Modification history

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

RGRPSGXX5	Coordinate greyhound transition to pet program activities
Application	This unit of competency describes the skills and knowledge required to coordinate activities to ensure the efficient operation of a greyhound transition to pet program. 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. Oversee entry of greyhounds to program	1.1 Organise entry pathways and liaise with greyhound owners to admit greyhound to transition to pet program according to organisational procedures 1.2 Manage greyhound suitability assessment processes 1.3 Organise internal and/or external referral processes for greyhounds
2. Oversee greyhound adoption processes	2.1 Coordinate greyhound transition to pet adoption process 2.2 Monitor greyhound hand over operations and interactions with potential and new owners 2.3 Manage and/or support others with stakeholder interactions relating to the adoption process 2.4 Coordinate return of greyhounds and failed adoptions according to organisational procedures
3. Coordinate resources required for the program	3. 1 Organise physical resources, liaising with other program personnel, to conduct program activities 3.2 Schedule staff and volunteers according to program needs and budgetary conditions 3.3 Monitor and support staff and volunteers in their job roles 3.4 Gather feedback from all stakeholders to contribute to program continuous improvement processes
4. Ensure compliance requirements for area of responsibility	4.1 Review and maintain organisational procedures relevant to work role and/or area of responsibility 4.2 Manage partnership arrangements with volunteers and stakeholders 4.3 Manage compliance with regulatory requirements relevant to role and/or area of responsibility 4.4 Collect, maintain and report on required information and data according to organisational requirements

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Contribute to program improvements	5.1 Maintain knowledge of current industry trends and practices relating to greyhound transition to pets programs and greyhound behaviour 5.2 Analyse and interpret feedback, data and information collected on the greyhound transition to pet program 5.2 Contribute ideas to improve current organisational processes and promotional activities based on industry knowledge and program feedback

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
Learning	• Actively update own industry knowledge using a range of channels
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 a range of communication strategies to influence improvements to the program
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 problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSGXX5 Coordinate operation of greyhound transition to pet program	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 operation of greyhound transition to pet program**

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:
- coordinated and reported on activities relating to the entry and adoption of at least six greyhounds in a transition to pet program
- reviewed and up dated two organisational procedures relating to work area and/or area of responsibility
- completed two activities to meet compliance requirements relating to work area and/or area of responsibility
- contributed two suggestions for program improvements based on current industry knowledge and/or stakeholder feedback.

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:

- organisational procedures relating to greyhound transition to pet program, including:
    - greyhound entry and suitability assessments
    - greyhound matching and adoption processes
    - staff, volunteer and stakeholder management
    - volunteer induction and training program
- program resources, including:
    - safe assessing areas
    - kennels or greyhound housing
    - collars, leashes
    - toys, resources and companion animals used in the suitability assessments
    - staff, volunteer and stakeholder information
- compliance requirements, including:
    - state animal welfare regulations
    - work health and safety requirements
    - state greyhound racing industry requirements relating to retiring greyhounds and adoption practices
    - local council requirements
    - partnership arrangements with the organisation
    - insurances
    - external reporting requirements
- overview of greyhound industry trends
- basic research techniques and how to source industry information
- industry forums and networks relevant to greyhound transition to pet programs.

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.

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

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