**Victorian Purchasing Guide**

**for**

**RGR Racing and Breeding Training Package**

**Release 2.0**

**Version 1.0**

**October 2018**

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**Victorian Purchasing Guide - Version History**

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| **Training Package Release**  | **Date VPGReleased** | **Comments** |
| Racing and Breeding RGR 2.0VPG Version 1.0 | 12 October 2018 | This Victorian Purchasing Guide reflects the changes made to the RGR Racing Training Package Release 2.0 which includes:  Two new qualifications:* RGR30117 Certificate III in Racing (Greyhound)
* RGR30318 Certificate III in Racing (Driving Stablehand)

Five updated and equivalent qualifications:* RGR10118 Certificate I in Racing (Stablehand)
* RGR30518 Certificate III in Racing (Trackwork Rider)
* RGR40118 Certificate IV in Racing (Racehorse Trainer)
* RGR40318 Certificate IV in Racing (Harness Race Driver)
* RGR50118 Diploma of Racing (Racehorse Trainer)

Eight updated and not equivalent qualifications:* RGR20117 Certificate II in Racing (Greyhound)
* RGR20218 Certificate II in Racing Industry
* RGR30218 Certificate III in Racing (Stablehand)
* RGR30418 Certificate III in Racing Services RGR40218 Certificate IV in Racing (Jockey)
* RGR40418 Certificate IV in Racing (Greyhound Trainer)
* RGR40518 Certificate IV in Racing Integrity
* RGR50218 Diploma of Racing Integrity Management

Units of competency:* 8 new units of competency
* 20 units revised and not equivalent
* 99 units updated to meet Standards for Training Packages
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**Racing and Breeding 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 maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

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 Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of education and training providers in VET who provide courses to domestic students only and who offer training in Victoria only or Victoria and Western Australia only.

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

**QUALIFICATIONS**

| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| --- | --- | --- | --- |
| RGR10118 | Certificate I in Racing (Stablehand) | 290 | 390 |
| RGR20117 | Certificate II in Racing (Greyhound) | 328 | 380 |
| RGR20218 | Certificate II in Racing Industry | 440 | 710 |
| RGR30117 | Certificate III in Racing (Greyhound) | 625 | 695 |
| RGR30218 | Certificate III in Racing (Stablehand) | 796 | 970 |
| RGR30318 | Certificate III in Racing (Driving Stablehand) | 923 | 1040 |
| RGR30418 | Certificate III in Racing Services | 515 | 818 |
| RGR30518 | Certificate III in Racing (Trackwork Rider) | 803 | 1080 |
| RGR40118 | Certificate IV in Racing (Racehorse Trainer) | 730 | 950 |
| RGR40218 | Certificate IV in Racing (Jockey) | 758 | 875 |
| RGR40318 | Certificate IV in Racing (Harness Race Driver) | 1033 | 1150 |
| RGR40418 | Certificate IV in Racing (Greyhound Trainer) | 643 | 710 |
| RGR40518 | Certificate IV in Racing Integrity | 693 | 1110 |
| RGR50118 | Diploma of Racing (Racehorse Trainer) | 506 | 610 |
| RGR50218 | Diploma of Racing Integrity Management | 456 | 760 |

**UNITS OF COMPETENCY**

| **Unit Code** | **Unit Title** | **Nominal Hours** |
| --- | --- | --- |
| RGRADM301 | Assist with race meeting operations | 30 |
| RGRADM302 | Supervise use of track and race club facilities  | 50 |
| RGRADM402 | Prepare for race meeting special events | 80 |
| RGRCMN201  | Investigate job opportunities in racing and related industries | 10 |
| RGRCMN203 | Comply with racing industry ethics and integrity  | 50 |
| RGRCMN305 | Participate in racing protests and inquiries  | 20 |
| RGRCMN402 | Participate in media interviews for racing | 10 |
| RGRCMN403 | Participate in racing industry appeals | 10 |
| RGRPSG201 | Handle greyhounds | 40 |
| RGRPSG202 | Transport greyhounds | 30 |
| RGRPSG203 | Promote and enhance greyhound behaviour  | 40 |
| RGRPSG204 | Attend greyhounds during exercise and after exercise routines  | 30 |
| RGRPSG205 | Attend greyhounds at race meetings | 30 |
| RGRPSG206 | Catch and control greyhounds  | 30 |
| RGRPSG207 | Demonstrate greyhound racing industry integrity and ethical practice | 60 |
| RGRPSG208 | Promote and enhance greyhound health and welfare | 20 |
| RGRPSG209 | Ethically rehome a greyhound | 20 |
| RGRPSG301 | Rear Greyhounds | 60 |
| RGRPSG302 | Assess health and provide first aid for greyhounds | 40 |
| RGRPSG303 | Meet nutritional needs of greyhounds  | 50 |
| RGRPSG304 | Participate in greyhound racing industry inquiries and appeals | 15 |
| RGRPSG305  | Coordinate greyhound breeding  | 80 |
| RGRPSG306 | Determine care and treatment needs of racing greyhounds  | 60 |
| RGRPSG307  | Train and race greyhounds  | 80 |
| RGRPSG308 | Whelp greyhounds  | 60 |
| RGRPSG309  | Educate a greyhound  | 80 |
| RGRPSG401 | Relate anatomical and physiological features to the care and treatment of greyhounds | 40 |
| RGRPSH101 | Catch and handle quiet horses under supervision | 70 |
| RGRPSH102 | Perform basic stable duties | 80 |
| RGRPSH201 | Handle racehorses in stables and at trackwork | 80 |
| RGRPSH202 | Assist with transportation of horses | 20 |
| RGRPSH203 | Perform basic driving tasks | 70 |
| RGRPSH204 | Prepare to drive jog work | 70 |
| RGRPSH205 | Perform basic riding skills in the racing industry | 80 |
| RGRPSH207 | Perform racing stable duties | 40 |
| RGRPSH209 | Attend horses at race meetings and trials | 30 |
| RGRPSH211 | Work effectively in the horse racing industry | 40 |
| RGRPSH301 | Implement stable operations | 30 |
| RGRPSH302 | Supervise handling of horses | 20 |
| RGRPSH303 | Organise and oversee transportation of horses | 40 |
| RGRPSH304 | Identify factors that affect racehorse fitness and suitability to race | 100 |
| RGRPSH305 | Develop driving skills for trackwork | 80 |
| RGRPSH306 | Develop basic trackwork riding skills | 75 |
| RGRPSH307 | Exercise horses in pacework | 75 |
| RGRPSH308 | Provide first aid and emergency care for horses or other equines | 100 |
| RGRPSH309 | Implement feeding programs for racehorses under direction | 20 |
| RGRPSH310 | Prepare for self-management in racing | 40 |
| RGRPSH311 | Participate in racing as an owner  | 10 |
| RGRPSH312 | Transport horses by road | 50 |
| RGRPSH401 | Provide care and treatment of horses | 60 |
| RGRPSH402 | Drive horses in pacework and fast work | 80 |
| RGRPSH403 | Educate horses for harness racing | 100 |
| RGRPSH404 | Ride horses at trackwork | 75 |
| RGRPSH405 | Ride horses in jump outs | 20 |
| RGRPSH406 | Develop riding skills for jumping racing | 60 |
| RGRPSH407 | Educate thoroughbred horses for racing | 60 |
| RGRPSH408 | Manage horse health and welfare | 60 |
| RGRPSH409 | Determine nutritional requirements for racing horses | 40 |
| RGRPSH410 | Prepare for race driving | 75 |
| RGRPSH411 | Drive horses in trials | 75 |
| RGRPSH412 | Drive horses in races | 75 |
| RGRPSH413 | Prepare for race riding | 75 |
| RGRPSH414 | Ride horses in trials | 75 |
| RGRPSH415 | Ride horses in races | 75 |
| RGRPSH416 | Perform trial and race jumping riding skills | 40 |
| RGRPSH418 | Set goals to improve racing performance | 20 |
| RGRPSH419 | Manage principles of sports science for jockeys | 40 |
| RGRPSH420 | Participate in implementing racehorse exercise programs | 60 |
| RGRPSH421 | Operate horse racing training business | 100 |
| RGRPSH422 | Promote and maintain business arrangements with racehorse owners | 40 |
| RGRPSH423 | Train horses for jumping racing | 40 |
| RGRPSH501 | Plan and adapt training and conditioning programs for racehorses | 40 |
| RGRPSH502 | Plan and implement education of horses for racing | 40 |
| RGRPSH503 | Trial and race horses | 80 |
| RGRPSH504 | Develop systems and records for horse racing business training operations | 50 |
| RGRPSH505 | Select horses for racing | 80 |
| RGRROP201 | Perform duties of barrier attendant at thoroughbred race meetings and trials | 60 |
| RGRROP202 | Perform duties of kennel attendant at race meetings | 15 |
| RGRROP203 | Perform duties of parade official at greyhound race meetings | 10 |
| RGRROP204 | Assist with harness race starts | 40 |
| RGRROP301 | Perform ear branding and marking up of greyhounds | 10 |
| RGRROP302 | Brand standardbred horses | 60 |
| RGRROP303 | Perform duties of clerk of course at harness or thoroughbred race meetings and trials | 60 |
| RGRROP304 | Perform duties of clerk of scales at greyhound race meetings | 10 |
| RGRROP306 | Perform duties of clerk of scales for jockeys at thoroughbred race meetings | 10 |
| RGRROP307 | Perform duties of lure driver at race meetings and trials | 30 |
| RGRROP308 | Drive mobile start vehicle | 60 |
| RGRROP309 | Perform duties of catching pen supervisor | 12 |
| RGRROP310 | Supervise race meeting kennels | 30 |
| RGRROP311 | Perform duties of greyhound race starter | 15 |
| RGRROP312 | Perform duties of licensing or registration clerk | 20 |
| RGRROP313 | Process race nominations and acceptances | 20 |
| RGRROP314 | Perform duties of photo finish operator at greyhound or horse race meetings | 20 |
| RGRROP315 | Perform duties of timekeeper at greyhound or horse race meetings | 20 |
| RGRROP316 | Perform duties of track supervisor during trackwork operations | 60 |
| RGRROP317 | Attend racing events and comply with protocols and safety procedures | 10 |
| RGRROP401 | Perform duties of race programmer | 100 |
| RGRROP402 | Perform duties of medical practitioner at race meetings and trials | 10 |
| RGRROP403 | Perform duties of farrier at race meetings | 10 |
| RGRROP404 | Perform duties of veterinarian at race meetings and trials | 10 |
| RGRROP405 | Conduct veterinarian supervision of sample collection procedures | 10 |
| RGRROP406  | Perform duties of harness race starter | 40 |
| RGRROP407  | Perform duties of thoroughbred race starter | 40 |
| RGRROP408 | Perform duties of betting supervisor or steward at greyhound or horse race meetings | 60 |
| RGRROP409 | Perform duties of greyhound grader | 35 |
| RGRROP410 | Perform duties of racehorse handicapper | 60 |
| RGRROP411 | Perform duties of greyhound or horse race judge | 10 |
| RGRSTD301 | Perform duties of cadet steward | 80 |
| RGRSTD302 | Interpret wagering trends | 40 |
| RGRSTD303 | Assess racing and training gear suitability and safety | 20 |
| RGRSTD402 | Perform non-race day duties of steward | 40 |
| RGRSTD403 | Apply principles of administrative law to investigation and resolution of racing incidents | 100 |
| RGRSTD404 | Prepare for racing industry appeals | 20 |
| RGRSTD405 | Conduct steward supervision of sample collection procedures | 20 |
| RGRSTD406 | Assess greyhound or horse handling skills | 20 |
| RGRSTD407 | Assess driving or riding skills of license or registration applicants | 60 |
| RGRSTD408 | Analyse race performance | 80 |
| RGRSTD409 | Perform duties of a race day steward | 100 |
| RGRSTD501 | Manage steward services | 100 |
| RGRSWA301 | Collect non-blood samples from greyhounds or horses | 40 |
| RGRSWA302 | Collect non-blood samples from racing personnel | 40 |
| RGRSWA303 | Collect blood samples for racing animal drug testing | 20 |
| RGRTRK301 | Assist with race meeting track management | 50 |
| RGRTRK303 | Provide emergency animal assistance | 15 |
| RGRTRK401 | Supervise preparation of track and facilities for race meetings | 80 |
| RGRTRK402 | Relate animal welfare to track and environmental conditions | 60 |
| RGRTRK403  | Maintain specialised non-turf track surfaces for racing | 70 |

**SAMPLE TRAINING PROGRAMS**

The following pages list a range of Sample Training Programs across the different qualification levels within the **Racing and Breeding Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

|  |  |
| --- | --- |
| **Occupation/ Work Function** | Entry-level Stablehand |
| **Qualification Title**  | Certificate I in Racing (Stablehand) |
| **Qualification Code** | RGR10118 |
| **Description** | This sample training program is appropriate for a person working in the racing industry as an entry level stablehand. It is aimed at students in schools or others requiring pre-employment training. Individuals work as a trainee stablehand under the direction of a trainer or stable supervisor in a harness or thoroughbred racing stable. |
| **Notes** |  |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| ACMEQU205 | Apply knowledge of horse behaviour  | 60 |
| BSBWHS201 | Contribute to the health and safety of self and others | 20 |
| RGRPSH101 | Catch and handle quiet horses under supervision | 70 |
| RGRPSH102 | Perform basic stable duties | 80 |
| ***Elective*** |
| RGRPSH201 | Handle racehorses in stables and at trackwork | 80 |
| RGRPSH203 | Perform basic driving tasks | 70 |

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| --- | --- |
| **Occupation/ Work Function** | Kennelhand |
| **Qualification Title**  | Certificate II in Racing (Greyhound) |
| **Qualification Code** | RGR20117 |
| **Description** | This sample training program is appropriate for a person working in the greyhound racing industry as a Kennelhand. Individuals work mostly under direction and undertake a broad range of tasks related to the care and welfare of greyhounds.  |
| **Notes** | An asterisk (\*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Occupational licensing, legislative, regulatory or certification requirements may apply to this qualification. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| ACMGAS202 | Participate in workplace communications  | 20 |
| ACMWHS201 | Participate in workplace health and safety processes | 40 |
| RGRPSG201 | Handle greyhounds | 40 |
| RGRPSG203 | Promote and enhance greyhound behaviour  | 40 |
| RGRPSG204\* | Attend greyhounds during exercise and after exercise routines  | 30 |
| RGRPSG207 | Demonstrate greyhound racing industry integrity and ethical practice | 60 |
| RGRPSG208\* | Promote and enhance greyhound health and welfare | 20 |
| ***Elective*** |
| RGRPSG206\* | Catch and control greyhounds  | 30 |
| RGRPSG302\* | Assess health and provide first aid for greyhounds | 40 |
| RGRPSG303\* | Meet nutritional needs of greyhounds  | 50 |

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| --- | --- |
| **Occupation/ Work Function** | Stablehand |
| **Qualification Title**  | Certificate II in Racing Industry (Stablehand) |
| **Qualification Code** | RGR20218 |
| **Description** | This sample training program is appropriate for a person working in the racing industry as a stablehand. This person is employed to carry out tasks such as feeding, grooming, exercising and transporting harness or thoroughbred horses for a racing stable, as well as keeping the stable environment safe, clean and hygienic. |
| **Notes** | An asterisk (\*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Occupational licensing or registration requirements apply to this qualification in some states and territories. Users are advised to check with the relevant Principal Racing Authority for current requirements. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| ACMEQU205 | Apply knowledge of horse behaviour  | 60 |
| ACMGAS202 | Participate in workplace communications  | 20 |
| BSBWHS201 | Contribute to the health and safety of self and others | 20 |
| RGRCMN201  | Investigate job opportunities in racing and related industries | 10 |
| RGRCMN203 | Comply with racing industry ethics and integrity  | 50 |
| ***Elective*** |
| ACMEQU202\* | Handle horses safely  | 100 |
| ACMEQU208 | Manage personal health and fitness for working with horses  | 20 |
| RGRPSH201 | Handle racehorses in stables and at trackwork | 80 |
| RGRPSH202\* | Assist with transportation of horses | 20 |
| RGRPSH203 | Perform basic driving tasks | 70 |
| RGRPSH205\* | Perform basic riding skills in the racing industry | 80 |
| RGRPSH207\* | Perform racing stable duties | 40 |
| RGRPSH209\* | Attend horses at race meetings and trials | 30 |
| RGRPSH211 | Work effectively in the horse racing industry | 40 |

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| --- | --- |
| Greyhound Trainer | Greyhound Trainer |
| **Qualification Title**  | Certificate III in Racing (Greyhound) |
| **Qualification Code** | RGR30117 |
| **Description** | This sample training program is appropriate for a person working in the greyhound racing industry as a greyhound trainer. Individuals apply a broad range of competencies related to the health and welfare of greyhounds, racing ethics and integrity as well as competencies that are more technical. |
| **Notes** | An asterisk (\*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Licensing, legislative, regulatory or certification requirements may apply to this qualification. Refer to your state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| ACMWHS301 | Contribute to workplace health and safety processes | 50 |
| RGRPSG201 | Handle greyhounds | 40 |
| RGRPSG203 | Promote and enhance greyhound behaviour  | 40 |
| RGRPSG207 | Demonstrate greyhound racing industry integrity and ethical practice | 60 |
| RGRPSG208\* | Promote and enhance greyhound health and welfare | 20 |
| RGRPSG209\* | Ethically rehome a greyhound | 20 |
| RGRPSG302\* | Assess health and provide first aid for greyhounds | 40 |
| RGRPSG303\* | Meet nutritional needs of greyhounds  | 50 |
| RGRPSG306\* | Determine care and treatment needs of racing greyhounds  | 60 |
| ***Elective*** |
| BSBSMB303 | Organise finances for the micro business | 50 |
| BSBSMB405 | Monitor and manage small business operations | 45 |
| RGRPSG301\* | Rear Greyhounds | 60 |
| RGRPSG307\* | Train and race greyhounds  | 80 |
| RGRPSG309\* | Educate a greyhound  | 80 |

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| --- | --- |
| **Occupation/ Work Function** | Stablehand Harness Racing |
| **Qualification Title**  | Certificate III in Racing (Stablehand) |
| **Qualification Code** | RGR30218 |
| **Description** | This sample training program is appropriate for a person working as a stablehand in the racing industry. This person works under the direction of trainer and is responsible for the daily operations in a harness or thoroughbred racing stable. The Stablehand may operate independently or in a team of stablehands, depending on the size of the stable, and are permitted under the rules of racing to act for the trainer. |
| **Notes** | An asterisk (\*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. This qualification is required for industry licensing and registration in some states and territories. Users are advised to check with the relevant Principal Racing Authority for current requirements. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| ACMEQU208 | Manage personal health and fitness for working with horses  | 20 |
| BSBWHS201 | Contribute to the health and safety of self and others | 20 |
| RGRCMN203 | Comply with racing industry ethics and integrity  | 50 |
| RGRPSH201 | Handle racehorses in stables and at trackwork | 80 |
| RGRPSH202 | Assist with transportation of horses | 20 |
| RGRPSH207\* | Perform racing stable duties | 40 |
| RGRPSH211 | Work effectively in the horse racing industry | 40 |
| RGRPSH301 | Implement stable operations | 30 |
| RGRPSH303  | Organise and oversee transportation of horses | 40 |
| RGRPSH304 | Identify factors that affect racehorse fitness and suitability to race | 100 |
| RGRPSH308 | Provide first aid and emergency care for horses or other equines | 100 |
| RGRPSH309 | Implement feeding programs for racehorses under direction | 20 |
| ***Elective*** |
| ACMEQU202\* | Handle horses safely  | 100 |
| ACMEQU205 | Apply knowledge of horse behaviour | 60 |
| RGRPSH209\* | Attend horses at race meetings and trials | 30 |
| RGRPSH302 | Supervise handling of horses | 20 |
| RGRPSH312 | Transport horses by road | 50 |
| RGRPSH420 | Participate in implementing racehorse exercise programs | 60 |
| **Occupation/ Work Function** | Driving Stablehand |
| **Qualification Title**  | Certificate III in Racing (Driving Stablehand) |
| **Qualification Code** | RGR30318 |
| **Description** | This sample training program is appropriate for a person working in the racing industry as a driving Stablehand. This person is involved in the daily operations of a harness racing stable where they care for and exercise standardbred horses. The driving stablehand works to the delegated instructions of a trainer who has overall responsibility for operations. |
| **Notes** | An asterisk (\*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. This qualification is required for industry licensing and registration in some states and territories. Users are advised to check with the relevant Principal Racing Authority for current requirements. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| ACMEQU208 | Manage personal health and fitness for working with horses  | 20 |
| BSBWHS201 | Contribute to the health and safety of self and others | 20 |
| RGRCMN203 | Comply with racing industry ethics and integrity  | 50 |
| RGRPSH201 | Handle racehorses in stables and at trackwork | 80 |
| RGRPSH203\* | Perform basic driving tasks | 70 |
| RGRPSH204\* | Prepare to drive jog work | 70 |
| RGRPSH207\* | Perform racing stable duties | 40 |
| RGRPSH211 | Work effectively in the horse racing industry | 40 |
| RGRPSH301 | Implement stable operations | 30 |
| RGRPSH304 | Identify factors that affect racehorse fitness and suitability to race | 100 |
| RGRPSH305\* | Develop driving skills for trackwork | 80 |
| RGRPSH309 | Implement feeding programs for racehorses under direction | 20 |
| RGRPSH402\* | Drive horses in pacework and fast work | 80 |
| ***Elective*** |
| ACMEQU205 | Apply knowledge of horse behaviour  | 60 |
| ACMGAS202 | Participate in workplace communications  | 20 |
| RGRPSH310 | Prepare for self-management in racing | 40 |
| RGRPSH410 | Prepare for race driving | 75 |
| RGRPSH411\* | Drive horses in trials | 75 |
| **Occupation/ Work Function** | Cadet Steward |
| **Qualification Title**  | Certificate III in Racing Services (Cadet Steward) |
| **Qualification Code** | RGR30418 |
| **Description** | This sample training program is appropriate for a person working in the racing industry as a Cadet Steward. This person assists stewards in race and non-race activities undertaken within regulatory and integrity services operations within the greyhound, harness or thoroughbred racing codes. |
| **Notes** | This sample training program is appropriate for a person working in the racing industry as a Cadet Steward. This person assists stewards in race and non-race activities undertaken within regulatory and integrity services operations within the greyhound, harness or thoroughbred racing codes. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| ACMGAS202 | Participate in workplace communications  | 20 |
| BSBWHS301 | Maintain workplace safety | 40 |
| HLTAID003 | Provide first aid | 18 |
| RGRCMN203 | Comply with racing industry ethics and integrity  | 50 |
| ***Elective*** |
| ACMEQU205 | Apply knowledge of horse behaviour  | 60 |
| BSBINM301 | Organise workplace information | 30 |
| BSBITU306 | Design and produce business documents | 80 |
| CPPSEC3032A | Gather information by factual investigation | 30 |
| PSPGEN032 | Deal with conflict | 30 |
| PSPREG001 | Carry out inspections and monitoring under guidance  | 30 |
| PSPREG011 | Give evidence | 30 |
| RGRADM402 | Prepare for race meeting special events | 80 |
| RGRCMN305 | Participate in racing protests and inquiries  | 20 |
| RGRSTD301 | Perform duties of cadet steward | 80 |
| RGRSTD302 | Interpret wagering trends | 40 |
| RGRSTD303 | Assess racing and training gear suitability and safety | 20 |
| RGRSTD408 | Analyse race performance | 80 |
| SISXEMR001 | Respond to emergency situations | 18 |

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| --- | --- |
| **Occupation/ Work Function** | Trackwork Rider |
| **Qualification Title**  | Certificate III in Racing (Trackwork Rider) |
| **Qualification Code** | RGR30518 |
| **Description** | This sample training program is appropriate for a person working in the racing industry as a trackwork rider. This person has a high level of riding skills to exercise thoroughbreds on the instructions of a trainer in the racing industry. Individuals must be able to interpret and implement instructions from the trainer and work independently. |
| **Notes** | An asterisk (\*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. This qualification is required for industry licensing in some states and territories. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| ACMEQU208 | Manage personal health and fitness for working with horses  | 20 |
| BSBWHS201 | Contribute to the health and safety of self and others | 20 |
| RGRCMN203 | Comply with racing industry ethics and integrity  | 50 |
| RGRPSH201 | Handle racehorses in stables and at trackwork | 80 |
| RGRPSH205\* | Perform basic riding skills in the racing industry | 80 |
| RGRPSH209\* | Attend horses at race meetings and trials | 30 |
| RGRPSH211 | Work effectively in the horse racing industry | 40 |
| RGRPSH304 | Identify factors that affect racehorse fitness and suitability to race | 100 |
| RGRPSH306\* | Develop basic trackwork riding skills | 75 |
| RGRPSH307\* | Exercise horses in pacework | 75 |
| RGRPSH404\* | Ride horses at trackwork | 75 |
| ***Elective*** |
| ACMEQU205 | Apply knowledge of horse behaviour  | 60 |
| RGRPSH207 | Perform racing stable duties | 40 |
| RGRPSH301 | Implement stable operations | 30 |
| RGRPSH302 | Supervise handling of horses | 20 |
| RGRPSH303  | Organise and oversee transportation of horses | 40 |
| RGRPSH308 | Provide first aid and emergency care for horses or other equines | 100 |
| RGRPSH420 | Participate in implementing racehorse exercise programs | 60 |

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| **Occupation/ Work Function** | Racehorse Trainer |
| **Qualification Title**  | Certificate IV in Racing (Racehorse Trainer) |
| **Qualification Code** | RGR40118 |
| **Description** | This sample training program is appropriate for a person working in the racing industry as a racehorse trainer. This person works as a licenced individual in a business that trains horses under racing regulated licensing criteria for the purpose of competing in industry-regulated horse racing events. |
| **Notes** | This qualification is required for industry licensing and registration in some states and territories. Refer to the relevant state or territory Principal Racing Authority for current requirements |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| BSBSMB407 | Manage a small team | 40 |
| BSBWHS301 | Maintain workplace safety | 40 |
| RGRCMN203 | Comply with racing industry ethics and integrity  | 50 |
| RGRCMN305 | Participate in racing protests and inquiries  | 20 |
| RGRPSH302 | Supervise handling of horses | 20 |
| RGRPSH408 | Manage horse health and welfare | 60 |
| RGRPSH421 | Operate horse racing training business | 100 |
| ***Elective*** |
| RGRPSH301 | Implement stable operations | 30 |
| RGRPSH401 | Provide care and treatment of horses | 60 |
| RGRPSH407 | Educate thoroughbred horses for racing | 60 |
| RGRPSH409 | Determine nutritional requirements for racing horses | 40 |
| RGRPSH420 | Participate in implementing racehorse exercise programs | 60 |
| RGRPSH422 | Promote and maintain business arrangements with racehorse owners | 40 |
| RGRPSH502 | Plan and implement education of horses for racing | 40 |
| RGRPSH503 | Trial and race horses | 80 |
| RGRPSH505 | Select horses for racing | 80 |

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| **Occupation/ Work Function** | Jockey |
| **Qualification Title**  | Certificate IV in Racing (Jockey) |
| **Qualification Code** | RGR40218 |
| **Description** | This sample training program is appropriate for a person working as a jockey in the thoroughbred racing industry. This person rides racehorses at industry regulated horse racing meetings, barrier trials and trackwork. The jockey may operate as an independent contractor or retained by a racing stable. |
| **Notes** | An asterisk (\*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. This qualification is required for industry licensing and registration in some states and territories. Refer to the relevant state or territory Principal Racing Authority for current requirements. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| BSBSMB303 | Organise finances for the micro business | 50 |
| BSBSMB305 | Comply with regulatory, taxation and insurance requirements for the micro business | 45 |
| RGRCMN305 | Participate in racing protests and inquiries  | 20 |
| RGRCMN402 | Participate in media interviews for racing | 10 |
| RGRPSH310 | Prepare for self-management in racing | 40 |
| RGRPSH405\* | Ride horses in jump outs | 20 |
| RGRPSH413 | Prepare for race riding | 75 |
| RGRPSH414\* | Ride horses in trials | 75 |
| RGRPSH415\* | Ride horses in races | 75 |
| RGRPSH418 | Set goals to improve racing performance | 20 |
| RGRPSH419 | Manage principles of sports science for jockeys | 40 |
| ***Elective*** |
| BSBFIA301 | Maintain financial records | 60 |
| PSPGEN052  | Undertake and promote career management | 50 |
| RGRPSH306 | Develop basic trackwork riding skills | 75 |
| RGRPSH307\* | Exercise horses in pacework | 75 |
| RGRPSH404\* | Ride horses at trackwork | 75 |
| RGRTRK402 | Relate animal welfare to track and environmental conditions | 60 |

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| **Occupation/ Work Function** | Harness Race Driver |
| **Qualification Title**  | Certificate IV in Racing (Harness Race Driver) |
| **Qualification Code** | RGR40318 |
| **Description** | This sample training program is appropriate for a person working in the harness racing industry as a harness race driver. This person works independently as a highly skilled professional sportsperson able to drive large horses at speed in industry-regulated harness racing competitions. |
| **Notes** | An asterisk (\*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. This qualification is required for industry licensing and registration in some states and territories. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| ACMEQU208 | Manage personal health and fitness for working with horses  | 20 |
| BSBWHS201 | Contribute to the health and safety of self and others | 20 |
| RGRCMN203 | Comply with racing industry ethics and integrity  | 50 |
| RGRCMN305 | Participate in racing protests and inquiries  | 20 |
| RGRPSH201 | Handle racehorses in stables and at trackwork | 80 |
| RGRPSH203\* | Perform basic driving tasks | 70 |
| RGRPSH204\* | Prepare to drive jog work | 70 |
| RGRPSH209\* | Attend horses at race meetings and trials | 30 |
| RGRPSH211 | Work effectively in the horse racing industry | 40 |
| RGRPSH304 | Identify factors that affect racehorse fitness and suitability to race | 100 |
| RGRPSH305\* | Develop driving skills for trackwork | 80 |
| RGRPSH310 | Prepare for self-management in racing | 40 |
| RGRPSH402\* | Drive horses in pacework and fast work | 80 |
| RGRPSH410\* | Prepare for race driving | 75 |
| RGRPSH411\* | Drive horses in trials | 75 |
| RGRPSH412\* | Drive horses in races | 75 |
| ***Elective*** |
| BSBSMB303 | Organise finances for the micro business | 50 |
| BSBSMB305 | Comply with regulatory, taxation and insurance requirements for the micro business | 45 |
| PSPGEN052  | Undertake and promote career management | 50 |
| RGRCMN402 | Participate in media interviews for racing | 10 |
| RGRPSH418 | Set goals to improve racing performance | 20 |

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| **Occupation/ Work Function** | Greyhound Trainer |
| **Qualification Title**  | Certificate IV in Racing (Greyhound Trainer) |
| **Qualification Code** | RGR40418 |
| **Description** | This sample training program is appropriate for a person working in the greyhound racing industry as a Greyhound Trainer. This individual operates a business training greyhounds for competition in industry-regulated events in the greyhound racing code. The trainer is responsible for the operation of a racing establishment, managing staff, finances and equipment. |
| **Notes** | An asterisk (\*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Licensing, legislative, regulatory or certification requirements may apply to this qualification. Refer to the state or territory Controlling Body or Principal Racing Authority for current licence or registration requirements. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| BSBSMB303 | Organise finances for the micro business | 50 |
| BSBSMB305 | Comply with regulatory, taxation and insurance requirements for the micro business | 45 |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements  | 50 |
| RGRCMN402 | Participate in media interviews for racing | 10 |
| RGRPSG207 | Demonstrate greyhound racing industry integrity and ethical practice | 60 |
| RGRPSG302 | Assess health and provide first aid for greyhounds | 40 |
| RGRPSG303 | Meet nutritional needs of greyhounds  | 50 |
| RGRPSG304 | Participate in greyhound racing industry inquiries and appeals | 15 |
| RGRPSG307\*  | Train and race greyhounds  | 80 |
| RGRPSG401 | Relate anatomical and physiological features to the care and treatment of greyhounds | 40 |
| RGRTRK402 | Relate animal welfare to track and environmental conditions | 60 |
| ***Elective*** |
| BSBSMB405 | Monitor and manage small business operations | 45 |
| SISXEMR002 | Coordinate emergency responses | 20 |
| RGRPSG201 | Handle greyhounds | 20 |
| RGRPSG309\* | Educate a greyhound  | 80 |

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| **Occupation/ Work Function** | Steward |
| **Qualification Title**  | Certificate IV in Racing Integrity (Steward) |
| **Qualification Code** | RGR40518 |
| **Description** | This sample training program is appropriate for a person working as a steward in the horse racing industry. This person works within the regulatory and integrity service operations in racing and has responsibilities in the supervision of the conduct of race meetings. A steward will investigate incidents and potential non-compliance issues, as well as arbitrating and awarding penalties under the principles of administrative law. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| BSBWHS301 | Maintain workplace safety | 40 |
| CSCORG014 | Use information to make critical decisions | 40 |
| PSPREG003 | Apply regulatory powers | 60 |
| RGRCMN203 | Comply with racing industry ethics and integrity  | 50 |
| RGRSTD403 | Apply principles of administrative law to investigation and resolution of racing incidents | 100 |
| ***Elective*** |
| RGRCMN305 | Participate in racing protests and inquiries  | 20 |
| RGRCMN402 | Participate in media interviews for racing | 10 |
| RGRROP312 | Perform duties of licensing or registration clerk | 20 |
| RGRROP306 | Perform duties of clerk of scales for jockeys at thoroughbred race meetings | 10 |
| RGRSTD303 | Assess racing and training gear suitability and safety | 20 |
| RGRSTD402 | Perform non-race day duties of steward | 40 |
| RGRSTD405 | Conduct steward supervision of sample collection procedures | 20 |
| RGRSTD407 | Assess driving or riding skills of license or registration applicants | 60 |
| RGRSTD409 | Perform duties of a race day steward | 100 |
| PSPINV001 | Plan and initiate an investigation | 50 |
| PSPINV002 | Conduct an investigation | 40 |
| PSPINV003 | Finalise an investigation | 30 |
| PSPREG005 | Assess compliance | 60 |
| PSPREG010 | Prepare a brief of evidence | 60 |
| PSPREG008 | Act on non-compliance | 30 |
| **Occupation/ Work Function** | Racehorse Trainer |
| **Qualification Title**  | Diploma of Racing (Racehorse Trainer) |
| **Qualification Code** | RGR50118 |
| **Description** | This sample training program is appropriate for a person working as a commercial Racehorse Trainer for multiple owners in industry-regulated racing events in the harness and thoroughbred codes. The trainer would generally have a large training establishment and employ a significant number of staff. |
| **Notes** | This qualification is required for industry licensing and registration in some states and territories. Refer to the relevant state or territory Principal Racing Authority for current requirements. |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| BSBSUS501 | Develop workplace policy and procedures for sustainability | 50 |
| RGRCMN402 | Participate in media interviews for racing | 10 |
| RGRPSH422 | Promote and maintain business arrangements with racehorse owners | 40 |
| RGRPSH501 | Plan and adapt training and conditioning programs for racehorses | 40 |
| RGRPSH502 | Plan and implement education of horses for racing | 40 |
| RGRPSH504 | Develop systems and records for horse racing business training operations | 50 |
| RGRPSH505 | Select horses for racing | 80 |
| ***Elective*** |
| BSBSMB403 | Market the small business | 50 |
| BSBSMB406 | Manage small business finances | 60 |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements  | 50 |
| RGRTRK402 | Relate animal welfare to track and environmental conditions | 60 |
| SISXEMR002 | Coordinate emergency responses | 20 |

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| **Occupation/ Work Function** | Racing Administrator |
| **Qualification Title**  | Diploma of Racing Integrity Management |
| **Qualification Code** | RGR50218 |
| **Description** | This sample training program is appropriate for a person working as a racing administrator within the regulatory and integrity service operations of the racing code. This person has responsibilities for analysing and evaluating often complex information in the application of the rules of racing, administrative law, racing protocols, animal welfare, safety and duty of care requirements at industry-regulated racing events. |
| **Notes** |  |
| **Unit Code** | **Unit Title** | **Hours** |
| ***Core*** |
| BSBLDR503 | Communicate with influence | 60 |
| CSCORG014 | Use information to make critical decisions | 40 |
| RGRSTD501 | Manage steward services | 100 |
| ***Elective*** |
| BSBADM502 | Manage meetings | 30 |
| BSBMGT502 | Manage people performance | 70 |
| BSBMGT517 | Manage operational plan | 70 |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements  | 50 |
| PSPREG025 | Manage investigations | 70 |
| PSPREG026 | Review and evaluate investigations | 40 |
| PSPREG027 | Manage regulatory compliance | 100 |
| PSPTIS100 | Apply codes and standards to professional judgement | 20 |

**CONTACTS AND LINKS**

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| **Curriculum Maintenance Manager (CMM)** |
| Primary Industries | The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages.They can assist with questions on payable and nominal hours. | Anne WiltshireAddress: Melbourne Polytechnic, Fairfield CampusYarra Bend Rd, Fairfield, VIC 3078(03) 9269 1391Email here |
| **Industry Skills Council (ISC)** |
| Skills Impact | This SSO is responsible for developing this **RGR Racing Training Package**, companion volumes and support material and can be contacted for further information. | The SSO website can be found [here](https://www.skillsimpact.com.au/about/) |
| **National Register for VET in Australia** |
| Training.gov.au (TGA) | TGA is the Australian government’s official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs. | National Register website can be found [here](http://training.gov.au). |
| **Australian Government** |
| Department of Education and Training | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. | The Commonwealth Department of Education and Training website can be found [here](https://education.gov.au/) |
| **Victorian State Government** |
| Department of Education and Training (DET) | DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy. | (03) 9637 2000The Victorian Department of Education and Training website can be found [here](http://www.education.vic.gov.au/) |
| **National VET Regulatory Authority** |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector. | Info line: 1300 701 801ASQA’s website can be found [here](http://www.asqa.gov.au/) |
| **Victorian State VET Regulatory Authority** |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. | (03) 9637 2806VRQA’s website can be found [here](http://www.vrqa.vic.gov.au/) |
| **Industry Regulatory Bodies applicable to this Training Package**  |
| Agriculture Victoria | Agriculture Victoria is part of the Department of Economic Development, Jobs, Transport and Resources (DEDJTR), and covers agriculture, pets and fisheries industries. Regulates primary production and animal welfare. Can provide advice on licensing, legislative or regulatory requirements, which may affect the delivery of training or the issuance of qualifications in this Training Package. | Agriculture Victoria website can be found [here](http://agriculture.vic.gov.au/home)Animal Welfare contacts:(03) 9217 4200 Email here |
| Greyhound Racing Victoria | Regulates greyhound racing and welfare in Victoria. | (03) 8329 1100Greyhound Racing Victoria’s website can be found [here](http://www.grv.org.au/news/)Email here |
| Greyhound Adoption Program (GAP) | Greyhound Racing Victoria’s adoption program aims to find loving family homes for greyhounds who have retired from the racetrack. | (03) 5799 0166Greyhound Adoption Program website can be found [here](http://gap.grv.org.au/latest-news/) Email here |
| Royal Society for the Protection of Cruelty against Animals - RSPCA (Vic) | The Royal Society for the Prevention of Cruelty to Animals (Victoria) is a non-government, community based charity that works to prevent cruelty to animals by actively promoting their care and protection. | RSPCA (Vic) website can be found [here](http://www.rspcavic.org) |
| WorkSafe Victoria | WorkSafe needs to provide written verification before High Risk Work Units are added to an RTO’s scope of registration. | 24 hr emergency line **13 23 60**(03) 9641 1555WorkSafe Victoria’s website can be found [here](https://www.worksafe.vic.gov.au) |

**GLOSSARY**

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| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit of competency code. |
| **Unit Title** | Nationally endorsed Training Package unit of competency title. |
| **Payable Hours** | The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee for the achievement of the minimum realistic vocational outcome of any qualification, as determined by the qualification packaging rules. The maximum payable hours do not cover every possible combination of core and elective units available for a specific qualification. |
| **Nominal Hours** | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria. |