

Racing Queensland Limited

GENERAL POLICY FOR TRAINING AND DEVELOPMENT

DATE POLICY WAS MADE

This policy was made on 1 July 2010.

COMMENCEMENT DATE

This policy came into effect on 1 July 2010.

PURPOSE

The Racing Queensland Limited (Racing Queensland) Board is authorised by law to make policy for the purpose of good management of the code of racing. The *Racing Act 2002* (Act) section 81(d) requires that a policy on training and development be available to guide the Queensland racing industry.

The purpose of this General Policy for Training and Development is to provide overarching advice on the intent and general principles of training and development in the Queensland racing industry as it relates to:

- Competence of individuals operating throughout the industry
- Integrity of licensing throughout the industry
- Safety and welfare of persons and animals involved in the industry
- Recruitment of the industry workforce
- Ability of the industry to adapt to changing circumstances, and
- Requirement for the industry to address all compliance matters.

POLICY STATEMENT

It is Racing Queensland's general policy that training and development underpins an efficient and effective racing industry and its future development. Racing Queensland recognises that competent individuals at all levels will ensure the safety, integrity, quality and growth of the industry, and that the development of competency will be a structured process. The policy authorises the development of appropriate strategies for marketing, recruitment and training to support the workforce required to sustain the industry. Strategies should also provide for skills plans and other relevant programs to ensure adequate skill levels in a changing environment.

Training and development activities will –

1. Focus on current and future needs of the industry.
2. Emphasise competency based training by contributing to and implementing the *National Training Package for the Racing Industry*.
3. Support the linking of competency to licensing.
4. Provide competency frameworks where possible for non-licensed industry roles.
5. Assist industry members to meet compliance requirements.
6. Support national initiatives and work closely with state and national training entities including the *state training authority, the Agrifoods Industries Skills Council (AFISC) and the Racing Industry Standing Committee (RISC)*.
7. Maintain currency of training methods, resources and developments in vocational education.
8. Ensure adequate, trained and qualified training staff are available to support industry training.
9. Be administered fairly, flexibly, effectively and efficiently to ensure secure record keeping, access to due process and, good governance.

Racing Queensland will publish sub-policies from time-to-time, as appropriate, to ensure the principles espoused above are complied with in the day-to-day operations of this policy.

APPLICATION

This policy applies to all sectors of the Queensland racing industry and to officers within Racing Queensland:

- Licensees
- Non-licensed officers
- Employers
- Employees
- Racecourse operations staff
- Providers of training to the industry
- Certain contractors

DEFINITIONS

The definitions covered in the glossaries accompanying the:

Racing Act 2002

Racing Industry Training Package

Workplace Health and Safety Act (1995) Industrial Relations Act (1999), and Vocational Education, Training and Employment Act 2000.

PROCEDURES

Pursuant to the Act (Chapter 3, Section 81) the Board will ensure training and development is managed across the sector, against the policies on training and development, by issuing from time to time, standard procedures which will be published to ensure adherence to the principles. They will include the following:

- **Industry consultation:** A regular and transparent process of seeking Queensland racing industry opinion about training and development matters as they pertain to the industry.
- **Needs Analysis:** A systematic method of determining the practical training needs of the Queensland racing industry as a precursor to planning and delivering training. Includes needs for compliance and non-compliance learning.
- **Mandatory and preferred competence requirements:** Established by Racing Queensland and published.
- **Programs:** Training programs that are resourced and developed in accordance with recognised, national, quality training accreditation processes.
- **Delivery:** Utilisation of efficient and effective, flexible, delivery methods which, as determined by the Board, best meet the needs of all parties involved.
- **Learner management system:** A secure, practical, cost efficient process to keep student records, progress, assessments, qualifications and achievements, movement, enrolment, employer and other details as required for learner management.
- **Assessment:** Conducted in accordance with national standards to assess both program participants, and industry assessors, to determine their ability to perform at a suitable competency or standard.
- **Funding:** A system to fund training, which recognises the obligations of the parties and the benefits accruing from investment in training, and which, as assessed by the Board, is fair, equitable and sensible.

Roles and Responsibilities

In order to administer this policy the following roles and responsibilities will apply:

- The Racing Queensland Board will be responsible for determining policy as per the Act
- A Training and Development Advisory Committee comprising appropriate representatives from industry and training stakeholders may provide advice and support to the Training Department
- The Licensing and Training Manager will be the responsible officer within Racing Queensland for the oversight of Training and Development across the industry

Rules of Racing

Rules of Racing will not be made for this policy.

AUTHORITY AND OTHER INFORMATION

Racing Act 2002 Workplace Health and Safety Act 1995 Industrial Relations Act 1999 Liquor Act 1992

Review

Review date will be July 2012.

REVISION HISTORY

Version	Date	Description
1.01	July 2010	Board adopted under exceptional circumstances
1.02	September 2010	Board confirmed this policy continued to have effect