hours** |  | **1519** |  |
|  |  |  |  |

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**Occupation /**

**Work Function**

**Qualification Title**

**Qualification Code**

**Description**

**Notes**

Thoroughbred Trainer

Diploma of Racing (Racehorse Trainer)

RGR50108

Appropriate for a person who trains for outside horse owners and would generally have a large training establishment and employ a significant number of staff. Suitable for a person planning to apply for a Racehorse Trainer Open Trainer Permit.

This occupation requires licensing. For full details of licensing requirements in

Victoria contact Racing Victoria Ltd, or the State Licensing Authority if interstate. For advice on how to choose electives alternate to those listed below, please refer to the RGR08 Racing Industry Training Package qualifications and general structuring rules.

Competencies attained in the units packaged for this qualification will apply to the harness (H) and thoroughbred (T) codes of the industry. For further information refer to the Training Package.

Before commencing this qualification candidates must be able to demonstrate that they have the appropriate skills and knowledge commensurate with the RGR40108 Certificate IV in Racing (Racehorse Trainer).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **Unit Code** | **Unit Title** |  | **Hours** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Core*** |  |  |  |  |  |
|  | RGRPSH501A | Plan and adapt training and conditioning programs for |  | 40 |  |  |
|  |  | racehorses |  |  |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH502A | Plan and implement education of horses for racing |  | 40 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH504A | Develop systems and records for horse racing business training |  | 40 |  |  |
|  |  | operations |  |  |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH422A | Promote and maintain business arrangements with racehorse |  | 40 |  |  |
|  |  | owners |  |  |  |  |
|  |  |  |  |  |  |  |
|  | RGRCMN402A | Participate in media interviews for racing |  | 10 |  |  |
|  |  |  |  |  |  |  |
|  | RGRPSH505A | Select horses for racing |  | 80 |  |  |
|  |  |  |  |  |  |  |
|  | BSBSUS501A | Develop workplace policies and procedures for sustainability |  | 50 |  |  |
|  |  |  |  |  |  |  |
|  | ***Electives*** |  |  |  |  |  |
|  | BSBSMB403A | Market the small business |  | 50 |  |  |
|  |  |  |  |  |  |  |
|  | SRXEMR002A | Coordinate emergency response |  | 20 |  |  |
|  |  |  |  |  |  |  |
|  | PUACOM001B | Communicate in the workplace |  | 30 |  |  |
|  |  |  |  |  |  |  |
|  | RGRTRK402A | Relate animal welfare to track and environmental conditions |  | 60 |  |  |
|  |  |  |  |  |  |  |
|  | BSBSMB406A | Manage small business finances |  | 60 |  |  |
|  |  |  |  |  |  |  |
|  | **Total hours** |  |  | **520** |  |  |
|  |  |  |  |  |  |  |

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**CONTACTS AND LINKS**

**Industry Skills Council (ISC)**

|  |  |  |  |
| --- | --- | --- | --- |
| AgriFood Skills | This ISC is responsible for developing this | Address |  |
|  | **RGR08 Racing Training Package** and | Level 3, 10-12 Brisbane Ave, Barton, |  |
|  | can be contacted for further information. |  |
|  | ACT 2600 |  |
|  | You can also source copies of the |  |
|  |  |  |
|  | Training Package and support material. | Mail: PO Box 5450 |  |
|  |  | Kingston ACT 2604 |  |
|  |  | Tel: 02 6163 7200 |  |
|  |  | Email: |  |
|  |  | [reception@agrifoodskills.net.a](mailto:reception@agrifoodskills.net.au)u |  |
|  |  | Web:  [http://www.agrifoodskills.site](http://www.agrifoodskills.site-ym.com/)- |  |
|  |  | [ym.com](http://www.agrifoodskills.site-ym.com/)/ |  |
|  |  |  |  |
| **National Register for VET in Australia** | |  |  |
|  |  |  |  |
| TGA | TGA is the Australian governments’ | Web:  [http://www.training.gov.a](http://www.training.gov.au/)u |  |
|  | official National Register of information on |  |  |
|  | Training Packages, qualifications, |  |  |
|  | courses, units of competency and RTOs. |  |  |
|  |  |  |  |
| **Australian Government** |  |  |  |
|  |  |  |  |
| The Department of | DEEWR provides a range of services and | Web:  [http://www.deewr.gov.a](http://www.deewr.gov.au/)u |  |
| Education, Employment | resources to assist in delivery of Training |  |  |
| and Workplace Relations | Packages. Search the DEEWR website |  |  |
| (DEEWR) | for links to a range of relevant resources |  |  |
|  | and publications. |  |  |
|  |  |  |  |
| Australian Apprenticeships | General information on Australian | Web: |  |
|  | Apprenticeships encompassing all | http://www.australianapprenticeships. |  |
|  | apprenticeships and traineeships. | gov.au/Contacts.asp#1 |  |
|  |  |  |  |
| **State Government** |  |  |  |
|  |  |  |  |
| Department of Education | Higher Education and Skills Group is | General information: |  |
| and Early Childhood | responsible for funding and the | Web:  [http://www.skills.vic.gov.a](http://www.skills.vic.gov.au/)u |  |
| Development | implementation of Vocational Education |  |
|  |  |
| Higher Education and | and Training (VET) in Victoria, including | Approved Training Schemes: |  |
| Apprenticeships and Traineeships. |  |  |
| Skills Group | Web: |  |
|  |  |
|  |  | [http://www.skills.vic.gov.au/corporate](http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides)/ |  |
|  |  | [publications/brochures-and-fact](http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides)- |  |
|  |  | [sheets/apprenticeships-and](http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides)- |  |
|  |  | [traineeships-in-victoria-industry](http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides)- |  |
|  |  | [guide](http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides)s |  |
|  |  |  |  |
| **WorkSafe** |  |  |  |
|  |  |  |  |
| WorkSafe Victoria | WorkSafe needs to provide written verification | Web:  [http://www.worksafe.vic.gov.a](http://www.worksafe.vic.gov.au/)u |  |
| before High Risk Work Units can be added to |  |
|  |  |  |
|  | an RTO’s scope of registration. | Info line: 1800 136 089 |  |
|  |  |  |  |

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**Curriculum Maintenance Manager (CMM)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Primary Industries | The CMM service is provided by | Kate Bryce | |  |
| Curriculum Maintenance | Executive Officers located within Victorian | Address: NMIT Fairfield Campus | |  |
| Manager | TAFE institutes on behalf of Skills |  |
|  |  |  |
|  | Victoria. | Yarra Bend Rd, Fairfield, VIC 3078 | |  |
|  |  | Tel: 03 9269 1391 | |  |
|  |  | Email:  [kateb-rd@nmit.vic.edu.a](mailto:kateb-rd@nmit.vic.edu.au)u | |  |
|  |  | Web:  [http://www.nmit.edu.au](http://www.nmit.edu.au/)/ | |  |
|  |  |  |  |  |
| **National VET Regulatory Authority** | |  |  |  |
|  |  |  |  |  |
| Australian Skills Quality | ASQA is the national regulator for | Web:  [http://www.asqa.gov.a](http://www.asqa.gov.au/)u | |  |
| Australia’s VET sector vocational |  |
| Authority (ASQA) | Info line: 1300 701 801 | |  |
| education and training sector. |  |
|  |  |
|  | ASQA regulates courses and training |  |  |  |
|  | providers to ensure nationally approved |  |  |  |
|  | quality standards are met. |  |  |  |
|  |  |  |  |  |
| **State VET Regulatory Authority** | |  |  |  |
|  |  |  |  |  |
| Victorian Registration and | The VRQA is a statutory authority | Web:  [http://www.vrqa.vic.gov.a](http://www.vrqa.vic.gov.au/)u | |  |
| responsible for the registration of |  |
| Qualifications Authority | Tel: 03 9637 2806 | |  |
| education and training providers in |  |
| (VRQA) |  |
| Victoria to ensure the delivery of quality |  |  |  |
|  |  |  |  |
|  | education and training. |  |  |  |
|  |  |  |  |  |
| **Industry Regulatory Body** |  |  |  |  |
|  |  |  | |  |
| Harness Racing Australia | Harness Racing Australia oversees and | PO Box 184 Moonee Ponds Vic 3039 | |  |
|  | coordinates the harness racing statutory | Australia | |  |
|  | bodies for each state. In each state the |  |
|  |  |  |  |
|  | harness racing statutory body comes | Address: Level 1, 400 Epsom Road | |  |
|  | under the responsibility of the Minister for | Flemington Vic 3031 Australia | |  |
|  | Racing. The role of harness racing |  |
|  | authorities is to administer, develop and | Tel: | +61 3 9227 3000 |  |
|  | promote the sport of harness racing in | Fax: | +61 3 9227 3030 |  |
|  | their state. |  |
|  |  | E-mail:  [hra@harness.org.a](mailto:hra@harness.org.au)u | |  |
|  |  | Web: | |  |
|  |  | [http://www.harness.org.au](http://www.harness.org.au/)/ | |  |
|  |  |  | |  |
| Racing Victoria Limited | Licensing, registration forms and policies | Address: | |  |
|  | relating to racing. | 400 Epsom Road | |  |
|  |  |  |
|  |  | Flemington, Victoria, 3031 | |  |
|  |  | Tel: (03) 9258 4258 | |  |
|  |  | CustomerFirst: 1300 139 401 | |  |
|  |  | Fax: (03) 9258 4707 | |  |
|  |  | e-mail: | |  |
|  |  | [information@racingvictoria.net.a](mailto:information@racingvictoria.net.au)u | |  |
|  |  | Web:  [http://www.racingvictoria.net.a](http://www.racingvictoria.net.au/)u | |  |
|  |  |  |  |  |
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**Other contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| Royal Society for the | The Royal Society for the Prevention of | Address: |  |
| Protection of Cruelty | Cruelty to Animals (Victoria) is a non- | Burwood Rd, Burwood VIC 3128 |  |
| against Animals —RSPCA | government, community based charity |  |
| Tel: 03 9224 2222 |  |
|  | that works to prevent cruelty to animals |  |
|  | by actively promoting their care and | Web:  [http://www.rspcavic.or](http://www.rspcavic.org/)g |  |
|  | protection. |  |
|  |  |  |
| Department of Primary | The Department of Primary Industries | Address: |  |
| Industries | (DPI) is responsible for agriculture, | Department of Primary Industries |  |
|  | fisheries, earth resources, energy, |  |
| Bureau of Animal Welfare | GPO Box 4440 |  |
| forestry, pets and game hunting in |  |
|  | Victoria. | Melbourne VIC 3001 |  |
|  |  |  |
|  |  | Tel: 136 186 |  |
|  |  | Web:  [http://www.dpi.vic.gov.a](http://www.dpi.vic.gov.au/)u |  |
|  |  | Animal Welfare |  |
|  |  | Tel: 03 9227 4200 |  |
|  |  | Fax: 03 9217 4416 |  |
|  |  | Email:  [animal.welfare@dpi.vic.gov.a](mailto:animal.welfare@dpi.vic.gov.au)u |  |
|  |  | Web: |  |
|  |  | [http://www.dpi.vic.gov.au/animalwelf](http://www.dpi.vic.gov.au/animalwelfare)a |  |
|  |  | [r](http://www.dpi.vic.gov.au/animalwelfare)e |  |
|  |  |  |  |
| National Health and | Provides advice on animal health ethics | Address: |  |
|  |  |
| Medical Research Council | and research integrity. | Level 1/16 Marcus Clarke Street |  |
|  |  | Canberra ACT 2601 |  |
|  |  | Tel:13 000 NHMRC (13 000 64672) |  |
|  |  | or +61 2 6217 9000 |  |
|  |  | Web:  [http://www.nhmrc.gov.a](http://www.nhmrc.gov.au/)u |  |
|  |  |  |  |

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**GLOSSARY**

|  |  |  |
| --- | --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |  |
|  |  |  |
| **Title** | Nationally endorsed Training Package qualification title. |  |
|  |  |  |
| **Unit Code** | Nationally endorsed Training Package unit code. |  |
|  |  |  |
| **Unit Title** | Nationally endorsed Training Package unit title. |  |
|  |  |  |
| **Nominal Hours** | The anticipated hours of supervised learning or training deemed |  |
|  | necessary to conduct training and assessment activities associated |  |
|  | with the program of study. These hours are determined by the |  |
|  | Victorian State Training Authority. Nominal hours may vary for a |  |
|  | qualification depending on the units of competency selected. |  |
|  |  |  |
| **Scope of Registration** | Scope of registration specifies the AQF qualifications and/or units of |  |
| competency the training organisation is registered to issue and the |  |
|  |  |
|  | industry training and/or assessment services it is registered to |  |
|  | provide. |  |
|  |  |  |

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