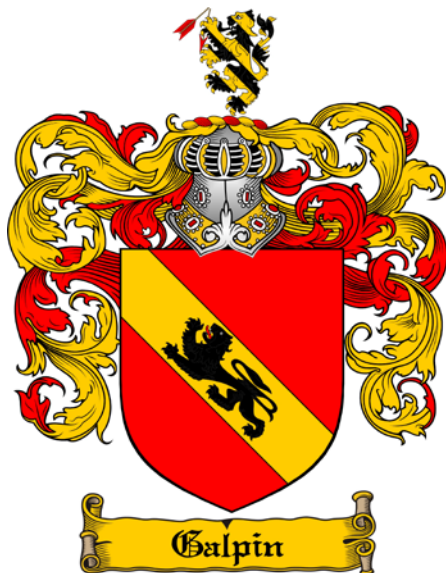


# Australian Online Racing Accreditation .A.O.R.A.



## Introduction Guide.

**Certificate III in  
Racing (Advanced  
Stablehand)  
RGR30208 (Release  
2)**

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# Congratulations!

You will be undertaking

## **Certificate III in Racing**

(Advanced Stablehand)

The Certificate III in Racing (Advanced Stablehand) is a workplace based training program that will provide you with the skills and knowledge needed to become competent in duties performed at a racing training establishment.

On completion of a Certificate you will receive a qualification that is recognised Australia-wide. These Qualifications are competencies Based units from the National Australian Framework some of the advantages for you are an improved knowledge of the industry you work in and your value as an employee in the horse racing industry will be increased.

The units for your course will be delivered through online workshops and on the job training and in the workplace, assessments Race meetings and trials, your attendance at this will be supported with resource books, handouts, and assignments.

For you to practically demonstrate and verbally communicate your actions on video recording will be used as part of the process to assess your understanding and your competency

Assistance on the job will be provided either by your employer, stable foreman or another employee who has the appropriate skills, knowledge and expertise required to witness your performance, this is a verification indicator

As your Registered Training Provider Australian Online Racing Accreditation will provide expert assistance in training, on line monitoring your progress, and maintaining records relating to achievement of competence.

# Australian Online Racing Accreditation

Welcome to Australian Online Racing Accreditation one of Australia's newest and most progressive Educational RTO.S, This online service is setup to provide to learners a recognised guide to help provide a regulated pathway for the learner inside the racing industry.to obtain qualifications The Standards are defined by the National Australian Framework

For further information on the Australian framework visit <http://training.gov.au/>

For further information on Australian Racing visit <http://racehorsetrainer.com.au/>

## Administration

For administration enquiries please contact

CEO Maxine Galpin Phone 0422090514

550 Moorooduc Highway Mt Eliza 3930

## Course Coordinator

Maxine Galpin

## Trainers/Assessors

The majority of your training will be conducted on-the-job  
Assessors from the Australian Online Racing Accreditation will all be qualified in the units that are assessed All training and assessments are to be carried out within the guidelines of OH&S and Industry standards.

Australian Online Racing Accreditation trainers/assessors are highly experienced, with a wealth of thoroughbred racing knowledge. With extensive industry experience they are intimately aware of the pros and the pitfalls of the racing industry.

# POLICIES AND PROCEDURES

Australian Online Racing Accreditation has an extensive list of Policies and Procedures associated with the conduct of its operations as a Registered Training Organisation. Students can access this information by visiting the internal website; <http://thesuperwiz.wix.com/australia>

Australian Online Racing Accreditation Academic Legislation may also be accessed via the internal home page on www. <http://thesuperwiz.wix.com/australia>

By visiting these sites you can access all the necessary information you may require as a student of the Australian Online Racing Accreditation

Further information <http://training.gov.au/> , <http://racehorsetrainer.com.au/>



# PROGRAM OUTLINES

To gain a Certificate III in Racing (Advanced Stablehand) you will need to work through the required number of units of competency applicable to the level of training being undertaken.

To complete Certificate III in racing the timeframe is 1-2 years which allows for 1200-1400 hours.

The units of competency have been classified into core, and elective units.

## CORE UNITS

These are competencies that are compulsory for the Certificate III in Racing (Advanced Stablehand) qualification. Completion of twenty two (22) units made up of nineteen (19) core units and three (3) elective units.

RGRCMN201A Follow OHS procedures and observe environmental work practices

RGRCMN001A Comply with the rules of racing and related protocols

RGRCMN202A Achieve requirements for industry induction

RGRPSH201A Handle horses

RGRPSH202A Assist with transportation of horses

RGRPSH207A Perform stable duties

RGRPSH208A Attend horses at trackwork

RGRPSH209A Attend horses at race meetings and trials

RGRPSH301A Implement stable operations

RGRPSH302A Supervise handling of horses

RGRPSH303A Supervise transportation of horses

RGRPSH304A Identify factors that affect racehorse performance

RGRPSH308A Provide first aid and emergency care for horses

RGRPSH309A Implement feeding programs for racehorses under direction

CPPSEC3004A Lead small teams in the security industry

HLTFA301B Apply first aid

PUACOM001C Communicate in the workplace

SISXEMR201A Respond to emergency situations

SRXGRO002A Deal with conflict

## **ELECTIVE UNITS**

RGRCMN003A Manage personal health and fitness

RGRPSH203A Perform basic driving tasks

RGRPSH204A Prepare to drive jog work

RGRPSH205A Perform basic riding tasks

RGRPSH206A Develop riding skills for flatwork

RGRPSH305A Develop driving skills for trackwork

RGRPSH306A Develop basic trackwork riding skills

RGRPSH420A Participate in implementing racehorse exercise programs

BSBITU203A Communicate electronically





## COMPETENCY STANDARDS

Certificate III in Racing (Advanced Stablehand) are based on successfully achieving the required competency standards.

Competency standards are not a set of procedures for completing a task. They are a statement of the skills needed to perform a particular job task. Competency focuses on what is expected of an employee in the workplace rather than on the learning process. Competency standards comprise of:

**Units of Competency:** A summary of an area of work, a function or purpose.

**Elements of Competency:** The major components of each unit of competency. They Provide more information about what activities or responsibilities make up this competency.

**Performance Criteria:** Statements which specify the standards of performance Required.

## RECOGNITION OF PRIOR LEARNING

Your existing knowledge and skills may also count towards your Certificate. If you are an experienced worker in the racing industry or you have completed training courses covering the same knowledge and skills, then you can apply for Recognition. Ask your trainer/assessor how this works.

## EVIDENCE

Throughout this program, the collection and presentation of evidence is crucial. You must be able to provide proof that you have the skills to meet the competencies. It must be gathered over a period of time and must be applicable to a range and variety of situations.

Evidence may include:

- Observation of practical activities/tasks
- Indirect supporting evidence (documents, records, reports)
- Samples of workplace activities or products
- Portfolios (certificates, testimonials, referee's reports, etc.)
- Oral questioning
- Written tasks (e.g. calculations)
- Short answer written tasks (explanations, lists of procedures)
- Referees report
- Assignments

## ASSESSMENT

There are three components to the assessment – Assignments, Practical Training and Assessment, and completion of a Training Log. Assessment may also include a Workplace Referees Report.

### 1. Assignments

Students will be required in their own time to complete assignments in conjunction with information provided by resource manuals. The trainer/assessor will advise when the assignment should be returned.

### 2. Practical and Training Assessment

The trainer/assessor will want you to complete a task in suitable timeframe to complete the practical component of the assessment.

#### Explanation. Question and Answer of Underpinning Knowledge

The trainer/assessor will check your understanding of the performance criteria by reviewing the standard of work records you submit

#### On-The-Job Demonstration

The trainer/assessor will observe you performing various tasks. Please video record with clear evidence that it is you and that the image of you comply with your Australian Passport.

### 3. Training Log

A Training Log records the training that you receive on-the-job. A training log is completed for each unit undertaken with a minimum of 4 hours of training per week being completed.

Should you fail to achieve competence in any aspect of the unit, then the whole unit does not need to be repeated, only the elements which have not been successfully achieved.

However please consider that only two opportunities to resubmit the failed elements of the unit will be given. A record of Not Competent will then appear for the entire unit

All elements of the unit must be achieved for Competent

## STATEMENT OF RESULTS

The recording of assessment of student competence will be by Grading Category 2.

CY Competent

CN Not Yet Competent

A Statement of Results will be forwarded to students at the end of the calendar year and at the completion of your course.

# REGISTERED TRAINING ORGANISATION

Registered Training Organisation (RTO) refers to a training organisation registered in accordance with the Australian Quality Training Framework, within a defined scope of registration. The RTO is responsible in assisting enterprises with the design and development of client focused assessment and training programs.

The role of the RTO based workplace trainer and assessor is to:

- Ensure that training and assessment is relevant to you and your workplace
- Advise learners of the training and assessment process
- Assess your literacy skills
- Conduct and record RPL (Recognition of Prior Learning)
- Provide learning materials and expert assistance in training
- Monitor your progress
- Maintain documentation records relating to achieving competence



# WORKPLACE SUPERVISOR

The Workplace Supervisor will provide you with assistance on the job to complete training required for the qualification. This person may be your employer, a Stable foreman or another employee who has the appropriate skills and knowledge to teach the competencies required and to monitor your progress.

The role of the Workplace Supervisor is to:

- Help develop your skills through guiding your practice in the workplace
- If you attend off the job training, link what you learn with the skills practiced in the workplace
- Co-ordinate workplace training and assessment so that it fits in with your everyday work and training
- Maintain records relating to workplace training, progress and achievement
- Liaise with the Registered Training Organisation for the formal assessment

Listed below are some basic values that a successful Workplace Supervisor should follow:

- |                               |   |
|-------------------------------|---|
| 1. <b>Purpose</b>             | Knowing why they are supervising and why it is important  |
| 2. <b>Supportiveness</b>      | Standing by the learner that they are supervising throughout their learning                               |
| 3. <b>Confidence Building</b> | Being sure to help build the learners confidence all the time through encouragement                       |
| 4. <b>Partnership</b>         | Being a partner in learning - not an instructor   |
| 5. <b>Focus</b>               | Helping the learner understand how they are helping the racing establishment and themselves as they learn |
| 6. <b>Patience</b>            | Balance their needs with the needs of the learner   |
| 7. <b>Commitment</b>          | Genuinely lead the learner to develop control over their own work   |
| 8. <b>Confidentiality</b>     | Keep to themselves any personal issues that may rise during the learning process                          |
| 9. <b>Respect</b>             | Be committed to helping the learner to grow and contribute to the team                                    |

# TRAINING LOG

The following page contains an example of a training log sheet. It is the responsibility of the student and the workplace coach to ensure that it is kept up to date and accurately completed with the necessary documentation.

1. This log sheet is used as a record of the workplace activities being performed as part of your training program.
2. The log sheet should be constantly kept up to date with the tasks being performed, noted in the evidence column e.g. Observation if task performed is being observed, the length of time e.g. 1 hour and the date e.g. 29/8.
3. Comments are to be completed by the supervisor e.g. Harry shows great horse handling skills when loading horses into a float.
4. The training log is to be signed by the supervisor and trainee.
5. *Note:* The training log is a record of the tasks performed and training instruction received in the workplace only. Formal Assessment is conducted by Australian Online Racing Accreditation instructors/assessors.

## TRAINING LOG

|                                 |   |
|---------------------------------|---|
| <b>Student Name:</b> John Smith | <b>Racing Industry Location:</b> Bill Browns Stables and Ballarat Race Course |
|---------------------------------|---|

Note- 3 hours of training per week must be completed prior to assessor's return

| COMPETENCY: RGRH207A Handle Horses Safely |       |  | Evidence |             |         |                                  |                       | Total hours |
|---|-------|--|----------|-------------|---------|----------------------------------|-----------------------|-------------|
| Week Starting                             | Dates | Description of Training undertaken - must relate to Elements of Competency and Performance Criteria listed in the front of your Theory Unit<br><b>Instruction received in:</b> | Verbal   | Observation | Written | Task Performed under Instruction | Actual Time eg 9-11am |             |
| 13/3                                      | 14/3  | Identifying appropriate gear for handling and controlling a horse and explanation of the circumstances that it may be used for   | √        | √           |         | √                                | 9-10.30 am            |             |
| 13/3                                      | 14/3  | Catching and leading horses in a safe manner   | √        | √           |         | √                                | 10/11am               |             |
| 13/3                                      | 17/3  | Identifying the features used to identify thoroughbred horses  | √        |             | √       | √                                | 3-4am                 | 3.5 hr      |
| 20/3                                      | 22/3  | Applying bandages and boots to horses in accordance to instructions and within a nominated time  | √        | √           |         | √                                | 1.30-3pm              |             |
| 20/3                                      | 24/3  | Releasing horses safely to a designated area eg box, yard, paddock etc   |          | √           |         | √                                | 4-5pm                 |             |
| 20/3                                      | 25/3  | Showing an understanding of the areas that must be checked on the towing vehicle, float or truck before a horse is transported   |          | √           |         | √                                | 9.30-11 am            | 4 hr        |
| 27/3                                      | 27/3  | Preparing a horse for transport eg bandages ( legs, tail, boots)   |          | √           |         | √                                | 8-9.30 am             |             |
| 27/3                                      | 27/3  | Identifying and explaining why a specific area would be chosen to load a difficult horse   |          | √           |         | √                                | 10-11 am              |             |
| 27/3                                      | 27/3  | Methods of loading difficult horses  |          |             |         | √                                | 2-3 pm                | 3.5 hr      |
| 27/3                                      | 27/3  | Loading and unloading of horses safely   |          | √           |         | √                                | 9.30-11 am            |             |
| 3/4                                       | 3/4   | Reporting of transporting incidences or defects onto the whiteboard, diary or other means the employer uses  |          |             | √       |                                  | 1-2.30 pm             | 3.0 hr      |
| 20/3                                      | 23/3  | <b>Theory/study details</b> Completed theory book  |          |             |         |                                  | 3-4 pm                | 1 hr        |
|   |       | <b>Workshop Details/other activities</b>   |          |             |         |                                  |                       |             |
|   |       |  |          |             |         |                                  | <b>Total</b>          | 15hr        |

sample

**Supervisor Comments**  
 John shows good horse handling skills and is aware of the safety aspects associated with stable activities.

|                                  |            |      |
|----------------------------------|------------|------|
| Student Signature: John Smith    | Print Name | Date |
| Supervisor Signature: Bill Brown | Print Name | Date |