



BASIC STABLEHAND SKILLS COURSE

The Basic Stablehand Skills Course is designed to provide hands on experience in a racing stable with a licensed racehorse trainer providing you with the opportunity to experience life as a stablehand whilst developing horse handling skills.

Target Groups

- Pre-entrants – persons not previously employed in the sector
- Existing workers – persons currently employed in racing sectors workforce

Course Outline

You will be enrolled in the following units from RGR20102 Certificate II in Racing (Stablehand):

RGRH206A Apply Occupational Health and Safety Procedures in Horse Code

- Maintain standards of occupational health and safety in the workplace
- Contribute to arrangements for the management of occupational health and safety
- Follow workplace procedures for hazard identification and emergencies

RGRH207A Handle Horses Safely

- Identify and safely catch and control a thoroughbred horse
- Assist with the transportation of a thoroughbred racehorse

Course Material

Training manuals will be provided before the course commences and you will be required to complete all of the training tasks accordingly.

Workplace Assessor

Racing Victoria Limited Workplace Assessor will visit you on the first day of the course and during the course to assess your progress.

Hours

The course runs in two parts:

Part 1 - a period of 2 weeks from Monday to Friday starting at 6am to 11am

Part 2 – 1 day first aid training from 9.00am to 4.00pm

Location

Part 1 of the course will be held at the Flemington Racecourse and Part 2 will be held at Racing Victoria Limited.

Enrolment

Enrolments for this course will be taken throughout the year with commencement dates to be negotiated between the candidate and the Training Officer.

Pre Training Review

RVLETC will conduct a Pre Training Review of current competencies including literacy, language and numeracy skills. The purpose is to ascertain that the proposed learning strategies and materials are appropriate for you. The Pre training Review will be conducted when you make a time for interview/enrolment to the course. Allow 30 minutes for this process.

Enrolment Fee

You will be charged a **\$174.20** enrolment fee prior to commencement of course.

The minimum tuition contribution fee is **\$53**. If you hold one of the following concession cards:

- (a) Commonwealth Health Care Card;
- (b) Pensioner Concession Card; or
- (c) Veteran's Gold Card.

The concession provided for (a) and (b) can also apply to the dependent spouse or dependent child of the card holder only if provided. You will be required to produce the card in order to receive concession. A copy of the valid card will be taken to place in your file.

Concession may be granted on the tuition fee if RVLETC considers that its collection in full would *impose extreme hardship*. This may include a concession on, or exemption from, the minimum tuition contribution. Please contact the Training Officer if you are considering applying for hardship prior to enrolling.

Payment needs to be made on the enrolment day with proof if you are male and on any benefits. The starting date will be negotiated on the day of enrolment. You will be receipted upon payment.

Fee refund: should a candidate withdraw, by written notice, from the course at any time up until 2 days after the commencement of training, a full refund will be provided. For withdrawals after this time, no refund will be payable.

The advantages of completing the course

You have the opportunity to:

- Develop skills that are recognised by the racing industry
- Become familiar with employers' expectations

What responsibilities are involved?

During the course, the candidate will be expected to behave like a new employee, following the rules of the workplace and the directions of the trainer and other employees.

Attitude

The right attitude is very important. You will need to:

- be willing to learn
- complete the tasks assigned by the workplace supervisor
- listen to instructions and ask questions
- be polite, courteous and well-mannered with all staff members
- dress appropriately

Attendance and punctuality

The trainer expects you to be punctual. You will be required to:

- start the course on time each day
- take only the allocated time for tea breaks, returning promptly to your work
- contact your trainer and the Training Officer immediately if you are unable to attend your placement

Safety

Your personal safety in the workplace is very important. You must comply with occupational health and safety requirements of the workplace including:

- wearing protective clothing and safety equipment
- working in a safe manner
- reporting any accident to the trainer and the Training Officer

Medical conditions

Please notify the Training Officer and the workplace supervisor if you suffer from any medical condition or disability that may affect your work performance.

Racing Victoria Limited actively encourages people with disabilities to apply for courses offered at the Racing Victoria Limited Education and Training Centre.

Due to the nature of the courses offered and with consideration to Occupational Health and Safety applications will be decided on an individual basis and the outcomes of all applications will be fully discussed with each applicant.

The trainer

The trainer will be providing you with the training necessary in achieving the expected learning outcomes. In addition you will be learning and developing a number of skills whilst being actively involved in the running of a thoroughbred racing stable.

What to do now

Please contact Racing Victoria Limited Education & Training Centre on 03 9258 4620 to arrange an interview time.

Please note

The Services are provided with funds made available by the Government of Victoria.