



# RGR30419 CERTIFICATE III IN RACING SERVICES (RACING ADMINISTRATION)

RTO CODE 45565



NATIONALLY RECOGNISED  
TRAINING

*Racing NSW Training Provider*



## INTRODUCTION

Team Thoroughbred NSW Training Academy is a Registered Training Organisation (RTO number 45565) registered with the Australian Skills Quality Authority. Team Thoroughbred NSW Training Academy is proud to offer the RGR30419 Certificate III in Racing Services (Racing Administration) as a 12 month full time traineeship program, delivered over 48 weeks. The program involves both scheduled classroom learning activities and workplace based training and assessment. This program provides learners with advanced skills and knowledge required in the role as a racing administrator for a racing organization, race club or regulatory body and to improve their employment opportunities.

If you work in or wish to pursue a career as a racing administrator within the Racing Industry, this is the course for you.

## WHO IS RESPONSIBLE FOR YOUR TRAINING?

Team Thoroughbred NSW Training Academy is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

### CORE UNITS

<b>ACMGAS202</b>	Participate in workplace communications
<b>BSBWHS301</b>	Maintain workplace safety
<b>HLTAID001</b>	Provide first aid
<b>RGRCMN203</b>	Comply with racing industry ethics and integrity

## UNITS OF COMPETENCY

The RGR30419 Certificate III in Racing Services (Racing Administration) comprises 18 units of competency. Team Thoroughbred NSW Training Academy have organised these units of competency into relevant clusters relating to shared skills and knowledge or shared work tasks. This results in an efficient delivery of training and assessment and a structure that is very logical for learners.

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
- 4 core units plus
- 14 elective units

Team Thoroughbred NSW Training Academy have selected the elective units of competency within this course.

The selection of these units of competency and the course structure has been confirmed through industry engagement undertaken by Team Thoroughbred NSW Training Academy.

The RGR30419 Certificate III in Racing Services (Racing Administration) is delivered using the course structure outlined below:

### ELECTIVE UNITS

<b>ACMEQU205</b>	Apply knowledge of horse behaviour
<b>BSBCUS301</b>	Deliver and monitor a service to customers
<b>BSBDIV301</b>	Work effectively with diversity
<b>BSBF1A301</b>	Maintain financial records
<b>BSBINM301</b>	Organise workplace information
<b>BSBITU306</b>	Design and produce business documents
<b>BSBWOR301</b>	Organise personal work priorities and development
<b>BSBWRT301</b>	Write simple documents
<b>MSMSUP280</b>	Manage conflict at work
<b>PUACOM012</b>	Liase with media at a local level
<b>RGRCMN201</b>	Investigate job opportunities in racing and related industries
<b>RGRPSH201</b>	Handle racehorses in stables and at trackwork
<b>RGRROP317</b>	Attend race events and comply with protocols and safety procedures
<b>SISXEMR001</b>	Respond to emergency situations

## NATIONAL RECOGNITION

These competencies have been drawn from the nationally endorsed industry training package the Racing and Breeding Training Package (RGR). On successfully completing the training and assessment, the RGR30419 Certificate III in Racing Services (Racing Administration) qualification will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider children's services community. Team Thoroughbred NSW Training Academy will issue a qualification within 30 days of the final assessment being completed.

## PROGRAM OUTLINE

Training is delivered self-paced, online. Written online learning activities will reinforce theoretical knowledge, and skills will be practiced in the workplace where learning will be placed into context. Scheduled online training by Team Thoroughbred NSW Training Academy trainers to learners will be undertaken regularly over the duration of the 48 week, 12 month program. The course modules (clusters) are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

## LOCATIONS

The program is delivered in the workplace.

## EXPECTED DURATION

The program is designed to be delivered in 48 weeks over 12 months. Team Thoroughbred NSW Training Academy is able to support participants that need additional time. Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration.

## ASSESSMENT REQUIREMENTS

The assessment is conducted using a combination of realistic workplace tasks, projects, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods that are to be applied:

- **Online (Project work)** - The student is required to undertake a range of online tasks and projects to create various workplace documents and outputs relating to the units of competency being delivered. Where appropriate, the learner will be supplied with template documents and tools. Work projects are particularly applicable to units of competency which included a single task which occurs over an extended period of time.
- **Written Assessment.** The learner is required to complete a written knowledge assessment which is included within their online learning modules and workbook. These activities require the learner to apply the knowledge questions to their own workplace and to provide written responses that demonstrates their knowledge based on the requirements of the knowledge evidence. Because the responses are required in the context of the learner's workplace, this supports the authenticity of the evidence being collected. The learner is also required to sign a declaration to confirm that this work is their own.
- **Observation Assessment:** Throughout the course delivery, the learner is required to undertake 1 full day training in a classroom environment, in which they will be observed for assessment, combined with written assessments. After the completion of the observation assessment, trainer will conclude the assessment.
- **Supervisor feedback.** Workplace supervisors will be asked to provide feedback about the learner's performance during a module. The supervisor will receive a briefing at the time the learner begins studying each module to inform them of the module requirements. The assessor will engage directly with the supervisor to seek feedback on the learner's performance.



## ON-THE-JOB TRAINING, WORKPLACE TRAINING AND SELF-PACED LEARNING

Students in the RGR30419 Certificate III in Racing Services

(Racing Administration) are required to participate in on-the-job training within either; a licensed Racing Industry Regulatory Body or, employed by a Racing Stable in an Administration role. Noting this, the Team Thoroughbred NSW Training Academy program is delivered over 48 weeks and expects the learner will be engaged in a minimal of 21 hours on-the-job training activities each week.

Learners are also required to engage in self-paced learning which involve allocated self-paced learning activities within their online workbooks. It is expected that the learner will need to allocate a minimum of three hours per week over the course duration to complete the self-paced learning.

## ENTRY REQUIREMENTS

No entry requirements for this course version (Racing Administration)

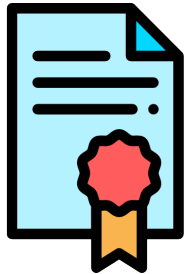
Noting this, Team Thoroughbred NSW Training Academy requires persons who undertake this course to:

- Be working or employed in an administrative role by a NSW race club or Racing regulatory authority
- Be working or currently employed in an office administrative role in a thoroughbred racing stable
- Attend and participate in scheduled training and assessment, both on and off-the-job
- Participate in workplace tasks to employer expectations
- Be able to work in a thoroughbred racing industry environment and handle industry standard equipment
- Have suitable language, literacy and numeracy skills to read and comprehend learning materials and perform tasks relating to their daily routines in an administrative office role.

**Please note.** Team Thoroughbred NSW Training Academy will engage with persons expressing interest in enrolment to discuss their language, literacy and numeracy skills. Team Thoroughbred NSW Training Academy can provide additional learning support to students who require basic assistance. For students who have more fundamental support needs, Team Thoroughbred NSW Training Academy can refer these students to a specialist language, literacy and numeracy development provider who can assist students to improve their language, literacy and numeracy skills to enable them to suitably commence the course.







## RECOGNITION OF PRIOR LEARNING (RPL)

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program. Students are encouraged to notify Team Thoroughbred NSW Training Academy of their interest or intention to apply for RPL prior to their enrolment. We will provide you a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.



## STUDENT INFORMATION

Detailed student information is available within our Student Handbook which is supplied with the enrolment package. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.



## DRESS AND EQUIPMENT REQUIREMENTS

Students are required to wear personal protective equipment (PPE) appropriate to the role and work area.



## COST

This course is available on a fee for service arrangement. The current cost can be found in our Fee Schedule along with details of refund rights and obligations.



## GOVERNMENT FINANCIAL SUPPORT

This training is subsidised by the NSW government under Smart and Skilled program. The student fee you will need to pay, will be determined according to your personal circumstances and eligibility for a subsidised place, you may also be eligible for a concession fee, fee exemption or fee free scholarship. Payment by instalments is available.

You may continue with an enrolment into this course if you are not eligible for subsidised training, however the full training fee will be applicable. There are conditions to enrolment if you are a Temporary Visa Holder. To discuss your visa status and eligibility to enrol please phone us to discuss.

# **RGR30419 CERTIFICATE III IN RACING SERVICES (RACING ADMINISTRATION)**

## **CONTACT US**

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