Modification history

Release	Comments
Release 1	This version released with Racing and Breeding Training Package Version 3.0.

RGRPSGXX4	Coordinate volunteers in greyhound transition to pet programs
Application	This unit of competency describes the skills and knowledge required to recruit, train and support a range of volunteers working in greyhound transition to pet programs.
	The unit applies to individuals who have responsibility for a work activity, area or team, and provide and communicate solutions for a range of predictable and sometimes unpredictable problems relevant to working with people and animals.
	All work must be carried out to comply with workplace procedures, according to state/territory animal welfare and health and safety regulations, legislation and standards that apply to the workplace.
	No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.
Prerequisite Unit	Nil
Unit Sector	Performance services greyhounds (PSG)

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Recruit volunteers to program	1.1 Review role descriptions for relevant volunteer positions in greyhound transition to pets program 1.2 Participate in promotional activities to recruit program volunteers depending on organisational need 1.3. Conduct recruitment selection process in consultation with relevant personnel based on organisational criteria and requirements 1.4 Explain and complete organisational partnership arrangements with new volunteers
2. Induct and train volunteers	2.1 Prepare induction and training programs and materials for volunteers 2.2 Conduct induction for new volunteers 2.3 Organise and conduct ongoing training or upskilling according to organisational volunteer training program
3. Support and monitor volunteers	3.1 Establish regular communication, monitoring and support arrangements with volunteers 3.2 Coordinate volunteer reporting requirements 3.3 Address concerns and issues in consultation with volunteers and relevant personnel according to organisational procedures 3.4 Provide feedback on volunteer program to relevant personnel to improve program processes and outcomes

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	• Interpret and identify key information in organisational procedures and from reports and feedback from volunteers working in the program

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
Navigate the world of work	• Take responsibility for maintaining current knowledge of state regulations and local council requirements relevant to greyhound pet ownership
Interact with others	• Use clear language, concepts and tone to communicate effectively and build rapport with people from diverse backgrounds
Get the work done	• Plan, sequence and prioritise activities; monitoring risks and adjusting activities to achieve outcomes • Use problem solving strategies, intuition and past-experience to manage contingencies and potential conflict situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSGXX4 Coordinate volunteers in greyhound transition to pet programs	Not applicable	New unit	No equivalent unit

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

TITLE	Assessment requirements for RGRPSGXX4 Coordinate volunteers in greyhound transition to pet programs

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- participated in the recruitment process and induction of one new volunteer to a greyhound transition to pets program
- provided training and/or ongoing support for at least two program volunteers in different roles
- coordinated reports and records for each volunteer in the performance evidence above.

Knowledge Evidence

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:

- range of volunteer positions in transition to pet programs, including:
    - foster carers
    - community engagement
    - enrichment activities
    - exercise activities
    - behavioural trainers
- range of promotional channels and activities used to attract volunteers
- organisational procedures and documentation required for volunteers
- induction and training program content, including:
    - partnership/volunteer arrangement with the organisation, including roles and responsibilities
    - compliance with relevant legislation, animal welfare regulations and industry codes of practice
    - compliance with local council requirements
    - health and safety, including hazard identification and risk assessments
    - hygiene, zoonoses and infection control relevant to working with greyhounds
    - organisational reporting and record keeping requirements
    - shelter or external foster carer requirements
    - health and welfare of greyhounds
- reporting requirements, including:
    - program operations
    - greyhound specific information
    - volunteer feedback
- concerns and issues, including:
    - greyhound progress
    - compassion fatigue
- organisational procedures and processes relating to volunteers
- state greyhound industry requirements relating to retiring greyhounds and adoption practices
- current state government and local council requirements for foster carers and shelters.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- specifications:
    - organisational procedures relevant to recruiting, training and supporting volunteers
    - application information from potential volunteers
    - induction and training materials for volunteers
- relationships:
    - volunteers.

Assessment Conditions
Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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