

## Modification history

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

<b>RGRHBR309</b>	<b>Maintain horse stud records</b>
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to <del>carry out stud stable management duties</del> <u>administer and maintain horse stud records</u>, including gathering information <del>and nominating submitting horses nominations</del> for sale or exhibition <del>s, and maintaining stud records.</del></p> <p>The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding or other horse industry environments.</p> <p>No occupational licensing or certification requirements apply to this unit at the time of publication.</p> <p>Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Horse breeding (HBR)

Commented [SH1]: Title updated to reflect nature of unit

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Gather <del>stable stud breeding management</del> information	1.1 Interpret and confirm work program with supervisor 1.2 Obtain and <del>follow</del> <u>collate breeding/production</u> program documents <u>according to enterprise practices</u> 1.3 Maintain records accurately <u>in designated workplace system</u>
2. <del>Administer</del> <u>Nominate</u> horses <del>for</del> sale or exhibition <u>nominations</u>	2.1 Obtain, complete and submit entry forms for specified activity 2.2 <u>Submit n</u> <del>Nomination</del> <u>se</u> horses <del>for</del> <u>horse sales</u> or exhibitions <u>s</u> according to workplace procedures 2.3 Ensure entry fees are paid before the required nomination time
3. <del>Complete</del> <u>Administer</u> relevant requirements <u>of external bodies</u>	3.1 Obtain from, or supply pedigrees and histories to controlling agents 3.2 Complete and forward horse transfer and registration forms to the controlling body
4. Maintain stud <u>breeding</u> records	4.1 Identify arriving horses according to stud procedures, including safe work practices around horses 4.2 <del>Keep</del> <u>Ensure accurate</u> breeding and operational records <u>are accurate and up to date</u> 4.3 Enter receipts and expenditure in workplace financial records <u>according to enterprise procedures</u>

RGRHBR309 Maintain horse stud records

**Foundation Skills**

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

Skill	Description
Reading	<ul style="list-style-type: none"> <li>Interpret entry requirements and application processes for exhibiting and selling horses</li> <li><a href="#">Proof read documents to ensure accuracy of information</a></li> </ul>
Writing	<ul style="list-style-type: none"> <li>Enter data and information accurately to complete records and forms for internal and external purposes</li> </ul>
Navigate the world of work	<ul style="list-style-type: none"> <li>Take responsibility for following workplace procedures for own role and area of work</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Plan, sequence and prioritise activities to achieve work outcomes</li> </ul>

**Unit Mapping Information**

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRHBR309 Maintain horse stud records	ACMHBR309 Follow stud operational procedures	Code and title changed to reflect appropriate industry sector usage Changes throughout to clarify intent of unit	Equivalent unit

Links	
	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0</a>

<b>TITLE</b>	<b>Assessment requirements for RGRHBR309 Maintain horse stud records</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.                  There must be evidence that the individual has:</p> <ul style="list-style-type: none"> <li>• <u>organised the nomination of at least three horses for sale and/or exhibition</u></li> <li>• <u>obtained or sent information, records and/or registrations to two external bodies</u></li> <li>• <u>maintained routine stud records accurately</u></li> <li>• <u>entered information and data into workplace systems.</u></li> </ul> <p><del>followed stud operational procedures for the sale or exhibition of at least three horses, including:</del>  <del>organising the nomination of horses for sale and exhibition</del>  <del>gathering information, records and registrations for others, including breed societies and stud book keepers</del>  <del>completing forms and records related to:</del>  <del>sales and exhibitions</del>  <del>breeding records</del>  <del>entering financial information and data into workplace systems</del>  <del>maintaining accurate financial and business management records.</del></p>	
<b>Knowledge Evidence</b>	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• nature of stud business in which the individual works</li> <li>• processes and protocols of the stud business in which the individual works</li> <li>• <u>range and purpose of records and data kept by the horse stud</u></li> <li>• <u>operation of workplace record keeping system</u></li> <li>• requirements and procedures laid down by the relevant breed societies or the keeper of the relevant stud book</li> <li>• legislative requirements and workplace procedures and instructions relevant to role for:                         <ul style="list-style-type: none"> <li>• animal health and welfare</li> <li>• workplace health and safety.</li> </ul> </li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions:                         <ul style="list-style-type: none"> <li>• a workplace or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• specifications:                         <ul style="list-style-type: none"> <li>• stud or organisational records</li> <li>• application or entry forms for exhibitions or sales.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0</a>

Commented [SH2]: Performance evidenced reviewed to reduce duplication with PCs