

Quality Leadership Pathways



Student Handbook



Racing Industry Training Package RGR08
Racing and Racing Services Qualifications



Student Handbook

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About this document

This Student Handbook has been developed for the purpose of informing all students enrolled, including those undertaking a traineeship or apprenticeship, of the operations, practices and expectations of International Academy of Equine Education. Students should ensure they keep this handbook available and refer to the contents for advice on their career and training in the thoroughbred horse industry, and for helpful information on what to expect from your employer and trainer and what to do if you need assistance on any of these matters.

Document owner

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Privacy

The International Academy of Equine Education RTO operates in accordance with the Privacy and Personal Information Protection Act 1998. Delivering teachers and staff of International Academy of Equine Education must act in accordance with the Act. The confidentiality and privacy of students enrolled with International Academy of Equine Education must be protected. Documentation issued for enrolment, training and assessment and any other evidence regarding student information and progress must be maintained to ensure confidentiality through secure storage procedures. Permission must be sought from the student and the student's parent/carer prior to the release of the information to a third party. This includes the use of photographs of children.

Important information for people attending courses at the International Academy of Equine Education

Please read the following information carefully prior to attending one of our courses. Do not hesitate to contact IAEE if you have any queries or require additional information.

1. For information about any of our courses, you are invited to refer to the appropriate course brochure, course outline in this booklet, or speak with our staff. Course brochures can be downloaded from our website – www.iaee.com.au
2. A “student” is any person currently enrolled on a course provided by the International Academy of Equine Education (IAEE). A “trainee” or “apprentice” is a person enrolled on a course who is also covered by a traineeship or apprenticeship through an appropriate Australian Apprenticeship Centre. Trainees and apprentices are also “students”.
3. The International Academy of Equine Education enrolls all participants non-discriminately with advice, as detailed in our Enrolment Policy.
4. The International Academy of Equine Education course fees are detailed on our website and in our promotional materials. Course fees are payable at the time of enrolment. For further information, please refer to our Fees and Refunds Policy.
5. Refunds are available to clients who cancel their enrolment on a course, as detailed in our Refunds Policy.
6. If you have any physical or other impairments (e.g., English language difficulties, dyslexia, literacy issues, etc) which may adversely affect your ability to successfully undertake this course, please indicate this on the enrolment form, prior to attending the course. This will help us to advise you about the suitability of the course, and will enable us to consult with you about adjustments that could be made to optimise your learning experience.
7. The International Academy of Equine Education aims to provide flexible training and assessment options. Should our proposed training / assessment approach not meet your needs, please speak with your facilitator about what other options may be available.
8. In order to gain a nationally recognised qualification or statement of attainment, participants must be deemed competent by a qualified assessor. Assessment of participants’ skills and knowledge will be based on their performance in assessment tasks during the courses.
9. If you are dissatisfied with the assessment process or decision, or you have a complaint about our products or service, please discuss this initially with your assigned assessor. If you wish to formalise your complaint or make a formal appeal, you may do so through our Complaints / Grievances Procedure and / or our Appeals Procedure.
10. Should you require any special assistance (e.g. guidance on the labour market in relation to your learning and / or assessment outcomes), you are invited to speak with the Training Services Manager.
11. Students should adhere to the Code of Conduct as outlined in this handbook.
12. The International Academy of Equine Education recognises qualifications and statements of attainment issued by other Australian Registered Training Organisations (RTOs) under the Australia Qualifications Framework (AQF). Should you wish to seek recognition of a qualification or statement of attainment issued by another Australian RTO, a copy of your certification must be provided to IAEE and the original certification must be sighted by the Compliance Manager.
13. Skills recognition (including Recognition of Prior Learning (RPL)) is available to all participants for all or part of any course offered by the International Academy of Equine Education. For further information in this regard you are invited to speak with the Training and Assessment staff.
14. The International Academy of Equine Education respects your privacy and will not forward your personal details to another person / organisation without your permission. Where your employer is paying your course fees, IAEE may provide information about your training progress and assessment results to a representative from your organisation (e.g., your supervisor and / or Training Department personnel). For further information, please refer to our Privacy Policy or contact IAEE.
15. The International Academy of Equine Education reserves the right to use evidence that you provide to us for assessment purposes, for internal assessment moderation / validation. We may also, from time to time, wish to moderate / validate your evidence externally (i.e. with assessors from other RTOs). We will obtain your permission before showing your evidence to external assessors.
16. If you have any immediate concerns or enquiries whatsoever regarding the course, or you wish to obtain additional information, you are welcome to contact us.

Contents

Important information for people attending courses at the International Academy of Equine Education	4
Trainers and assessors at International Academy of Equine Education	7
Qualifications offered at International Academy of Equine Education	9
Pathways to RGR08 Racing Industry Qualifications	19
Qualifications in the Racing Industry available to students enrolled at the International Academy of Equine Education	20
Fees	31
Legislation	36
Training Packages and the Scope of Registration	43
Training and Assessment	47
National Recognition & the Mutual Recognition Policy	61
Recognition of Prior Learning (RPL), Recognition of Current Competence (RCC) and Credit Transfer	65
Appeals Policy and Process	71
Harassment in the Workplace and in the Racing Industry	75
Equity in the Racing Industry	81
Complaints, Appeals, Allegations and Concerns	85
Complaints, Appeals, Allegations and Concerns	86
Critical Incident Policy and Procedure for International Academy of Equine Education training and assessment situations	89
Codes of Conduct	93
Information for Employers of Trainees and Apprentices	97
Information Regarding Traineeships and Apprenticeships	103
Contacts	112



Looking for a career in equine?



Trainers and assessors at International Academy of Equine Education

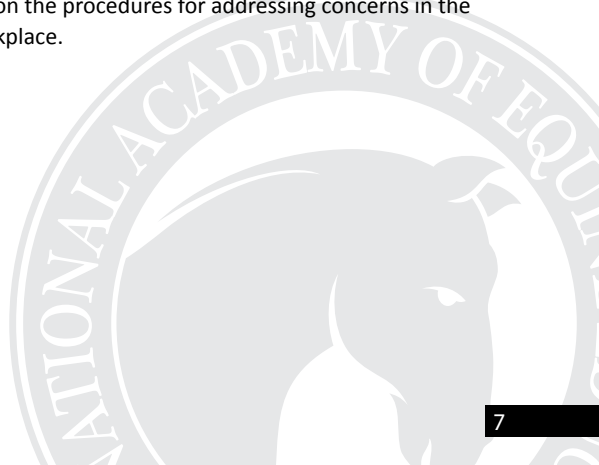
The staff at the International Academy of Equine Education meet the criteria for:

- Training and assessing as required by the Racing Industry Training Package
- RGR08, AQTF 2007 (2010 update) and the National Quality Council
- Industry currency required by the Racing Industry Training Package RGR08 and AQTF 2007 (2010 update). The trainers and assessors are trained jockeys, stewards and administrators within the racing industry who are experienced in many aspects of the thoroughbred horse racing industry
- Working with children (under 18) and understand the principles of child protection (more detail provided below)
- First Aid Certificate (Level 1 & 2) delivery and assessment

In addition, all licensed (horse) trainers used by the International Academy of Equine Education must meet a set of criteria before being able to take on a trainee or apprentice. This is required by the Licensing Department of Racing NSW and covers areas such as their industry skills, their ability to train a young person and their ability to provide a safe working environment.

The licensed trainers are assessed as suitable by Racing NSW Stewards. If there are any concerns regarding equity, harassment, or access to quality training and practice opportunities on-the-job then the student and/or their parent should contact the Compliance Manager or Education and Training Director at the International Academy of Equine Education.

Refer to sections on Harassment and Equity and Complaints and Grievances Policy and Procedure in this handbook for more information on making a formal complaint. Refer to the appropriate section for details on the procedures for addressing concerns in the student's (trainee's/apprentice's) workplace.



A close-up photograph of a riding saddle. The saddle is primarily black with white stitching. A prominent tan leather strap with white stitching runs vertically through the center. A silver stirrup is attached to the bottom of the strap. The background is dark and out of focus.

International
Academy of Equine
Education

Qualifications offered at International Academy of Equine Education

**In the Racing Industry available to students from
International Academy of Equine Education**

Certificate I in Racing

RGR10108

Certificate II in Racing (Stablehand)

RGR20108

Certificate III in Racing (Advanced Stablehand)

RGR30208

Certificate III in Racing (Trackrider)

RGR30108

Certificate IV in Racing (Jockey)

RGR40208

Certificate III in Racing Services (Racing Administration)

RGR30308



RTO 91815



Become a
form guide
favourite, with
a certificate
in racing
(stablehand)

Stablehands

A **stablehand** is a person who is employed in a thoroughbred racing stable and whose prime function is to care for the horses and to meet their individual needs of feeding, grooming, and keeping their environment safe, clean and hygienic.

After some years of experience as a Stable Hand/Groom one can rise to the position of **Stable Manager**. A Stable Manager is responsible for the day to day running of the stable. The Stable Manager organises the daily activities, checks on the feed supplies, arranges for the vet or farrier to call; and supervises the Stable Hands/ Grooms with their daily routines. A Stable Manager needs to be a good planner and communicator, enjoy working with others and seeing that the horses in the stable receive the correct care and attention.

Stable Foremen supervise and train stable staff and carry out licensed trainers or managers instructions. They are involved in overseeing the feeding and health of horses and are responsible for reporting any issues to the stable manager or owners. They may be involved in ordering supplies, administration tasks, hiring seasonal staff, and liaising with equine health or other specialists.

Certificate I in Racing (Stablehand) provides an avenue for pre-employment training for students in schools who are contemplating employment in the entry level occupation of stablehand. Trainee stablehands demonstrate basic practical skills and work under constant supervision with horses that are well educated. Riding skills can be acquired via an optional elective.

Certificate II in Racing (Stablehand) reflects the role of employees who work under supervision and in known routines but with a defined amount of responsibility and limited judgement. At Certificate II level, the stablehand is also able to act autonomously in certain situations, and it should be noted that duties can involve caring for highly-strung expensive animals that can easily injure themselves or their handlers. There will be occasions when a stablehand will be in sole charge of an animal where danger exists to the animal, the handler or the general public.

Certificate III in Racing (Advanced Stablehand) reflects the role of a person who works independently with limited supervision in a range of areas across a defined range of skills where they are required to use their own judgement, interpret information, apply solutions to various problems and be responsible for setting and monitoring their work. The advanced stablehand (or stable foreperson) is in charge of the daily operations and the junior stablehands in a thoroughbred stable and reports to the horse trainer who has overall responsibility for the enterprise. An advanced stablehand is permitted under the Rules of Racing to act for the trainer on race days.



Weigh in and weigh up with your new career as a Trackrider?

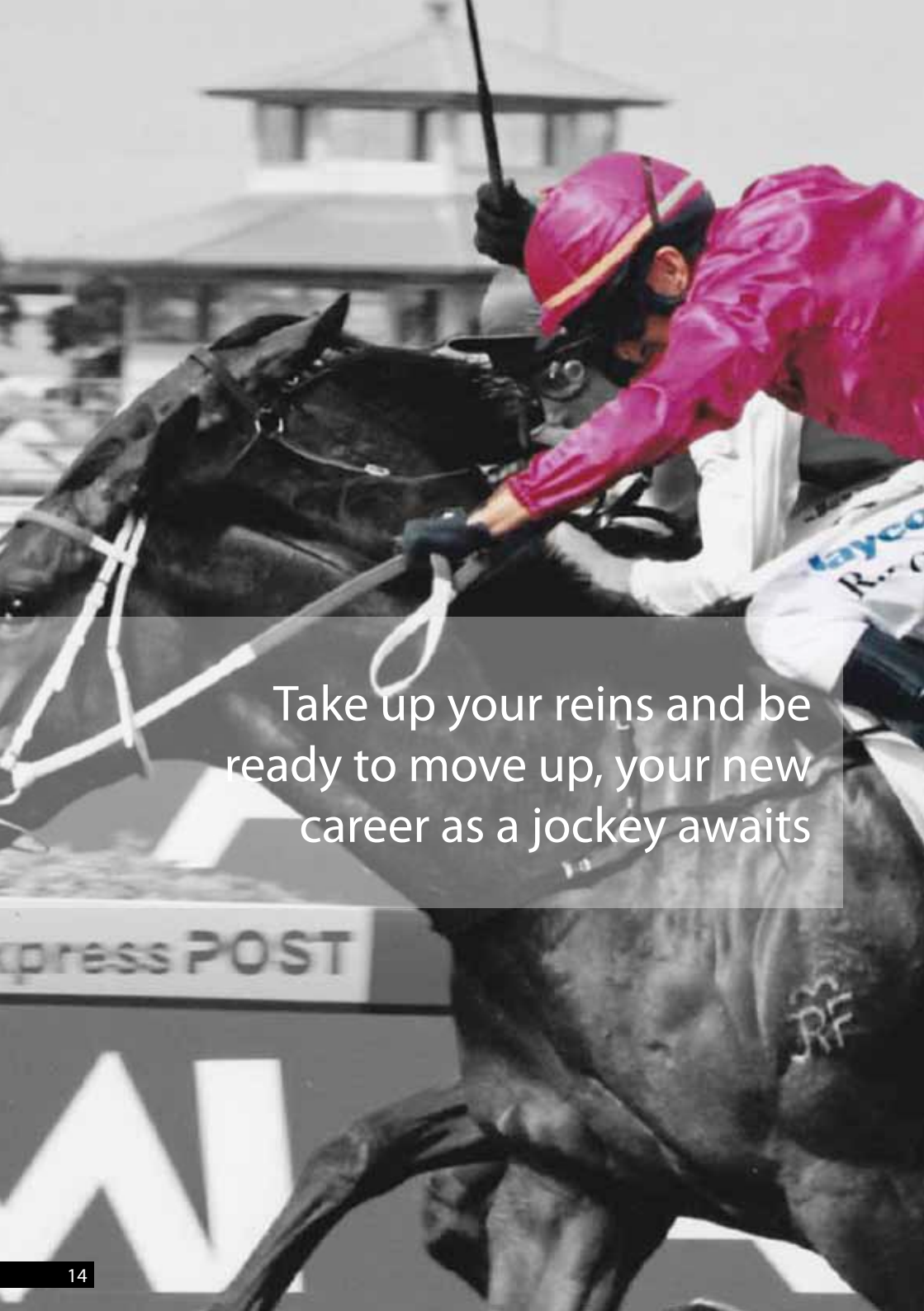
Trackriders

A Thoroughbred Trackrider is a person who is employed to exercise thoroughbred horses on the instruction of a horse trainer. The duties require judgement and the ability to communicate information concerning horse health, performance and temperament accurately to the trainer as well as high level riding skills and ability to interpret and relay information covering a variety of circumstances. This expert advice is critical as it is relied upon in the future training and racing program of the horse.

This position sometimes forms part of a stable grooms job description, or a self-employed person may specialise in track-work riding and be paid on a per horse basis. The position normally involves up to 6 mornings per week. As this is usually an early morning job it is possible for the trackwork rider to have other employment

Certificate III in Racing (Thoroughbred Trackrider) is awarded to a person who has served an apprenticeship and reflects the role of the trackriders who work independently with limited supervision in a defined range of varied situations that be complex and non-routine.





Take up your reins and be ready to move up, your new career as a jockey awaits

Express POST

JRF

Jockey's

Jockey's are responsible for racing horses at race meetings, trial meetings and for trackwork. They are involved in the exercising, training, feeding, grooming and transportation of horses. They also clean stables and equipment. They discuss the performance of horses with trainers and owners.

An **Apprentice jockey's** duties are divided loosely into three categories; stable duties, riding duties and apprentice school. Stable duties include cleaning the stable, feeding, grooming and caring for horses. Riding duties include learning to ride correctly and how to handle horses. When an apprentice is considered competent they are able to ride at trial meetings. After approximately 12 months they become a licensed apprentice, which means they can ride at race meetings. Stable duties lessen as riding duties increase. Attendance at apprentice school is compulsory as this is where an apprentice learns the rules of racing and the judicial system, horse anatomy, race day procedures, race riding strategies and personal development skills.

A **Jockey** is an independent professional sports person licensed by the industry authorities to compete in industry-regulated competition. The jockey contracts riding services on a daily basis to owners and trainers. As some of the jockey's income is derived from percentages of stake money the jockey must compete with peers to obtain the best mounts. This requires marketing and communication skills and the ability to operate autonomously in the choice of mounts, trainers, and venues.

Certificate IV in Racing (Jockey) is awarded to a person who has served an apprenticeship. A jockey possesses the highest level of race riding and horse handling skills that require application of problem solving skills to unpredictable problems.

Have
throu





Place your bets; there
will be no barriers

Racing Administration

A **Racing Administrator** is employed by a state racing authority, a race club, or an individual training stable to manage the administrative functions particular to the organisation in a racing context.

Certificate III in Racing Services (Racing Administration) reflects the role of a person who is responsible for organising their own work within known routines. Work responsibilities cover general office administration conducted under racing specific protocols and procedures. A range of well-developed skills involving judgement and problem solving with some theoretical knowledge is required.

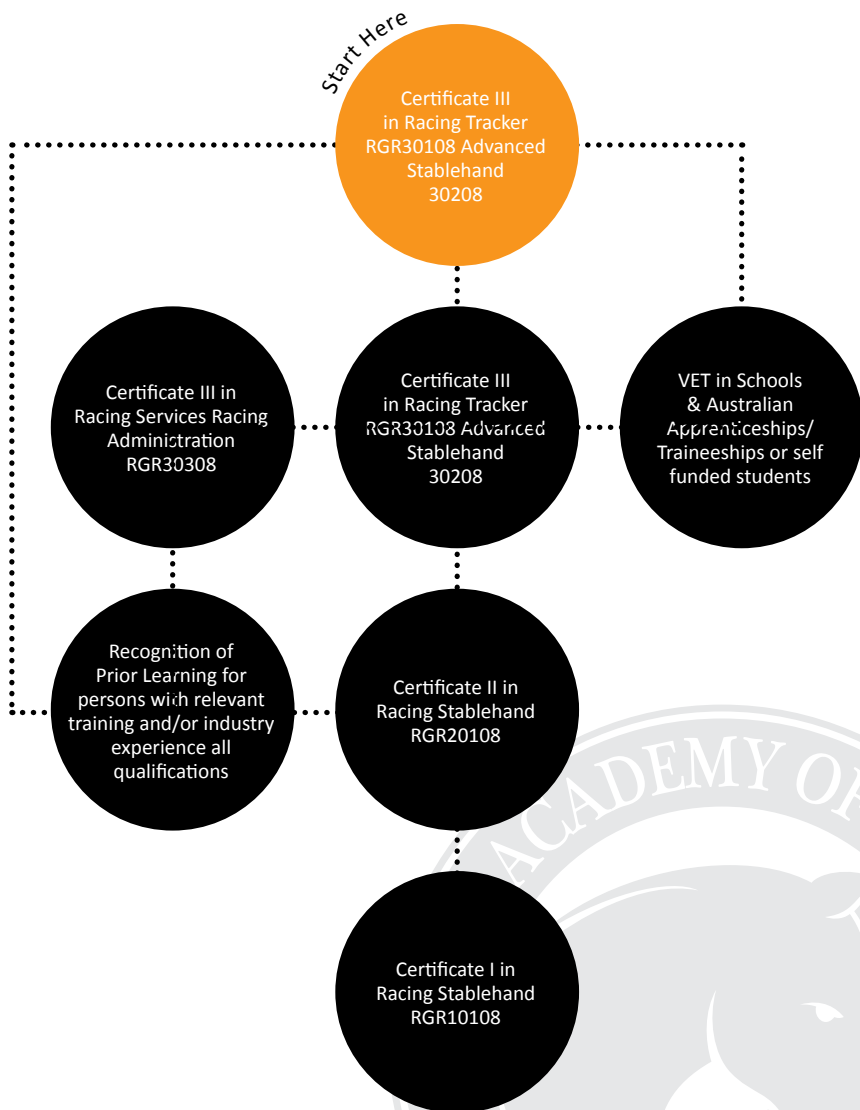




The Pathway to success
could not be clearer

Pathways to RGR08 Racing Industry Qualifications

(applicable to scope of registration for International Academy of Equine Education)



Qualifications in the Racing Industry available to students enrolled at the International Academy of Equine Education

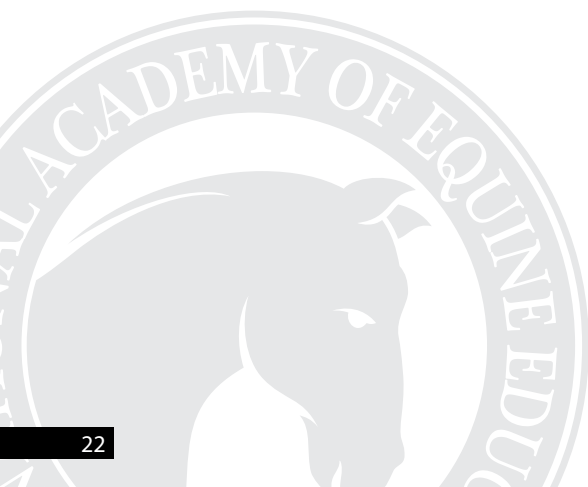
Stablehand and racing/riding qualifications

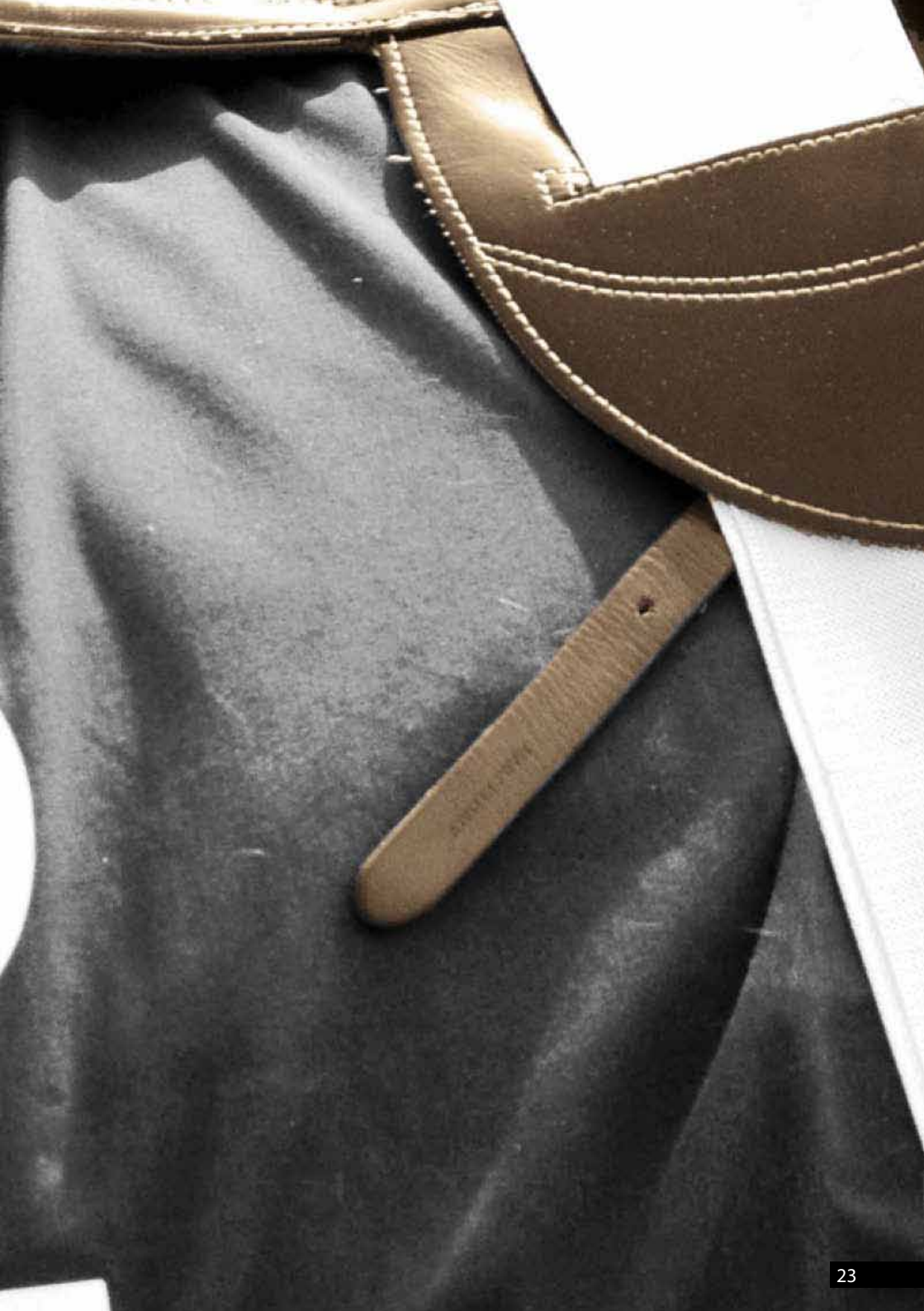
Qualification	Topics covered during the traineeships	
Certificate I in Racing (Stablehand) RGR10108	<ul style="list-style-type: none"> Follow OHS procedures and observe environmental work practices Catch and handle horses safely under supervision Investigate job opportunities in racing and related industries Perform basic stable duties 	<ul style="list-style-type: none"> Perform basic riding tasks (optional elective)
Certificate II in Racing (Stablehand) RGR20108	<ul style="list-style-type: none"> Follow OHS procedures and observe environmental work practices Comply with the rules of racing and related protocols Investigate job opportunities in racing and related industries Achieve requirements for industry induction Attend horses at trackwork Attend horses at race meetings and trials <p>Select two electives from the list below</p> <ul style="list-style-type: none"> Manage personal health and fitness (elective) Develop riding skills for flatwork (elective) 	<ul style="list-style-type: none"> Apply first aid Communicate in the workplace Handle horses Assist with the transportation of horses Perform stable duties <ul style="list-style-type: none"> Perform basic riding tasks (elective) Communicate electronically (elective)

Qualification	Topics covered during the traineeships	
Certificate III in Racing (Advanced Stablehand) RGR30208	<ul style="list-style-type: none"> • Identify factors that affect racehorse performance • Provide first aid and emergency care for horses • Implement feeding programs for racehorses under direction • Respond to emergency situations • PLUS Cert. II Stablehand topics • Select three electives from the list below • Manage personal health and fitness (elective) • Participate in implementing racehorse exercise programs (elective) • Develop basic trackwork riding skills (elective) 	<ul style="list-style-type: none"> • Deal with conflict • Implement stable operations • Supervise transportation of horses • Lead small teams • Perform basic riding tasks (elective) • Communicate electronically (elective) • Develop riding skills for flatwork (elect)
Certificate III in Racing (Trackrider) RGR30108	<ul style="list-style-type: none"> • Identify factors that affect racehorse performance • Develop basic trackwork riding skills • Exercise horses in pacework • Ride horses at trackwork • PLUS Cert II Stablehand topics except: • Investigate job opportunities Select three electives from the list below • Attend horses at race meetings and trials (elective) • Implement feeding programs for racehorses under direction (elective) • Prepare for self-management in racing (elective) • Develop riding skills for jumping racing (elective) • Educate thoroughbred horses for racing (elective) • Participate in implementing racehorse exercise programs (elective) 	<ul style="list-style-type: none"> • Manage personal health and fitness • Perform basic riding tasks • Develop riding skills for flatwork (elect) • Communicate electronically (elective) • Deal with conflict (elective) • Ride horses in jump outs (elective) • Implement stable operations (elective) • Ride horses in trials (elective)
Certificate IV in Racing (Jockey) RGR40208	<ul style="list-style-type: none"> • Prepare for self management in racing • Educate thoroughbred horses for racing • Participate in protests, inquiries and appeals Manage principles of sports science for jockeys • PLUS Cert II Stablehand & III Trackrider topics, except: Investigate job Select three electives from the list below • Develop riding skills for jumping racing (elective) • Perform trial and race jumping riding skills (elective) • Participate in media interviews for racing (elective) • Set goals to improve racing performance (elective) 	<ul style="list-style-type: none"> • Deal with conflict • Ride horses in jump outs • Prepare for race riding • Ride horses in trials • Opportunities • Communicate electronically (elective) • Respond to emergency situations (elective)

Racing administration qualifications

Qualification	Topics covered during the traineeships	
<p>Certificate III in Racing Services (Racing Administration) RGR30308</p>	<p>Group A <i>Select five topics from Group A</i></p> <ul style="list-style-type: none"> • Maintain & monitor OHS procedures & observe environmental work practices • Achieve requirements for industry induction • Comply with the rules of racing and related protocols Investigate job opportunities in racing and related industries • Relate animal welfare to track and environmental conditions <p>Group C <i>Select ten topics from Group C</i></p> <ul style="list-style-type: none"> • Assist with race meeting operations • Supervise use of track and race club facilities • Prepare for race meeting special events • Deliver and monitor a service to customers • Organise personal work priorities and development • Design and produce business documents • Develop and update knowledge of protocol events • Provide responsible service of alcohol <p>Select ten additional topics from Group A and/or C above</p>	<ul style="list-style-type: none"> * must complete topics in bold type • Apply first aid • Manage personal health and fitness • Communicate in the workplace • Follow site quarantine procedures • Respond to emergency situations • Work effectively with diversity • Organise workplace information • Create and use databases • Undertake marketing activities • Use business technology • Write simple documents • Maintain financial records







You will meet like minded individuals, who will help take your career to the next level.

Enrolment as a Student with International Academy of Equine Education

To begin training at the International Academy of Equine Education you will require:

- Demonstration of meeting recommended eligibility requirements for the qualification you wish to enrol in
- Proof of identity
- A completed and signed Enrolment Form
- A Training Plan
- Proof that you have paid your fees

Please see section on fees in relation to who is responsible for fees and what fees are applicable to each course.

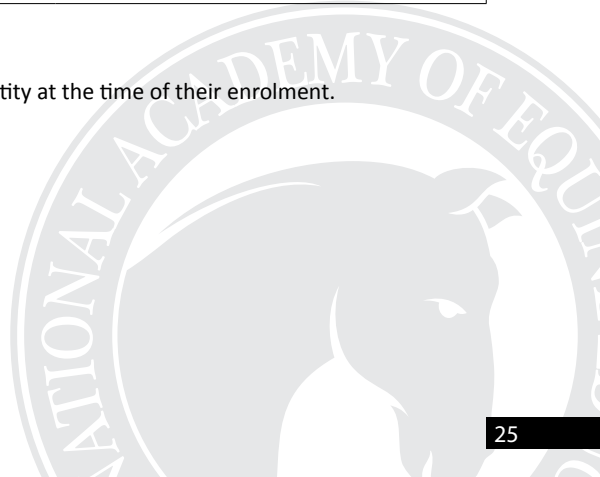
Eligibility for course

Eligibility for a course/ traineeship is assessed in consideration of:

Age and weight	Cert I & II Stablehand Cert III Advanced Stablehand Cert III Racing Administration	No weight restrictions
	Cert III Trackrider and Jockey	Enrolments will need to be assessed with consideration of weight restrictions (refer to section on becoming a jockey)
Prior experience (with horses, work skills) Aptitude to complete relevant course of traineeship/apprenticeship		

Proof of Identity

Applicants must provide proof of identity at the time of their enrolment.



Types of Proof of Identity

Proof of Identity is achieved through the presentation of one of the following

- Current Australian Passport
- Drivers Licence or Learner Driver's Licence
- Australian Birth Certificate
- Citizenship Certificate
- DIAC Certificate of Identity
- DIAC Certificate of Evidence of Residential Status
- DFAT Document of Identity
- Australian VISA
- Overseas Passport
- Defence Discharge Papers
- Shooters or firearms licence
- Security licence
- Proof of Age Card

Alternatively, two of the following can be submitted

- Medicare Card
- CentreLink Health Care Card
- Birth Certificate Extract
- Previous Student card (no more than two years old)
- Bank ATM Card or bank Statement
- Property Rate account in client's name
- Utility account in client's name

A statutory declaration confirming identity can also be provided.

- Students enrolled in a school based traineeship do not require proof of identity
- Proof of identity for remote learners

Where you are enrolling from a remote location there are two ways to verify identity:

1. Originals presented to Trainer at Induction – Trainer to record details on Office Use Section of the Enrolment Form and to sign to verify, or
2. Verified copy of Proof of Identity sent with Enrolment Form to International Academy of Equine Education

To verify an identification document:

- Present original and a copy of proof of identity to one of the persons listed below
- The copy can then be validated by writing the words "Original sighted", the verifier will then write their name and position and sign and date it

People who may verify an identity are:

- Justice of the Peace (JP)
- Member of the Police Force
- School Principal or Assistant Principal
- Minister of Religion
- Medical Practitioner
- Pharmacist
- Dentist
- Solicitor
- Accountant

Enrolment Form

A fully completed enrolment form must be presented, completed and signed by the applicant for each separate enrolment

The enrolment form is signed by the applicant in declaration that:

- Students once accepted onto a course, will abide by the policies, procedures and standards of conduct of the International Academy of Equine Education
- Students are liable for fees and charges
- The International Academy of Equine Education has a right to cancel courses
- Release of result information to schools where the trainee is a school student, and to employers of trainees and apprentices is to the those listed on the Training Form
- Release of statistical information to government departments and agencies and apprenticeship and traineeship authorities
- Emergency treatment release
- All information is accurate, correct and complete

Completing the Enrolment Form

Your enrolment will be managed by the Training Team, which also manages the actual training and assessment for the Registered Training Organisation, International

Academy of Equine Education. You should discuss your enrolment and training plans with the Training Team to ensure you receive accurate advice based on industry requirements and standards. Details on the Training Team contacts are included in this handbook.

3. Decide which qualification you would like to enrol in. Use the information in this handbook or contact the International Academy of Equine Education to speak to a member of the training team (see section on contacts for details – last page of this handbook).
4. Use the current Enrolment Form for International Academy of Equine Education which is available from the International Academy of Equine Education website www.iaee.com.au to apply for inclusion in the training for a qualification. Make sure you include ALL information requested. If a question does not apply to you then write “n/a”.
5. When filling in the form, contact the training team at International Academy of Equine Education to ask any questions or address any concerns you might have. There is a contact list on the last page of this handbook.

6. a) If you have relevant industry experience or have completed part of a thoroughbred racing industry training program, please ensure you indicate this in the Recognition of Prior Learning (RPL)/ Recognition of Current Competence (RCC)/ Credit Transfer section on the application form. Please refer to the RTO Scope of Registration in this handbook for information on the units delivered and assessed by International Academy of Equine Education to use as a guide for applying for RPL, and to the section in this handbook on RPL, RCC and Credit Transfer for more details.
 - b) If you indicate that you wish to apply for RPL or RCC on your Application Form, International Academy of Equine Education will forward a copy of the RPL/ RCC/ Credit Transfer Application form to you to request detailed evidence to support your claim. You can contact the training team to discuss your RPL/ RCC/ Credit Transfer application and the evidence required.
 - c) Your RPL application request will be assessed by the Training Team and you will be informed of the approval or non-approval of your RPL/RCC/Credit Transfer application by letter within three weeks of receipt of the application at International Academy of Equine Education. If your RPL/RCC/Credit Transfer application is unsuccessful you may reapply or appeal (using the Appeal Form in this handbook). You will need to contact the training team to proceed with any action.
5. Make a copy of your Enrolment Form and store in a safe place for future reference.
 6. Return the Enrolment Form to the International Academy of Equine Education by fax (02) 4268 5733 or by mail to PO Box 201, Thirroul NSW 2515, or by email to enquiry@iaee.com.au
 7. You will be issued with an invoice for your enrolment fees (If your employer has agreed to pay your fees you should provide proof of this at time of enrolment along with details of who to send the invoice to).
 8. The Training Team will contact you to discuss the details of your training on and off-the-job.

Admission to a course requires a Training Plan (full) which provides the Applicant's enrolment in the selected units of competency

Selection of Course Units of Competency for the Training Plan Course information is available in this handbook and on the website www.iaee.com.au. This will provide the necessary information to enrol in the preferred pathway.

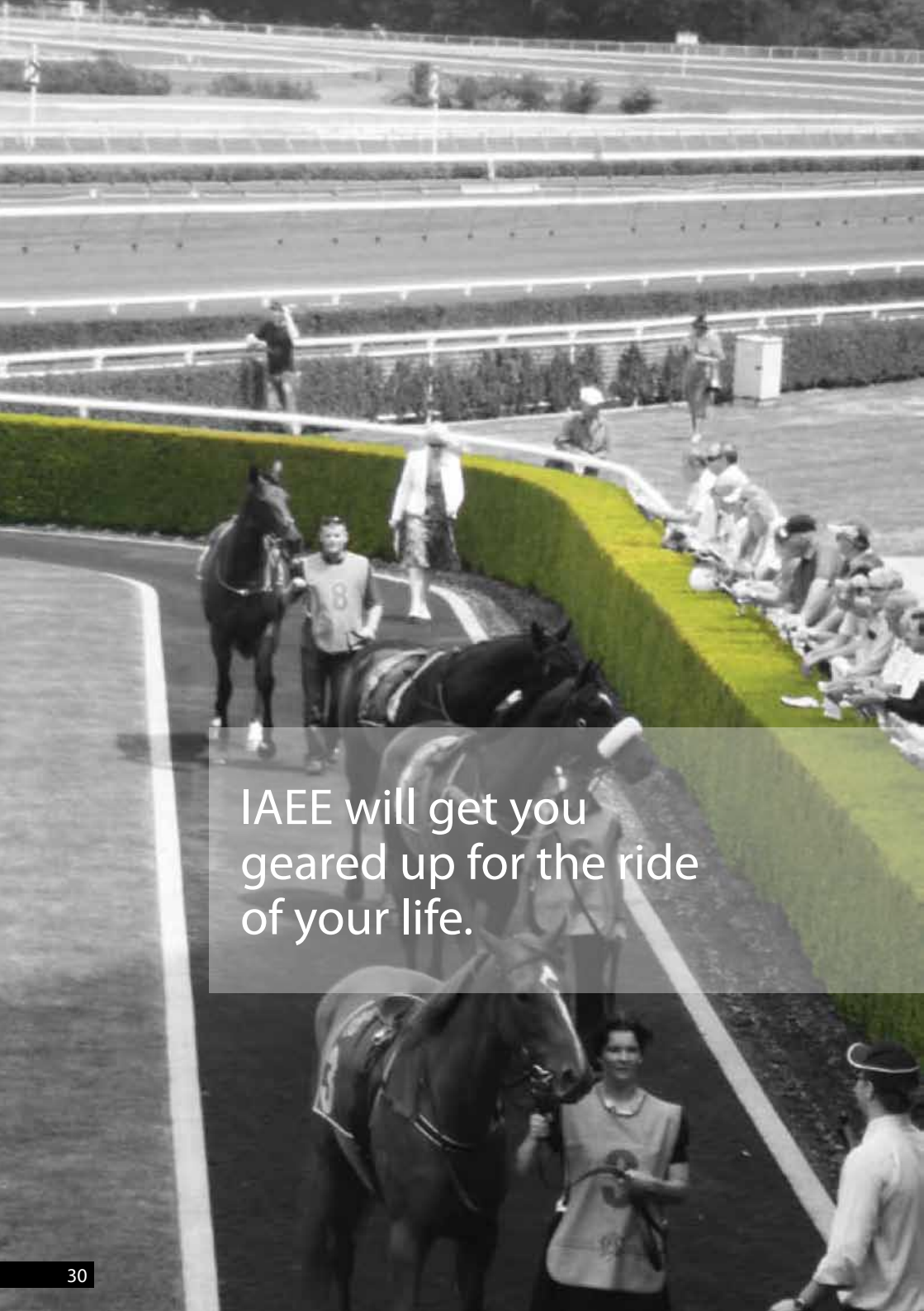
1. Student selects the appropriate Units of Competency for a qualification or for a statement of achievement or for RPL
2. It is the responsibility of the student to ensure that they have been enrolled into the correct course or units of competency that appear on their Training Plan

Under 17 Year Old Students

Prior to the enrolment of students who are under 17 years of age the following needs to take place:

1. If the student is undertaking a school based traineeship the enrolment is accepted provided that the Training Plan has been signed by 4 parties – student, workplace, RTO, and school representative.
2. The responsibility for the student attendance and behaviour lies with the school.
3. In other circumstances the student must have participated in a NSWDET exit plan and the placement in a traineeship must have been negotiated and approved





IAEE will get you
geared up for the ride
of your life.

Annual Administration Fees

Qualification level (for all students incl. RPL)	Cost per year
Certificate I or II or Statement of Attainment	\$450.00
Certificate III	\$704.00
Certificate IV	\$958.00
ATSI students	\$0
Other Administration Fees	Cost
Refund administration fee	\$60.00
Certificate replacement	\$30.00
Statement of results replacement	\$5.00 per request
RPL/ RCC fee (all qualifications)	\$450.00

Course Fees

Qualification	Cost for Duration of Course
Certificate I or II or Statement of Attainment	\$1650.00
Certificate III	\$3200.00
Certificate IV	\$3700.00
Stand alone units or multiples of:	By arrangement
Additional loadings payable for special circumstances	Cost
Rural and remote students	15% of course fee
High cost equipment required (if state funded)	\$550 per year
Equity Groups (if state funded)	\$400.00 Cert II \$800.00 Cert IV
Small Business (if state funded)	20% of course fee

NB: Government incentives are available to employers who employ Australian apprentices subject to certain eligibility criteria.

Students who are deemed a “trainee” or “apprentice” may also be entitled to incentives subject to eligibility criteria. Further information can be obtained from www.australianapprenticeships.gov.au or from your local Australian Apprenticeship Centre.

Partial costs of training for some traineeships is covered in part by funding from the State Government where the Registered Training Organisation is on the Approved Provider List for delivery of the training under the ATTP Approved Provider Scheme.

Any student requiring financial assistance or special consideration should contact the Education and Training Director to discuss on (02) 4268 5722. The International Academy of Equine Education will invoice students, and alternate arrangements can be made for payment.

Fees include the following:

- Tuition & additional study skills tuition
- Resources and workbooks required for training and assessment
- Assistance from student advisers and counsellors
- Meals at apprentice/ trainee workshops

Fees do not include:

- Cost of stationery
- Clothing (you will be required to provide your own riding boots and clothing which meet Australian Safety Standards)
- Accommodation
- Meals (in the workplace)
- Health and personal insurance
- Transport to apprentice/ trainee training sessions
- Payment of fees

Payment of fees

Payment of course fees must be made on or prior to the start date of the course or traineeship. Fees are levied as per the schedule in the International Academy of Equine Education Fees, Charges and Refunds Policy as set by the RTO Compliance Committee, and are recorded on the Student Management System. For Apprentices and Trainees the start date is the first date of the training commencement on their training plan. Fees should be paid as soon as possible after the enrolment form is submitted.

If the annual fee is more than \$1,000, the fee can be paid in two equal instalments, the first prior to the start of training course and the second at the halfway point or 2nd semester whichever is earlier. If the annual fee is less than \$1,000, the fee should be paid in full.

An invoice will be issued to the enrolled student or employer in the case of a traineeship or employer funding agreement.

Student Administration Charges

The International Academy of Equine Education applies the following incidental charges to the applicant undertaking, or who has undertaken studies.

- Certificate replacement \$30.00
- Statement of Results replacement \$5.00 per request

Fee concessions

Students may be eligible for a 75% concession of the tuition charge when documented evidence of the following circumstances is provided on enrolment. If the student:

- is under 17 at the end of February in the year of enrolment
- is indigenous
- has a Health Care Card or is named as a dependant on a Health Care Card
- has a pensioner concession card
- financial hardship.

Aboriginal and Torres Strait Islanders as stated on the Enrolment Form Declaration shall be levied fees at the indicated rate as per the schedule in the International Academy of Equine Education Fees, Charges and Refunds Policy.

Payment can be made by:

- Cheque
- Credit Card
- Direct Deposit
- Presentation of Exemption documentation which is approved by the Managing Director or their delegate

Proof of payment can be:

- Copy of a client receipt of payment for the course
- Copy of 3rd party invoice for the course or IAEE invoice number recorded on the Office Use Only section of an Enrolment Form

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Fees cover the following:

Tuition

This covers the delivery of content and skills to the trainee. The fee for training as part of a traineeship or apprenticeship can in certain circumstances be subsidised by the State Government, the level of subsidy for eligible trainees being determined according to a government directed schedule. The payment of this subsidy is subject to the Registered Training Organisation being in the Approved Provider List for delivery of the qualification in question.

Materials

This covers the actual cost of providing goods or materials that are to be retained by the student as their personal property. This fee varies according to the course being undertaken and is determined by the Education and Training Director and approved by the RTO Compliance Committee and the Corporate Committee. Students must be provided with a list of materials required at the start of their course.

Fee Refund and Cancellation Policy

The refund and cancellation policy of the International Academy of Equine Education is fair and equitable to students. It is designed to protect and enhance our reputation as a training provider.

- Notice of cancellation is only valid if such notice is received by the International Academy of Equine Education in writing.
- If notice of withdrawal is received more than 28 days before the course begins, all fees will be refunded.
- If notice is received less than 28 days before the course begins, 85% of tuition fees will be refunded.
- No refunds will be made upon withdrawal from the course on or after the commencement date.
- When the trainee who withdraws from one or more units of competency by submitting the appropriate Enrolment Variation-Withdrawal Form within 28 days of the actual course commencement date is eligible to apply for refund of tuition fees paid for the unit/s from which they have withdrawn.
- International Academy of Equine Education terminates or does not offer a course and is unable to offer a suitable alternative, a refund of the full amount of unused fees will be paid.
- Fees are not transferable to another person or institution.
- The International Academy of Equine Education reserves the right to change, alter or amend curricula, syllabi, course structure, fees, conditions and any other matter or detail pertaining to the provision of the course at any time. Such changes, alterations and amendments may be made without advance notice to students.
- Should an application for refund be refused, written notice detailing the reasons will be given

Students wishing to apply for a refund must complete both:

- An Application for Refund Form
- Enrolment Variation Form

These forms are available from the Compliance Manager or Office Manager.

The completed Refund Application Form and the Enrolment Variation/ Withdrawal Form must be approved by the Compliance Manager and lodged with the Office Manager for processing. Fees will be refunded less \$60 Administration fee.

Where courses are cancelled prior to commencement of classes by the International Academy of Equine Education, enrolled students shall be eligible for a full refund of fees paid. A Refund Application Form should be completed and presented to the Course Coordinator for approval. *Students granted RPL after payment of tuition fees, may be entitled to a refund of tuition fees.*



Legislation

Training and assessment is affected by a number of pieces of legislation. Following are the relevant Acts which affect your training and assessment at the International Academy of Education.

Legislation / Acts	What the Legislation/ Act refers to
Vocational Education and Training Act 2005 (the VET Act)	The objects of the Act are: <ul style="list-style-type: none"> (a) to provide for the accreditation of vocational courses conducted within New South Wales; (b) to provide for the registration of people and organisations that conduct vocational courses; (c) to provide for the approval of people and organisations (other than official universities) that provide courses to overseas students within New South Wales; (d) to promote consistency of standards in vocational education and training; and (e) to encourage the recognition of vocational courses that are accredited under the Act. VETAB's responsibilities are outlined in section 6 of the Act.
Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001	
Privacy and Protection of Personal Information Act 1998 Commonwealth Privacy Amendment (Private Sector) Act 2000	The Act establishes ten 'National Privacy Principles' that deal with how personal information is collected, solicited and stored and how people can get access to and correct data that is kept about them. The principles also place limits on how personal information is used and disclosed to third parties.



Legislation / Acts	What the Legislation/ Act refers to
Commission for Children and Young People Act 1998	This Act protects young people against verbal, physical and/or sexual harm, and establishes the guidelines for employment in an occupation in which an adult may come into contact with a child
Commonwealth Animal Welfare Act 1992 Amendment Bill 2007 NSW Prevention of Cruelty to Animals Act 1997	<p>The objects of this Act are:</p> <ul style="list-style-type: none"> • to prevent cruelty to animals, and • to promote the welfare of animals by requiring a person in charge of an animal: • to provide care for the animal, and • to treat the animal in a humane manner, and • to ensure the welfare of the animal.
Fair Work Act 2009	This Act is about workplace relations. It: (a) provides for terms and conditions of employment and (b) sets out rights and responsibilities of employees, employers and organisations in relation to that employment and (c) provides for compliance with, and enforcement of, this Act and (d) provides for the administration of this Act by establishing Fair Work Australia and the Office of the Fair Work Ombudsman
NSW Apprenticeship and Traineeship Act 2001	<ul style="list-style-type: none"> • This Act is about the establishment of apprenticeships and traineeships • The terms of apprenticeships and traineeships • Complaints and appeals • Receiving the qualification





Legislation / Acts	What the Legislation/ Act refers to
<p>Commonwealth Racial Discrimination Act 1975</p> <p>Commonwealth Sex Discrimination Act 1984</p> <p>Commonwealth Human Rights and Equal Opportunity Commission Act 1986</p> <p>Commonwealth Disability Discrimination Act 1992</p> <p>Commonwealth Disability Standards for Education 2005</p> <p>Commonwealth Racial Hatred Act 1995</p> <p>Commonwealth Equal Opportunity for Women in the Workplace Act 1999</p> <p>Commonwealth Age Discrimination Act 2004</p> <p>NSW Anti-Discrimination Act 1977</p>	<p>These Acts encourage and legislate equal opportunity and freedom from discrimination, harassment and vilification for all members of the community, with the aim of creating an environment which reflects and values the social and cultural diversity within the community.</p>
<p>Australian Consumer Law. From 1 January 2011 Trade Practices Amendment (Australian Consumer Law) Act (No. 2) 2010</p>	<p>Good business behaviour Consumers are entitled to expect every business they deal with to honour its obligations under the Australian Consumer Law (ACL). Businesses must not make false, misleading or deceptive claims about a product or service. All businesses are entitled not to be treated in an unconscionable way by other businesses.</p>

Training that will exceed
your expectations



Training Packages and the Scope of Registration

Training Packages are regularly reviewed and updated to meet the requirements of industry. Information on current versions of training packages and the superseded versions can be found at www.ntis.gov.au.

Current Training Package RGR08

The International Academy of Equine Education has a scope of registration that includes qualifications from Training Package RGR08. This is the current version of the Racing Training Package.

- All students enrolling will have a Training Plan based on the RGR08 Training Package.
- All training and assessment resources must reflect the RGR08 unit requirements.
- The student records management system must reflect the RGR08 Training package
- All promotional material must reflect the RGR08 qualification on the scope of registration.

Updates to a Training Package

Students who are new enrolments and are applying for RPL or Credit Transfer.

When a Training Package is updated, students who are currently completing or have completed a qualification or unit from the superseded Training Package may not be able to have all the completed units of competency recognised in the updated Training Package.

Students who request Credit Transfer based on qualifications from a previous version of the Racing Training Package, will have their application assessed based on the mapping of units from RGR02 to RGR08. If successful, they will be enrolled in a qualification from the RGR08 and their Training Plan adjusted.

IAEE staff and processes, and currently enrolled/ enrolling students.

If the International Academy of Equine Education is informed that the RGR08 Training Package is being updated:

- Any potential student should be informed of the imminent change to the training package qualifications and can make a decision on the timing of their enrolment. All new students must enrol in the current version of the Training Package

All existing enrolments are informed of the effect on their future qualifications

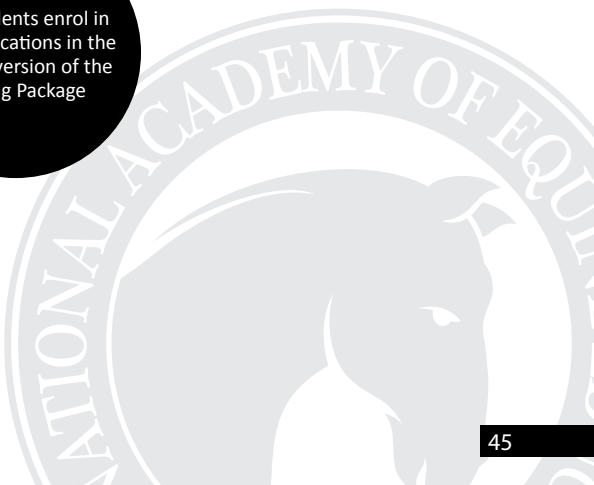
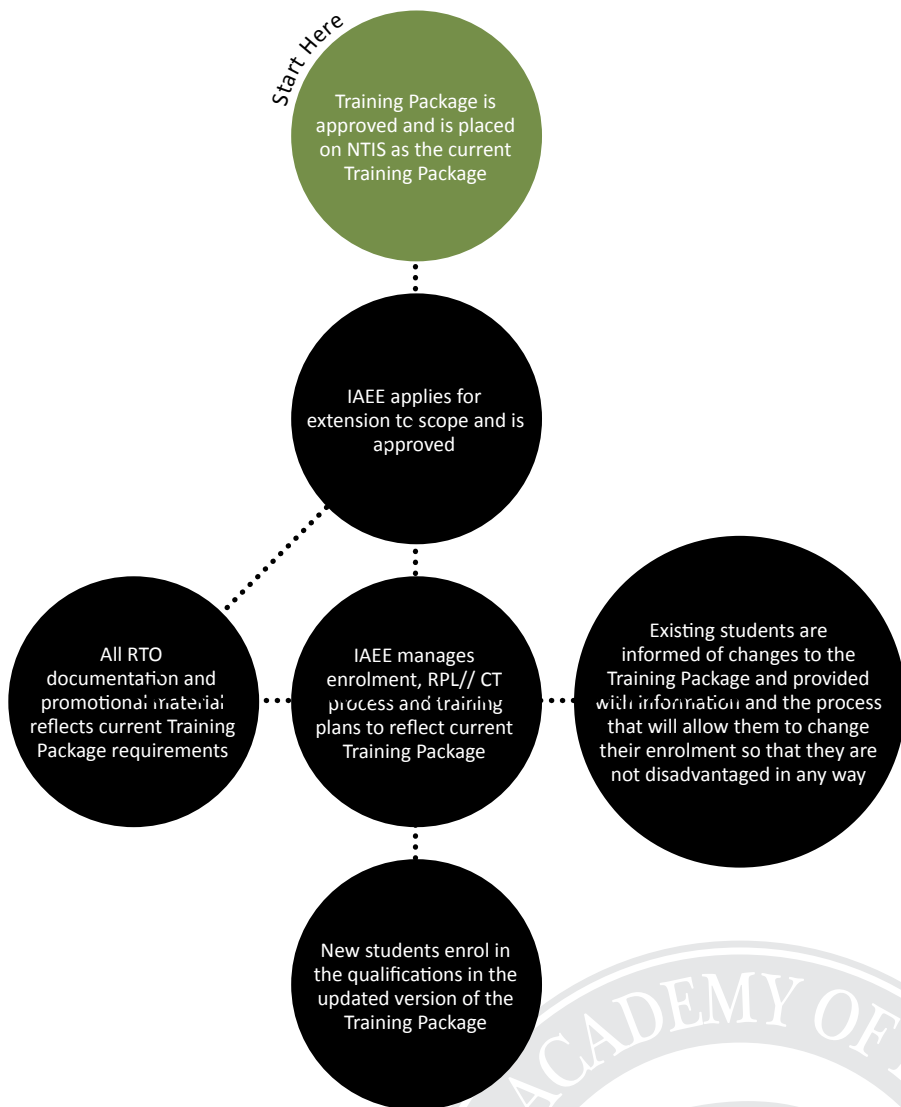
- No enrolled or enrolling student will be disadvantaged and will be able to negotiate a new Training Plan with IAEE to reflect the updated Training Package.

- Potential and existing students will be informed of any planned changes to the Training Package via the website www.iaee.com.au

When the Training Package has been approved and is the current version of the Training Package, the RTO must apply for an extension to its scope of registration and once this has been approved then:

- All existing enrolments can elect to complete the qualification from the superseded package or enrol in the current qualification with credit and gap training where appropriate.
- All new enrolments are enrolled in the current version of the Training Package.
- All existing enrolments completing their qualification from the superseded Training Package and seeking re-enrolment in a higher qualification in the current Training Package qualification will have their units mapped and be enrolled in a qualification from the current Training Package with a Training Plan that includes any required gap training or Credit Transfer.
- No student will be disadvantaged and will be able to negotiate a new Training Plan with IAEE to reflect the updated Training Package.
- All training and assessment resources must reflect the updated Training Package requirements
- The student records management system must reflect the updated Training Package and scope of registration
- All promotions material must only reflect the updated scope of registration
- All RTO documentation must reflect the current Training Package







Ensuring we're all putting
our best hoof forward

Training and Assessment

Duty of Care: Staff and student ratios

First Aid

It is expected that all instructors hold a current first aid qualification. The minimum qualification required is a Level 2 or Senior First Aid Certificate.

Arena Riding Classes

Student to trainer/assessor ratios: may not exceed ten students with a qualified trainer/assessor and an assistant; or not exceed eight students with one qualified trainer/assessor working alone.

Horse Riding Instruction (riders on their own horses or horses belonging to the licensed trainer). Riders to Trainers/Assessors: may not exceed 15 per trainer/assessor
Students to horses: maximum 4 students per horse.

Note: It may not be appropriate to have this number of riders in the one area. Working numbers MUST be appropriate for the type, size and condition of the facilities available. An assistant to the trainer/assessor is to be another employee/ contractor or allocated trainer of IAEE.

Guidelines for training and assessment

Trainers and assessors will determine your training program by:

- Establishing any special learning needs (LLN, disabilities or conditions, skills, knowledge) as identified by the Learner Needs Analysis
- Referring to the Training and Assessment Strategy for the qualification you are enrolled in to determine the approach to your learning and assessment
- Referring to the Delivery and Assessment Guidelines for each unit of competency that is listed on your Training Plan. The guidelines outline the outcomes that you are required to meet for that unit of competency, provide suggested activities for training to achieve those skills required, provide details on your needs, outline suggested assessment strategies, and list additional teaching resources and references.

Student/Trainee employment and employer requirements

Stablehand and riding students/trainees will be based at the stables with their employer and International Academy of Equine Education trainers will utilise the training facilities at other existing registered race courses and stables in NSW for requirements of the training. **(For more details on locations refer to the Racing NSW website www.racingsw.com.au).**

Student/Trainee racing administrators will be based at Racing NSW Sydney office, a race club or with a training complex.

Selection of employers for trainees

Trainees will be allocated to appropriate employers of their own selection or placed by the International Academy of Equine Education.

Employers used by the International Academy of Equine Education must meet set criteria:

- Employer is a licensed trainer with Racing NSW and has a good record regarding horses and races
- Workplace is OHS compliant and has a sound record keeping policy and procedure for OHS and emergencies/ injuries
- Licensed trainer and other personnel have good record of working with young people/ trainees and understand how to train young people effectively and mentor their progress
- Workplace provides access to required well-kept and safe resources, including horses for training and assessment
- Trainers from IAEE are welcome to spend time with the trainee for training and assessment purposes
- Workplace supervisor of trainee is willing to spend time documenting trainee's participation and progress in training and assessment

Employers for trainees enrolled with the International Academy of Equine Education will be briefed on the expectations of IAEE and given guidelines for working with a trainee and catering for their needs. Each employer will have an information session with the Training Coordinator and/or Training and Education Manager to discuss the requirements and be issued with the Employer's Information Booklet.

Employers will be monitored to ensure they are providing:

The trainee with:

- Access to resources for training and assessment

- Practice in appropriate skills from the training package, with development of skills and responsibilities
- A work environment free of harassment
- A safe workplace
- Time for off-the-job training workshops

The RTO with:

- Signed documentation when requested
- Access to the trainee for training and assessment

The employer will agree to meet the criteria to have a trainee and to be monitored. The IAEE will use a checklist to monitor the employer twice a year.

On-the-job training and assessment and OH&S and Risk Assessment requirements

All workplaces used for Training and Assessment and any training rooms on NSW Registered Racecourse premises used by International Academy of Equine Education meet OH&S guidelines. Refer to the Racing NSW website www.racingnsw.com.au for the

- latest OH&S memorandum for Racehorse Trainers in NSW which includes the relevant Australian and Local Rules of Racing
- “Workplace Audit for Racehorse Trainers – Stables Inspection Checklist” which is required for licensing.
- Risk Assessment checklists for owner/ trainers to use at their stables and race clubs to use at registered racecourses to ensure they meet requirements of the “Risk Management Policy Statement Australian Standard AS/NZS 4360:2004 (Risk Management)”. These must be used in conjunction with the “Safe Work Statements” which apply to race clubs and stable owners.

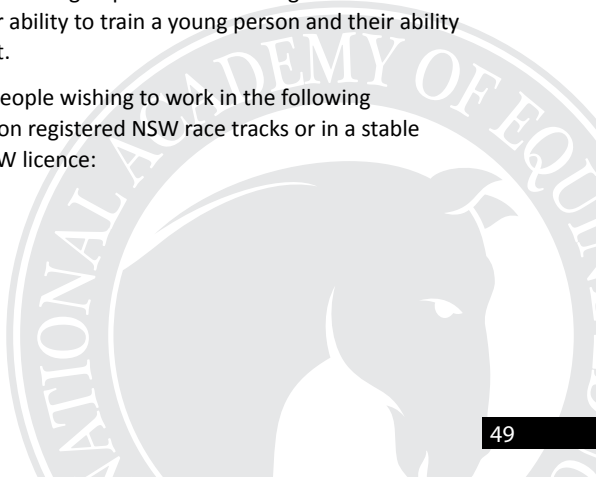
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Training and Assessment and licensing requirements

All (racehorse) trainers must meet a set of criteria before being able to take on a trainee or apprentice. This is required by the Licensing Department of Racing NSW and covers areas such as their industry skills, their ability to train a young person and their ability to provide a safe working environment.

Racing NSW licenses are required by people wishing to work in the following occupations in NSW and cannot work on registered NSW race tracks or in a stable complex unless they have a Racing NSW licence:

- Apprentice jockey
- Jockey
- Stablehand
- Rider’s agent
- Approved rider



- Racehorse Trainer
- Bookmaker
- Foreman Owner Trainer
- Bookmaker's clerk

*For more information and contacts regarding licensing go to www.racingsw.com.au
Racing administrators are not required to have a license.*

Trainers

Trainers for International Academy of Equine Education have their Cert IV in Training and Assessment (TAE40110), Cert IV in Training and Assessment (TAA40104), or will be supervised by a currently trained person or be involved in the training program in that qualification as provided by the nominated RTO. Industry currency is maintained by all trainers and assessors by having on-going or recent employment within the Australian Racing Industry and maintaining their industry networks and providing for their professional development. The trainers will arrange the delivery of theoretical and simulated training for the students they are training and assessing, of the practical components in the locations referred to above, and of the on-the-job training in conjunction with the student's employer at the student's workplace.

Trainers will ensure that units are delivered as per the requirements of the training package and syllabus documents, taking into account the needs of individual students.

All employers and other persons used by International Academy of Equine Education to assist with delivery/assessment and/or mentoring have had a Working With Children Check as required by NSW DET. Records of these checks are kept at the offices of International Academy of Equine Education with the Office Manager.

Requirements for Trainers and Students/Trainees

Training for the selected qualification from the Racing Industry Training Package will occur both on-the-job and off-the-job.

Trainers will be allocated students/trainees to manage (as per the Duty of Care Policy). As part of their role as trainers the following should be addressed with their allocated student/trainees/apprentices:

- All students and trainees/apprentices are to be issued with the RTO policies and procedures (in the Student Handbook, on the website www.iaee.com.au, and in the Student Orientation Information Booklet) and should sign to indicate an understanding of the policies and the receipt of the policies
- All students and trainees/apprentices will submit a completed Enrolment Form and sign an initial Training Plan and AAC agreement
- All students and trainees/ apprentices will have a Training Plan which is supported by the student/trainee/ apprentice, the trainer/ assessor (RTO) and the employer
- The workplace trainer should refer to the Delivery and Assessment Strategy document for the qualification which the student/trainee is enrolled in

- The workplace trainer should ensure that each student/trainee allocated to them undertakes a Learner Needs Analysis including LLN testing and as part of the Training Workshops
- The workplace trainer/ mentor will make sure the student knows which skills they should be developing to receive the racing industry qualification they are seeking.
- The trainee's/apprentice's workplace supervisor will ensure that they participate in relevant tasks on-the-job with appropriate supervision and instruction to develop the skills the student needs to receive their qualification. It is the trainer's job to ensure they understand their role in the training process.
- The workplace trainer/ mentor will organise off-the-job training sessions either at the trainee's/apprentice's workplace or at another venue to ensure they are developing the skills required at the level required to receive their qualification. If the trainer organises a trainee/apprentice training day, all trainees/apprentices are expected to attend. An Attendance Sign-on form for Apprentice Training days will be provided.
- Trainers, in consultation with the student's employer, will ensure that the student is progressing through the units and skills at an appropriate pace for the requirements of the traineeship and in accord with the requirements of the Racing Industry Training Package and as indicated on the trainee's Training Plan
- All contacts with the trainee/apprentice will be recorded on the Verification of Visits Form
- All documents collected from the trainee should be recorded on the trainer's Collection of Documentation Checklist. The documents should be returned to the IAEE as indicated on each document

Training

All training will be conducted as specified by the Racing Industry Training Package (RGR08) using the resources required by the training package to achieve outcomes to industry standard.

Simulated and theoretical training will take place in one-on-one situations, in small groups or workshops at designated locations around the state on registered racetracks, in thoroughbred stables, in racing administration offices and in training rooms at racetracks or equestrian centres. Trainers will make available to students and employers the schedule for dates, locations, students involved and the specific training to take place at the beginning of the training calendar.

All training will take account of student's individual needs. These will be identified using a Learner's Needs Analysis and basic Literacy and Numeracy Analysis.

Training for a Racing Industry qualification will occur both on-the-job and off-the-job.

- The workplace supervisor will ensure participation in relevant tasks on-the-job with appropriate supervision and instruction to develop the skills needed to receive the qualification.

- The International Academy of Equine Education trainer/mentor will organise off-the-job training sessions either at the workplace or at another venue to ensure development of the skills required at the level required to receive the qualification.
- The International Academy of Equine Education trainer/mentor will make sure the trainee knows which skills they should be developing to receive the racing industry qualification they are seeking. Refer to the page titled Qualifications in the Racing Industry for a list of the units which make up each qualification. Each unit has specified skills listed.

Off-the-job Training Workshops

Year 1

Session 1 for all students

Program induction

All candidates who undertake the Certificate III in Racing (Trackrider) RGR30108 are provided with induction advice.

1. Students complete the core unit RGRCMN202A Achieve requirements for industry induction.
2. Students receive information on RTO information relating to relevant legislation and policies.
3. Students undertake activities to support the development of a Learner Needs Analysis. This includes literacy, workplace skills and knowledge.

The information and activities in 1, 2 and 3 are presented for students as part of an off-the-job workshop at the beginning of their training. Students need only attend these sessions once.

Session 2

Students will cover the essentials for the unit RGRCMN201A Follow OHS procedures & observe environmental practices, and HLTA301B Apply first aid. These units will then be integrated into other units in the workplace.

Session 3

Students will be introduced to the relevant Rules of Racing by stewards to cover the essentials of the unit RGRCMN001A Comply with the rules of racing and related protocols, and will cover the essentials of the units RGRCMN003A Manage personal health and fitness and RGRCMN002A Investigate jobs in racing and related industries.

Session 4

Students will be introduced to the fundamentals of communication and cover the essentials of the units PUACOM001B Communicate in the workplace, and BSBITU203A Communicate electronically.

For each following year of the training, there will be several off-the-job training workshops covering skills and knowledge applicable to the qualification you are enrolled in.

Equipment and resources for training

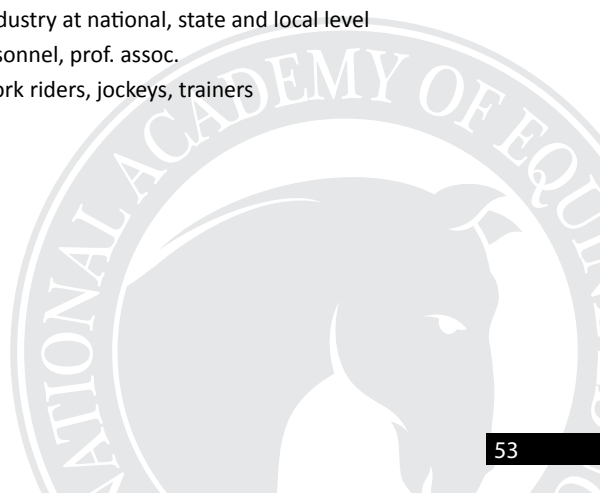
Certificate I in Racing RGR10108 (pre-vocational program)

Certificate II in Racing (Stablehand) RGR20108 (traineeship)

- Access to racing stables, racecourse, training tracks and administration buildings, with racing industry conditions with a normal routine on a number of occasions including: day yards, crushes, wash bays, stripping stalls, paddocks, sand rolls, round yards, stalls, restraining areas, training, exercise and race tracks.
- Access to a variety of horses including horses which are housed in a commercial stable environment and are well-educated horses with a docile temperament
- Approved rider apparel (Australian Standard helmets, clothing and footwear)
- Riding aids
- Riding gear for horses
- Horse feed and water, containers and measuring equipment
- Stable cleaning equipment including: hoses, brooms, rakes
- Access to transport vehicles and floats including: single and double, trucks, air transport
- Gear including: bits, bridles, reins, halters saddles, stirrups leathers and irons, martingales, blinkers, pacifiers, leads
- Access to handling gear including halters, appropriate leads, anti-rearing bits, muzzles, leg ropes, hobbles, twitches

Information on:

- Rules and structure of the racing industry at national, state and local level
- Roles and functions of industry personnel, prof. assoc.
- Staff including stablehands, trackwork riders, jockeys, trainers
- Careers in the racing industry



Access to racing personnel including: stewards, industry administrators, club secretaries, trainers, jockeys, race day staff, stablehands, trackwork riders. Students enrolled in any units for riding will be required to wear:

- Jeans/ jodhpurs
- Suitable riding boots, not work boots
- Appropriate t-shirt (no singlets and no t-shirts with crude, racist or sexist comments or pictures)

Students in a traineeship will be required to supply their own fitted helmet and vest that meet Australian Safety Standards and any other relevant personal and industry specific equipment.

Certificate III in Racing (Advanced Stablehand) RGR30108 (traineeship)

Certificate III in Racing (Trackrider) RGR30208 (traineeship)

Certificate IV in Racing (Jockey) RGR40108 (apprenticeship)

Access to racing stables, racecourse, training tracks and administration buildings, with racing industry conditions with a normal routine on a number of occasions including: Day yards, Crushes, Wash bays , Stripping stalls, Paddocks, Sand rolls, Round yards, Stalls, Restraining areas, Training, exercise and race tracks, Beaches, rivers, dams (where possible). Access to a variety of horses including horses which are housed in a commercial stable environment and are:

- At different stages of their racing and/or training program
- Currently racing
- Of different ages, temperaments and behaviour

Well-educated horses with a docile temperament Approved rider apparel (Australian Standard helmets, clothing and footwear), Riding aids, Riding gear for horses, Access to gear, machinery, equipment and chemicals normally found in racing and training environment; OH&S policy and risk and hazard control policy; Fire extinguishers; First aid kit to provide basic first aid to Level 1, Horse feed and water, containers and measuring equipment, Stable cleaning equipment including: hoses, brooms, rakes, Transporting gear including: Transporting boots, Bandages, Strapping, Rugs, Access to transport vehicles and floats including: single and double, trucks, air transport Gear including: bits, bridles, reins, halters saddles, stirrups leathers and irons, martingales, blinkers, pacifiers, leads, Access to handling gear including: Halters, Appropriate leads, Anti-rearing bits, Muzzles, Leg ropes, Hobbles, Twitches

Information on:

- signs of an unhealthy horse, symptoms of illness
- Rules and structure of the racing industry at national, state and local level
- Roles and functions of industry personnel, prof. assoc.
- Staff including stablehands, trackwork riders, jockeys, trainers
- Careers in the racing industry
- Dress codes, fitness and nutrition, and vaccination requirements

Access to racing personnel including: stewards, industry administrators, club secretaries, trainers, jockeys, race day staff, stablehands, trackwork riders. Access to telephones and mobiles, fax machines, answering machines, computers with access to internet and email. Students enrolled in any units for riding will be required to wear:

- Jeans/ jodhpurs
- Suitable riding boots, not work boots
- Appropriate t-shirt (no singlets and no t-shirts with crude, racist or sexist comments or pictures)

Students enrolled in a traineeship or apprenticeship will be required to supply their own fitted helmet and vest that meet Australian Safety Standards and any other relevant personal and industry specific equipment Trainee trackriders and apprentice jockeys will be required to provide and wear appropriate trackriding attire. They will need to supply a light for their helmet as per racecourse rules where they are working.

Certificate III in Racing Services (Racing Administration) RGR30308

- Access to racing personnel including: stewards, industry administrators, club secretaries, trainers, jockeys, race day staff, stablehands, trackwork riders
- Access to telephones and mobiles, fax machines, answering machines, computers with access to internet and email
- Access to racing industry information and workplaces and workplace documents
- Access to first aid kits and OHS policies

Assessment

Before any assessment takes place at a workplace, employers, employees and any service provider need to establish, through consultation, an assessment process which meets the needs of the enterprise and is acceptable to all interested parties.

- The assessment can occur at your workplace or at a training session or by handing in an assignment
- Competence can be proved by demonstrating a practical skill for example, tack up a horse for work, completing written assessments for example, a test, assignment, or keeping a diary, or giving a verbal explanation, for example, explaining the steps you go through in checking the identity of a horse.
- The assessment is on-going and you will be notified of any formal assessment times and tasks ahead of time
- More than one opportunity to attempt to demonstrate competence is made available UNLESS the candidate is consistently not making a valid and serious attempt in which case progress will be discussed with the workplace supervisor and employer and be referred to the NSW Racing Stewards
- You should always let your trainer/ assessor know whether you have special needs that you think should be considered

Record of Assessment

Your International Academy of Equine Education trainer/ assessor will record your attempts at performing the required skills and you will have access at any time by request to your results and progress in the course.

Issuing Qualifications

All qualifications available through International Academy of Equine Education are nationally recognised and are included in the National Industry Training Package for the Racing Industry RGR08. (For more details check the website www.ntis.gov.au). Each qualification is made up of a combination of practical and theory units which develop the student's skills and knowledge at different levels of the industry. The qualifications are only issued to those who successfully and consistently show competence in all the units included in the qualification/s. Students are expected to practice the skills and apply their knowledge under the guidance and instruction their learning supervisor from International Academy of Equine Education. All students are assessed by qualified assessors from International Academy of Equine Education who have extensive industry experience and are qualified trainers and assessors.

Receiving your Qualification

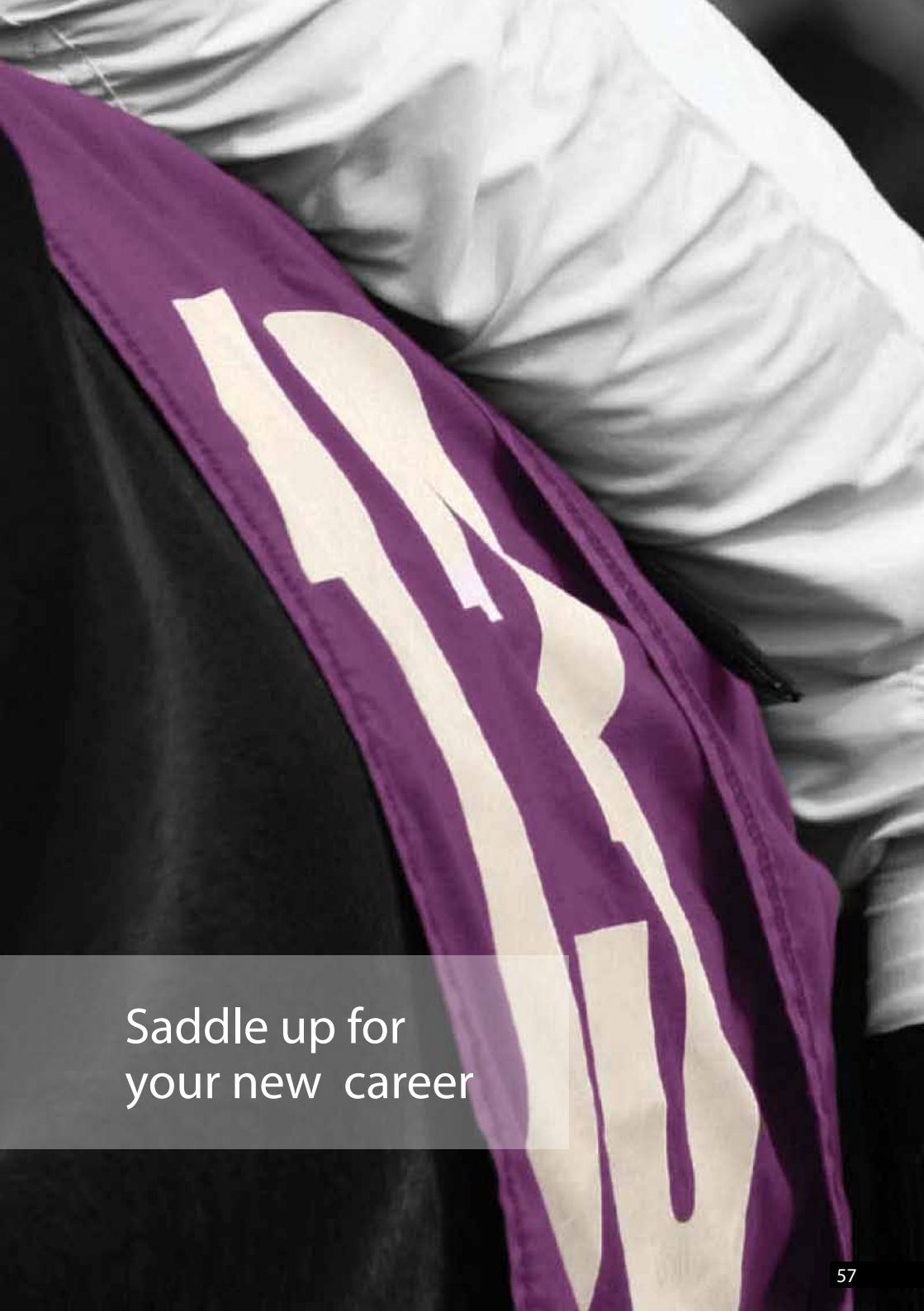
You will be awarded your qualification by International Academy of Equine Education once you have demonstrated competence in all the required units and have completed your on-the-job requirements for your traineeship/ new apprenticeship. If you do not complete all the required tasks and/or are not found competent at all the skills required for your qualification then you will receive a Statement of Attainment from International Academy of Equine Education with a list of units completed.

Student Access to Records of Participation in Training and Assessment Activities

All students, present and past have timely access to current and accurate records of their participation. Students seeking advice concerning their course participation should in the first instance contact the International Academy of Equine Education on (02) 4268 5722.

All current students are able to view their records of participation in their current course of enrolment by asking their IAEE trainer. Otherwise, the student will be directed to use the Application for Access to Personal Records Form available on the website or by request.

International Academy of Equine Education is committed to implementing best practice in its records management practices and systems, responding in a timely manner to all requests of information from present and past students.



Saddle up for
your new career

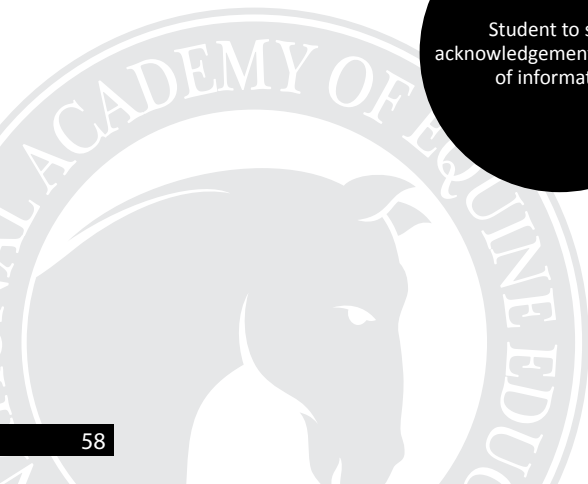
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Student contacts
IAEE

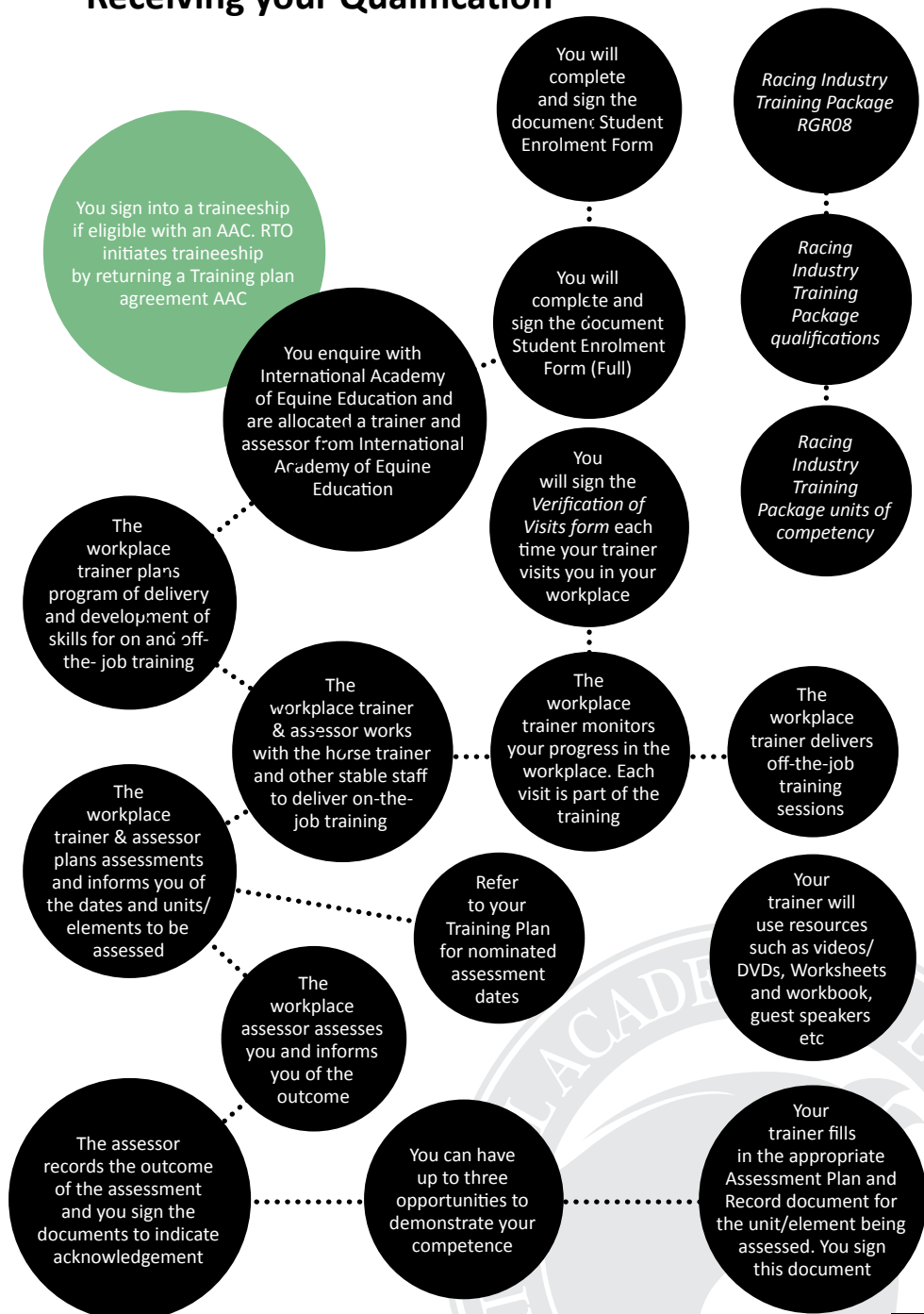
- verbal request OR
- uses the Application
for Access to Personal
Records Form

IAEE responds to
request within 10
working days from receipt
of application form by
releasing information to the
student using methods
indicated by student

Student to send
acknowledgement of receipt
of information



Receiving your Qualification





It's just as much
about the
experience as it
is the Education

National Recognition & the Mutual Recognition Policy

Assessment for national recognition purposes must be conducted or auspiced by a Registered Training Organisation (RTO) acting in accordance with the Australian Recognition Framework and the quality assurance arrangements approved by the State or Territory Recognition Authority under which the RTO is registered.

The International Academy of Equine Education recognises qualifications and statements of attainment that have been issued by other RTOs, which meet the requirements of the AQTF and the current AQF Implementation Handbook (as per Condition 7 of the AQTF Conditions of Registration for RTO's).

Mutual Recognition

The outcomes of assessments conducted for national recognition are subject to the mutual recognition provisions of the Australian Recognition Framework. As such, all Registered Training Organisations throughout Australia must ensure that they recognise and offer credit for the assessment outcomes of all other Registered Training Organisations. This is regardless of whether assessment was conducted through a training and assessment pathway or an assessment only pathway.

The general procedure followed by IAEE with regard to Mutual Recognition is documented in the Mutual Recognition Process Flow chart.

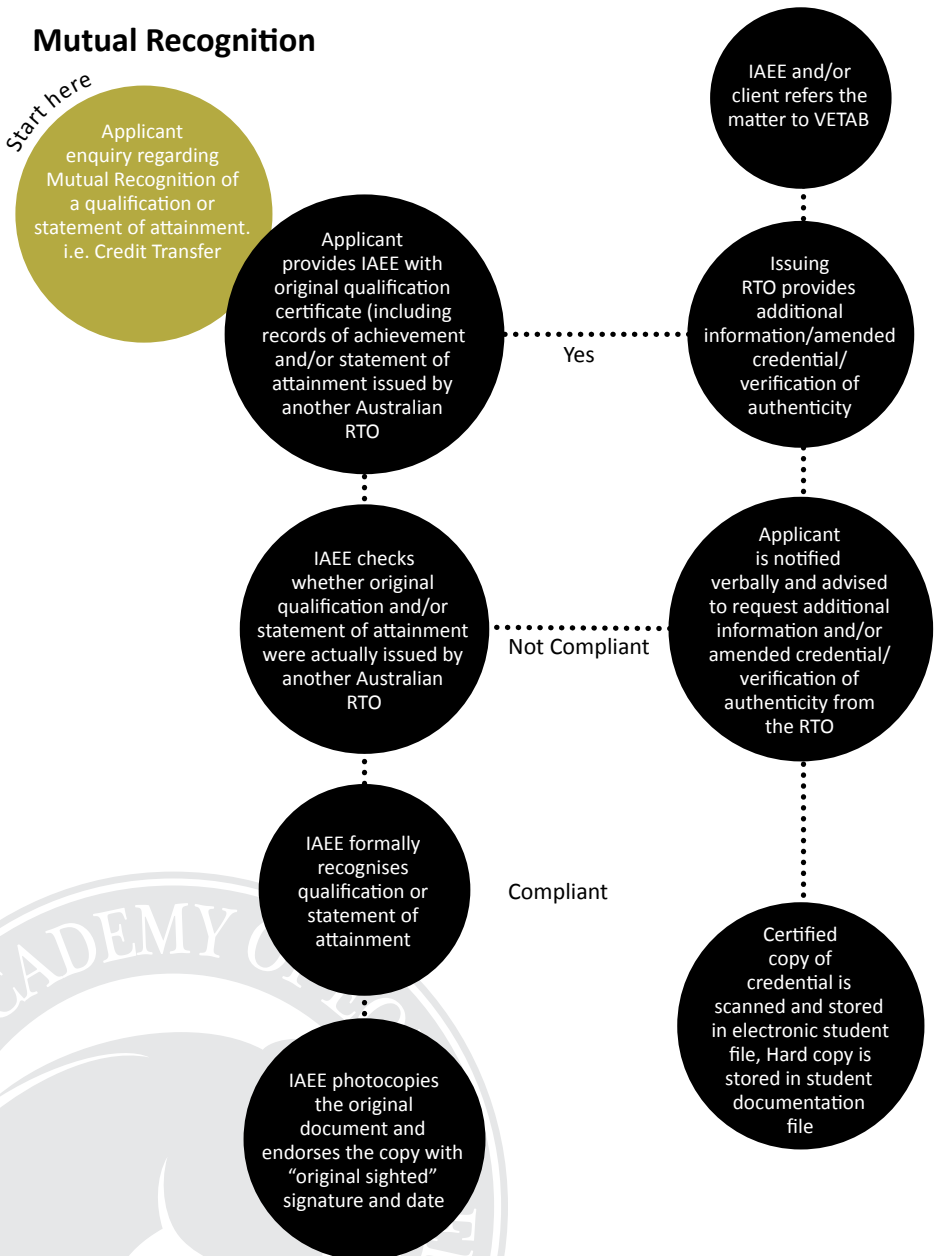
The International Academy of Equine Education includes information on its mutual recognition obligations in information issued to clients. This includes IAEE's RPL Policy Statement issued to clients prior to attending any training.

All IAEE trainers, permanent and contract, and management and administration staff are made aware of the organisation's obligation to recognise AQF qualifications and statements of attainment issued by other RTOs.

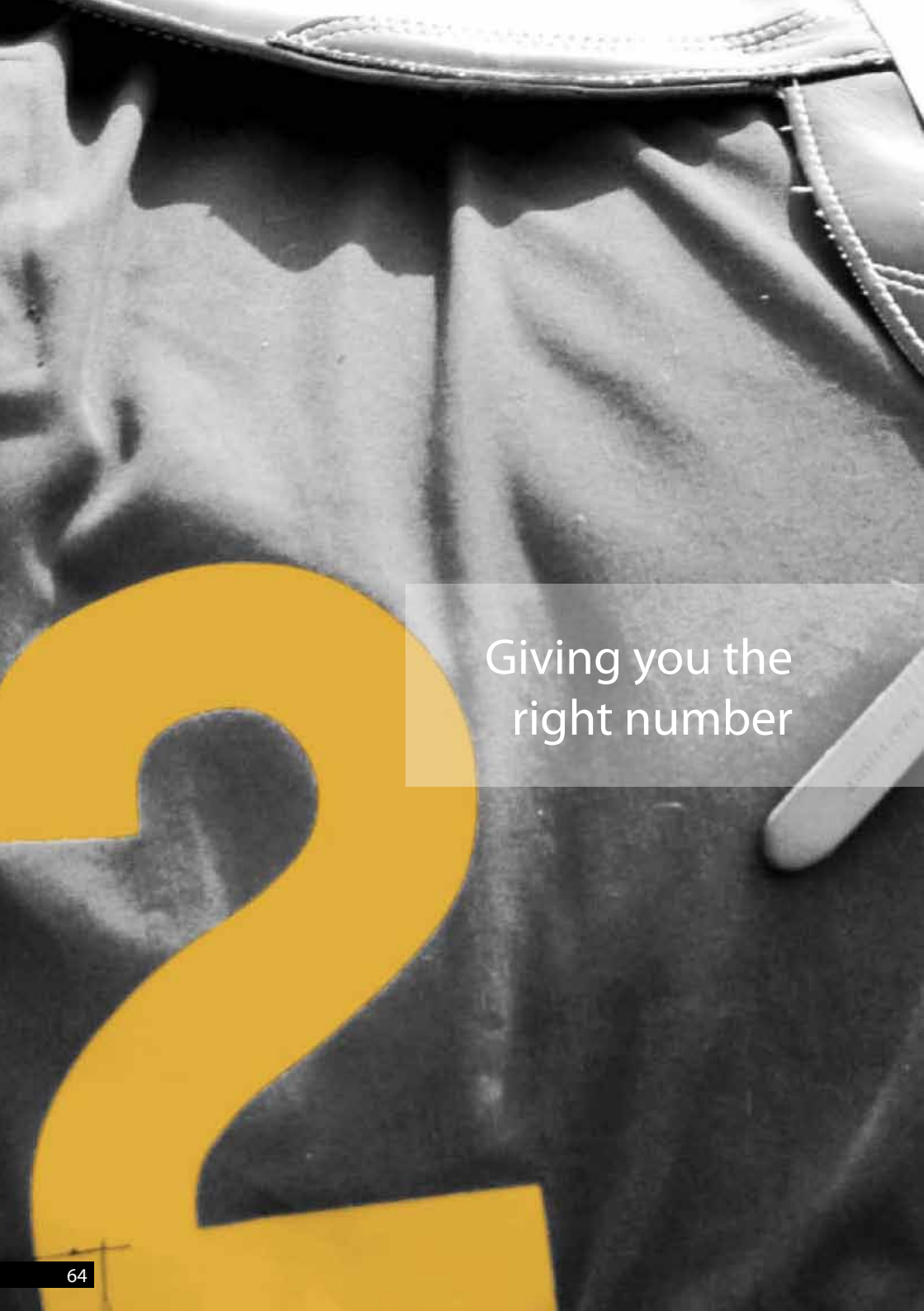
All IAEE trainers, permanent and contract, and management and administration staff are expected to provide information on mutual recognition to clients who request it. If the staff member concerned does not have sufficient expertise or experience to provide the requested information, they are required to refer the matter to the Compliance Manager.

Qualifications and statements of attainment submitted to the International Academy of Equine Education for mutual recognition are checked for authenticity, completeness and compliance with the current AQF Implementation Handbook and the AQTF Standards.

Mutual Recognition







Giving you the
right number

Recognition of Prior Learning (RPL), Recognition of Current Competence (RCC) and Credit Transfer

Applying for Recognition of Prior Learning (RPL) or Recognition of Current Competency or Credit Transfer(RCC)

International Academy of Equine Education recognises qualifications issued by accredited RTOs. If you have completed similar units in another training course with an accredited RTO, or if you can prove that you have good practical horse experience you can apply for Recognition of Prior Learning (RPL) or Recognition of Current Competence (RCC). You can apply for Credit Transfer if you have completed the units from the RGR08 Training Package or aligned units from the RGR02 Training Package.

RPL application is used if the applicant would like to have their experience and knowledge in similar areas covered by the Racing Industry Training Package (RGR08) recognised. The RPL process is only used if the applicant has no recent qualification in the units required for the qualification they are seeking. The RCC/ Credit Transfer application process is to be used by ALL students interested in having previous qualifications and/ or current skills recognised by the International Academy of Equine Education. This includes students who have previously enrolled and studied the same or similar units at other RTOs and have incomplete qualifications and international students. If a candidate already possesses a recent full qualification from another accredited RTO for the same units as exist in the current training package, they ARE NOT REQUIRED to participate in the RPL/ RCC or Credit Transfer process.

You should indicate that you wish to apply for RPL, RCC or Credit Transfer on your International Academy of Equine Education Enrolment Form. You will then be sent the RPL Application Form and associated information on procedures and the evidence required. You should complete this application and return it to International Academy of Equine Education as soon as possible to be assessed. You will be required to show proof of your previous study or horse experience; this may be in the form of a challenge test, references from previous employers or transcripts of your results. Your evidence should be relevant and recent.

You should discuss any application for RPL, RCC or Credit Transfer with your International Academy of Equine Education trainer/ assessor. This will be considered according to your training agreement with your employer and International Academy of Equine Education (see below). You will be informed of the success of your RPL/ RCC/ Credit Transfer Application as soon as possible by International Academy of Equine Education. If your RPL application is accepted you may be exempt from some or all units (or elements of units) at a particular qualification level.

RPL/ RCC/ Credit Transfer and your Traineeship/ New Apprenticeship

If you are successful in your application for RPL or RCC, you will not need to complete the training or assessment for the units or elements for which you were granted exemption within the qualification. However, as you have signed a Training Plan agreement with your employer and International Academy of Equine Education to complete a traineeship / new apprenticeship, you will still need to complete the time allocated to that traineeship / new apprenticeship. You should discuss this with the Training Manager from International Academy of Equine Education to clarify your position.

Fees and Charges for RPL/ RCC/ Credit Transfer Services

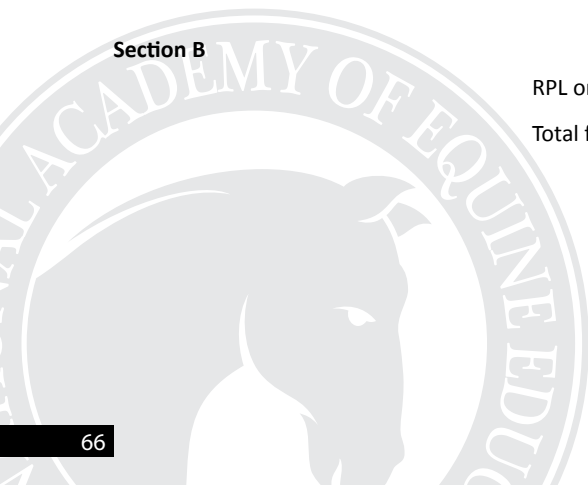
In determining fees and charges for RPL/ RCC/ Credit Transfer services the principles of access and fairness are applied. You will be required to pay the enrolment fee to International Academy of Equine Education for your qualification plus a fee for RPL or RCC assessment. You will receive an invoice for RPL fees within 5 working days of receipt of your RPL Application. Refer to the Fees and Refunds Policy for details on how to pay, and for information on

Section A

Annual administration fee	Certificate I or II	\$428
	Certificate III	\$670
	Certificate IV	\$912
	Total for Section A:	\$ _____

Section B

RPL or RCC fee	\$450
Total for A plus B:	\$ _____



8 Steps to Recognition

Start here

1
Check your course to see if you have any experience or training in the units that are listed

2
Enrol in your qualification. Indicate on your enrolment form that you would like to apply for RPL/RCC and/or Credit Transfer

3
Apply for Recognition by completing an RPL/RCC/Credit Transfer application form which will be sent to you. Follow the instructions on the form carefully

4
If you are providing evidence or a portfolio, collect your evidence and label each piece. Attach your evidence to your application and return it to IAEE

5
If you are requesting a practical assessment, you will be contacted to arrange a date to be assessed

6
You will be contacted with the results of your application within 15 working days from submission of the evidence or completing the practical assessment

7
If your application has been successful you will be given credit for those units, and your training plan will be adjusted to reflect this. You will be advised of any fees refund

8
If your application is not successful you will be advised of this and of any steps you can take to re-apply or appeal

You can lodge an appeal against the assessment of the competency on the following grounds:

- The assessment process did not provide them with a fair and reasonable opportunity to demonstrate their competency.
- You were not informed on advance of the conditions and methods of assessment.
- The process was discriminatory in some way.
- You were ill at the time of assessment (must be supported by a medical certificate)

You can have up to 3 attempts to indicate your competence if required. You will be asked to participate in a Learner Needs Analysis and then be formally assessed in units you have selected for RPL

Refer to the Scope of Registration for IAEE in this Handbook

You will be asked to participate in basic Literacy and Numeracy Analysis on enrolment

You should continue attending classes/workshops and complete set training tasks until you are notified of recognition result

Qualifications from overseas

If you are a student with overseas qualifications you may need to speak to the Training Manager on +61 (2) 4268 5722 or email enquiry@iaee.com.au. If your qualifications need translating into English you will need to go to one of the following interpreter services before you contact the International Academy of Equine Education.

- Community Relations Commission for a Multicultural NSW www.crc.nsw.gov.au
- Telephone 1300 651 500
- National Accreditation Authority for Translators and Interpreters www.naati.com.au provides a listing of NAATI accredited translators and interpreters
- Department of Immigration and Citizenship Interpreting and Translating Services http://www.immi.gov.au/living-in-australia/help-with-english/help_with_translating/index.htm for permanent residents who have been in Australia less than 2 years

Information on filling in the Application for RPL, RCC and/or Credit Transfer RGR08

You will need:

- the scope of registration which is in this Student Handbook
- the RPL, RCC and/or Credit Transfer application form which will be forwarded to you on request
- hard copies of any evidence you will be submitting with your application

What is evidence?

Evidence should show that you have recent and relevant industry experience or qualifications which relate to the units on the Scope of Registration.

Examples of evidence:

- Resumes which list all industry experience
- Job descriptions which are verified by your supervisor
- Certificates indicating courses / qualifications etc
- Course outlines which indicate study (on and off-the-job) related to the units on the Scope of Registration
- Newspaper articles, magazine articles etc which mention you or your company/ organisation related to the units on the Scope of Registration
- Photos / portfolio material which support your application
- Letters from clients or contractors or supervisors etc which detail work related to the units on the Scope of Registration OR you can use the RPL Form for Job Experience

If you are unsure about your evidence, please contact the Training Coordinator at the International Academy of Equine Education to discuss.

Need to find a picture for this page.



Preparation: It's not just about the race



Appeals Policy and Process

This guide describes the appeal process and your rights. You have the right to have your appeal dealt with confidentially, fairly, promptly and without fuss.

You have the right to lodge an appeal against the assessment of your competency on the following grounds:

- The assessment process did not provide you with a fair and reasonable opportunity to demonstrate your competency
- You were not informed in advance of the conditions and methods of assessment
- The process was discriminatory in some way
- You were ill at the time of assessment (must be supported by a medical certificate)

The appeal must be lodged within 5 working days from the registered date of receipt of your appeal. This should be in writing on the form provided on the following page. Your appeal will be examined within 5 working days from the registered date of receipt of your appeal. An appeals panel will be given responsibility to manage the appeals system and process on its behalf.

In response to your appeal the appeals panel may:

- Interview any of the people in your assessment process
- Request another assessor to review the case
- Schedule another assessment
- Uphold or reject your appeal at any stage

You have the right to have a support person of your choice during the appeals process to help you and to be your witness. The Appeals Panel must accurately document all appeals and outcomes and provide you with copies.

If the appeal is granted, you will be reassessed by a person who is guaranteed to be genuinely independent of all parties involved in the original assessment. An advocate for the candidate can be present at the reassessment. All parties will be informed about the result of the appeal.

Confidentiality

The International Academy of Equine Education will not disclose the personal or other details of any appeal application, including that of its employees/students/contractors, or associates except as they expressly permit, or if necessary to meet legislative or compliance standards set by regulatory authorities or other persons empowered under the law.

International Academy of Equine Education Assessment Appeal Submission

This form is to be submitted to International Academy of Equine Education within 5 weekdays after the initial complaint/appeal was registered. It will be dealt with within 5 weekdays after its receipt.

Please tick to indicate the purpose of this application.

- course assessment appeal – practical activity
- course assessment appeal – non-practical activity
- appealing outcome of applicant and assessment for RPL/RCC/Credit Transfer

Name _____
 Course _____
 Assessor _____

Please identify in the table below the units of competency that are the subject of the assessment appeal

Unit of Competency Title(s)	Date of Assessment

Please provide details of the ground for your appeal in the space provided below and ensure that you describe the alleged fault in assessment process.

Grounds for the appeal (please attach extra paper if needed)

Student signature _____ Date _____
 Assessor signature _____ Date _____

OFFICE USE ONLY
 Date received: _____ Received by: _____
 Date received: _____ Decision: Upheld/Rejected





IAEE - advocating
equality on the track

Harassment in the Workplace and in the Racing Industry

Harassment and Sexual Harassment are unacceptable and unlawful forms of behaviour. All people have the right to work in an environment that is free of sexual harassment and victimisation or bullying. Racing NSW, as the regulatory body for racing in NSW, provides support services to promote working environments, free of harassment including sexual harassment.

Racing NSW will not tolerate sexual harassment in the NSW racing industry. Our Stewards will enforce the rules of racing and will refer complaints to relevant authorities, which may include the police where appropriate.

Racing NSW Stewards have the power to suspend or revoke the licence or registration of any person employed in the NSW Thoroughbred Racing Industry and who acts in contravention of the Sex Discrimination Act.

What is harassment?

Harassment is any form of behaviour that:

- You do not want
- Offends/humiliates/intimidates you
- Targets you because of sex, pregnancy, race, marital status, disability, homosexuality or age.

What is Sexual Harassment?

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature that makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour, which creates a sexually hostile working environment.

Examples of sexual harassment include:

- uninvited touching, uninvited kisses or embraces;
- smutty jokes or comments; making promises or threats in return for sexual favours;
- displays of sexually graphic material including posters, pin-ups, cartoons, graffiti or messages left on notice boards, desks or common areas;
- repeated invitations to go out after prior refusal;
- “flashing” or sexual gestures; sex-based insults, taunts, teasing or name calling; staring or leering at a person or at parts of their body;
- sexually explicit conversation;

- persistent questions or insinuations about a person's private life;
- offensive phone calls, letters, e-mails or computer screen savers; stalking.

Sexual harassment can involve behaviour that would also be an offence under the criminal law. For example, physical assault, indecent exposure, sexual assault, stalking or obscene communications. Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocated, it is not sexual harassment. Everybody who is engaged in activities related to the NSW Racing Industry must be aware of their responsibilities and rights with regards to harassment, including sexual harassment. Everybody includes employers; full-time, part-time and casual employees; contractors; trainees and students who are engaged in activities in all areas of the racing industry in NSW.

How can it affect you?

Sexual harassment can have a serious and damaging effect on your life. It can:

- affect work performance and opportunities;
- create a hostile or unpleasant work environment;
- make you insecure and fearful; and it could affect your studies and future career.

When and where can sexual harassment happen?

Sexual harassment is not just unlawful during working hours or in the workplace itself. The behaviour is illegal in any work-related context. Sexual harassment in employment is prohibited in the following circumstances:

- recruitment and selection – for example, during job interviews;
- the course of employment – for example, at the workplace, during working hours, at work-related activities such as training courses, conferences, field trips, work functions and office Christmas parties;
- termination of employment – for example, where an employee is dismissed for objecting to sexual harassment or resigns because of intolerable sexual harassment;
- any other circumstance that could arise in the context of relationships such as sexual harassment of an employee by a fellow employee, regard-less of when or where it occurs.

What are your rights?

- Everyone has the right to work in an environment which is free of harassment
- Sexual harassment is against the law
- Sexual harassment is against the Rules of Racing
- Confidential complaint procedures are available.

What does the law say?

Sexual harassment is prohibited in Australia by the Federal Sex Discrimination Act and anti-discrimination laws in all States and Territories. The Sex Discrimination Act prohibits sexual harassment and other forms of discrimination in areas such

as employment, the provision of services, education and accommodation. Sexual harassment is a legally recognised form of sex discrimination. Sexual harassment can be a breach of an employer's common law duty to take reasonable care for the health and safety of employees. It can also be a breach of occupational health and safety legislation.

What do the Rules of Racing say?

Stewards are empowered to investigate allegations of sexual harassment and to lay charges and impose penalties under certain Rules of Racing, including:

AR.8. To assist in the control of racing, Stewards shall be appointed according to the Rules of the respective Principal Racing Authorities, with the following powers:-

(d) To regulate and control, inquire into and adjudicate upon the conduct of all officials and licensed persons, persons attendant on or connected with a horse and all other persons attending a racecourse ~~and to punish any such person in their opinion guilty of improper conduct or unseemly behaviour.~~

AR.175. The Committee of any Club or the Stewards may penalise;

(a) Any person who, in their opinion, has been guilty of any dishonest, corrupt, fraudulent, improper or dishonourable action or practice in connection with racing.

Who is responsible?

- Persons, including employers, employees and contract workers are personally liable for their own acts of sexual harassment
- A person is personally liable for any act of victimisation
- A person is personally liable for causing, instructing, inducing, aiding or permitting another to discriminate (including discrimination involving sexual harassment).
- An employer is vicariously liable* for any acts of harassment committed by employees or agents in connection with their duties unless "all reasonable steps" were taken by the employer to prevent harassment occurring.
- Lack of awareness that an employee or agent sexually harassed another will not discharge an employer's vicarious liability.
- *Vicarious liability is an employer's legal responsibility for wrongs committed by employees in the course of work.

What are employees' responsibilities?

Employees should be aware of and understand both their rights and their responsibilities. This means they should also be aware of, and comfortable with, all available avenues for complaint and support. An employee must not engage in any act of victimisation. An employee must not cause, instruct, induce, aid or permit another person to commit an act of sexual harassment. All staff have a responsibility to:

- comply with the organisation's sexual harassment policy;
- offer support to anyone who is being harassed and let them know where they can get help and advice (they should not, however, approach the harasser themselves)

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- maintain complete confidentiality if they provide information during the investigation of a complaint

Staff should be warned that spreading gossip or rumours may expose them to a defamation action.

What are employers' responsibilities?

Every employer, regardless of business size, is legally required to take all reasonable steps to prevent sexual harassment if they wish to avoid liability. There is no exemption in the Sex Discrimination Act for small business. Employers in all small businesses, whatever the size, will be vicariously liable for acts of sexual harassment committed by employees unless all reasonable steps were taken to prevent it occurring.

Allowing sexual harassment to remain unchecked can expose employers to the cost, inconvenience and damaging publicity of legal proceedings and compensation claims. Employers are not only liable for their own acts of sexual harassment. They also be held legally responsible for sexual harassment by their employees unless all reasonable precautions were taken. It is the employer's responsibility to prove that all reasonable steps were taken. Employers must actively implement precautionary measures to minimise the risk of sexual harassment occurring.

It is recommended that employers develop and promote a written policy on sexual harassment, which includes both internal and external complaint procedures. When developing a strategy to address sexual harassment, it is recommended that employers consult with relevant parties including staff, unions, employer organisations, industry and professional associations, the Human Rights and Equal Opportunity Commission and/or State and Territory anti-discrimination agencies.

How to make a complaint

Seek a complaint channel that you both trust and feel comfortable with. First consult your employer's harassment policy procedures and investigate internal complaint channels. External complaint channels include:

- Racing NSW Executives and Managers
- Racing NSW Stewards
- Counsellors
- NSW Anti-Discrimination Board
- Human Rights and Equal Opportunities Commission

Who can you contact?

Racing NSW

General Enquiries:
Racing NSW
SYDNEY NSW 2000
Phone: (02) 9551 7500

Confidential Enquiries:
Stewards' Department
(02) 9551 7500

Regional Chairmen of Stewards

The Chairman of Stewards in your region will also ensure confidentiality.

Dubbo Regional Office

Chairman of Stewards (02) 6885 2111

Grafton Regional Office

Chairman of Stewards (02) 6642 7661

Tamworth Regional Office

Chairman of Stewards (02) 6762 2035

Queanbeyan Regional Office

Chairman of Stewards (02) 6241 3099

Port Macquarie Regional Office

Chairman of Stewards (02) 6581 1476

Wagga Wagga Regional Office

Chairman of Stewards (02) 6921 6244

International Academy of Equine Education

General Manager (02) 4268 5722





BATHURST

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In the end it's a team race

Equity in the Racing Industry

The International Academy of Equine Education encourages a workplace culture which displays fair practices and behaviour.

All training and assessment policies and procedures used by International Academy of Equine Education address the principles of equity and fairness. Training caters for individual needs through the selection and screening of appropriate employers for apprentices by Racing NSW stewards and the staff at the International Academy of Equine Education. All students are informed of their rights and responsibilities regarding training and assessment and students with any special needs can be catered for if needed. Students have access to procedures for complaints and concerns regarding access to quality training, and for appeals regarding lack of fair and equitable assessment procedure and/or outcome.

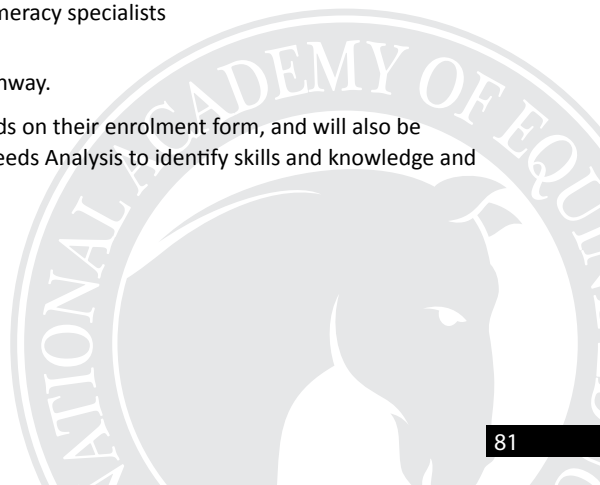
Recruitment into the horse racing industry includes promotional products and processes which encourage all potential and interested persons to apply for a position at a level of training which suits their needs within the racing industry, and opportunities are offered to young people to identify their talents and interest before entering the industry. The International Academy of Equine Education provides information to prospective and current students on employment outcomes.

Language, literacy and numeracy support

All training and delivery strategies need to ensure that the language, literacy and numeracy requirements are at the appropriate level for participants. If participants are having difficulty with language, literacy or numeracy you need to be able to identify the issues and how you can support participants.

- change the level of activities and instructions
- provide additional coaching in a particular area
- engage a language, literacy and numeracy specialists
- use diagrams and other visual aids
- enrolment in modified learning pathway.

Students should indicate any LLN needs on their enrolment form, and will also be required to participate in a Learner Needs Analysis to identify skills and knowledge and LLN requirements.



Disability support

If any student has a disability the IAEE trainer and assessor will be required to modify the learning and assessment approach depending on their specific needs. The trainer and assessor may need to:

- understand the particular support requirements
- involve the services of a particular disability support agency
- seek assistance from experienced colleagues
- design modified activities and resources
- enrolment in modified learning pathway.

The disability may include learning difficulties, medically diagnosed conditions such as asthma, and physical and mental conditions which affect participation and potential outcomes.

Support for all students in their workplace

Some students will experience difficulty in establishing a positive working relationship in their workplace. The trainers at the International Academy of Equine Education should act as mentors for students, and provide support for them in their work role. If difficulties occur they should offer mediation or offer to source access to experienced personnel to ensure a outcome suitable to the student and their employer. Employers are offered information by the International Academy of Equine Education on their role as in the skill development of the trainees, and on the expectations of the IAEE.



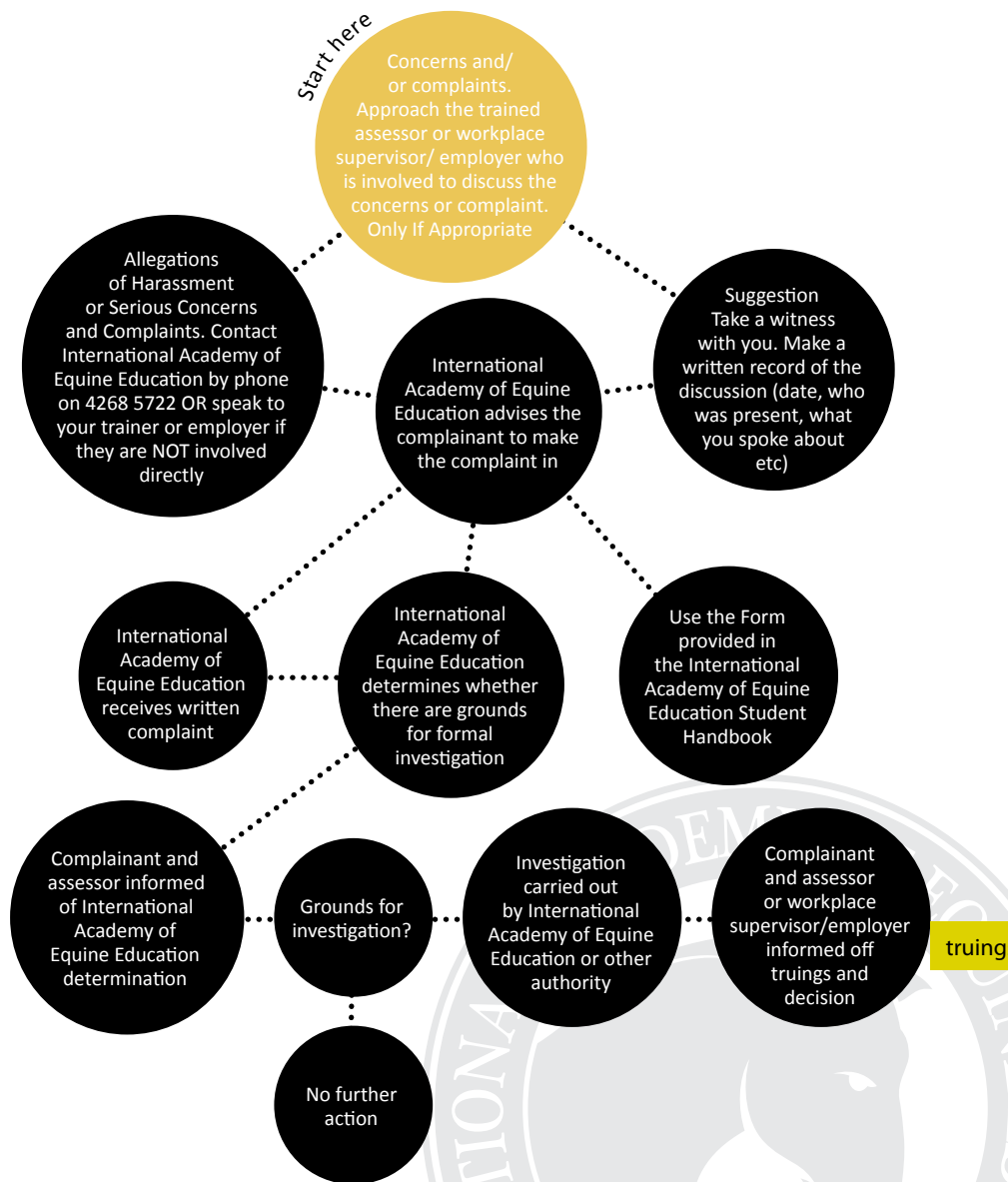


Leading the way
for future stars

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SHER SIGNS

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Complaints, Appeals, Allegations and Concerns



International Academy of Equine Education Complaints and Appeals Allegations and Concerns Form

Please tick one of the following to indicate the purpose of the submission

- Equity Appealing outcome of complaints process
 Harassment Access to Quality Training and/or Opportunities to Practice skills

This form is to be submitted to the Compliance Manager at the International Academy of Equine Education within 5 weekdays after the initial incident or complaint/allegation/concern was registered. It will be dealt with within 10 working days after its receipt.

Your name _____

Course (please tick one of the following)

- Certificate I in Racing RGR10108
 Certificate II in Racing (Stablehand) RGR20108
 Certificate III in Racing (Advanced Stablehand) RGR30208
 Certificate IV in Racing (Thoroughbred Trackrider) RGR30108
 Certificate II in Racing Services (Racing Administration) RGR30308

Please provide details of your complaint or appeal/allegation or concern in the space provided below and ensure that you describe the alleged incident/s or issues in as much detail as possible. Use the back of the form or attach additional sheets of paper if needed.

Date	Details of incident(s) or issues	Any follow up? (e.g. a phone call to the International Academy of Equine Education or a conversation with your trainer)

Student signature _____ Date _____

OFFICE USE ONLY

Received by: _____ Date _____

Signature: _____ Next action _____

To be filed at the International Academy of Equine Education.





Taking up
the reins

Critical Incident Policy and Procedure for International Academy of Equine Education training and assessment situations

International Academy of Equine Education seeks to provide a safe learning environment for students, staff and horses. Students and staff are expected to follow the safety practices of a professional training stable and race track at all times. The Code of Conduct for students, which includes the safety of self, others students and staff and the horses is included in this handbook. Students who fail to follow the Code of Conduct will be counselled and warned regarding their position in the course.

Definition of a serious incident

A serious incident for the purpose of this document is broadly defined as an event which:

- causes disruption to an organisation; or
- creates significant danger or risk that could traumatically affect individuals within the organisation; or
- impacts on the effective operation of workplaces; or
- attracts negative media attention or a negative public profile for the workplace or International Academy of Equine Education

WorkCover also uses the terms serious incidents and other incidents to describe particular work-related incidents. Incidents defined in this way by WorkCover must be reported by law

Examples of serious incidents

The following are examples of incidents regarded as serious:

- the death of a student or staff member;
- student or staff suicide;
- the serious injury of a student or staff member;
- students or staff members witnessing serious injury or death;
- injury or death of animals at the workplace or during an associated activity;
- violence between students, or the assault of a student or a staff member;

- threats to the safety of students or staff, including the presence at the workplace of an individual behaving in a dangerous or threatening manner;
- the discovery of suspected illegal drugs at a workplace;
- a major disruption to workplace routine requiring the workplace to be evacuated, for example, fires, bomb threats, gas leaks, chemical spills, serious storms, floods, industrial or transport accidents, earthquakes;
- a natural or other major disaster in the community;
- destruction of the whole or part of the workplace;
- a break-in accompanied by major vandalism;
- serious fraud or theft;
- students or staff lost on an excursion;
- students or staff members being taken hostage;

Evacuation

Evacuation Procedures

The following essential evacuation information is posted in prominent parts of the workplace.

Q: Who reports emergencies?

A: A staff member or student on becoming aware of the emergency.

Q: To whom do you report the emergency?

A: A student is to immediately report to the nearest member of staff. The member of staff is to immediately report to the workplace manager.

Q: Who decides to evacuate?

A: The workplace manager.

Q: What do the alarm signals mean?

A: Be familiar with the alarm signals for your workplace and exactly what they mean.

Q: What do you do following the alarm?

A: Workplace manager Implements evacuation procedures and proceed to the evacuation area, with students under their control where applicable.

Q: Where do you assemble?

A: At the assembly point designated for the workplace.

Q: Who gives further instructions?

A: The workplace manager, following consultation with emergency services.

Start here

Critical Incident
Requires external medical or other attention or intervention

Horse injured
First Aid

Person/
people
injured
First Aid

Fire and/
or
chemical spill
First Aid

Response Planning

Immediately following a serious incident, the following actions will be taken

Action Checklist

- Assess the situation.
- Arrange appropriate intervention to minimise additional injury including provision of first aid contacting emergency services, where necessary.
- If evacuation is required, implement the evacuation plan and manage the evacuation.

Contact Training Manager

(02) 4268 5722

1. Contact parents or family of injured people immediately
2. Management of evacuation if required; OR management of emergency services

3 Provision of counselling

4. Working with the media; Provide staff and students with accurate information and act

Fill in Incident Report form and fax or email to:
FAX NO 4268 5722
enquiry@iaee.com.au



When things get a little blurry, know the right paths to go down

Codes of Conduct

A Code of Conduct establishes standards of behaviour expected of staff and officials in carrying out their duties. Staff and officials need to be aware that sanctions will be applied if the Code is breached. These sanctions could vary from counselling, to the laying of charges if the breach involves a criminal offence. A number of the rights, obligations and standards expected of staff and officials are set out in rules, regulations or legislation such as:

- The Australian and local Rules of Racing
- Anti-Discrimination Act 1977
- Occupational Health and Safety Act 1983
- Workplace Relations Act 1996
- Industrial Relations Act 1996
- Common Law
- NSWTRB or NSWCRRC Policies

The Code of Conduct forms part of the conditions of employment.

Code of Conduct for all trainees

During the course of the student's on and off-the-job training they are requested to abide by the following conditions.

- Attend every training session as directed by International Academy of Equine Education. Complete all assessment tasks both on and off-the-job by the due date and to the best of their ability.
- Apply for approval for leave of absence from the course coordinator, International Academy of Equine Education or Stewards ideally prior to missing a class.
- It is up to the student to telephone or write for approval. If they can't notify the course coordinator before class they must contact them as soon as possible before the next class
- Treat other trainees and teaching staff with respect and fairness.
- Do not behave in any way that harasses or victimizes others or could cause offense or embarrassment to others and refrain from swearing.
- Follow occupational health and safety practices at all times. Work safely, as under Federal Government legislation the employee should work so as they do not cause an accident or risk the health of them self or other people. If they are involved in riding, they must wear safety equipment such as a helmet and back protector and report unsafe equipment to the boss.
- Wear protective clothing such as safety vest, ASA approved helmet and correct boots when riding.

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- Follow reasonable written or verbal instructions of teaching staff and on-the-job supervisors.
- Follow any reasonable direction from a member of the teaching staff and the staff of the International Academy of Equine Education.
- Turn off mobile phone/s, pagers or other electronic devices during class time.
- Refrain from smoking in training buildings, stables and any other areas as directed by teaching staff and on-the-job supervisors.
- Be neatly dressed for all classes and during on-the-job training related to race day and barrier trial riding. Trainees are to be dressed in formal attire when attending the races (trousers and shoes, not joggers; collared shirt, no t-shirts; and tie for men).
- Ensure all horses in their care, whether during on or off-the-job training, receive feed, water and exercise according to the employer's instructions.
- Agree to abide by any other Code of Conduct as laid down by the training provider

Code of Conduct for Trainee Jockey, Trackwork Rider, and Strapper/ Stablehand

- Apprentice jockeys should ensure their mobile phones have message bank if they do not have the services of an Agent to deal with phone calls during class time.
- Display stablehand photo identification at all times when in the race day tie up stalls and during trackwork.
- Follow the Student Rules and Responsibilities Code of Conduct as set down by the Apprentice Jockey Course provider if they are an apprentice Jockey

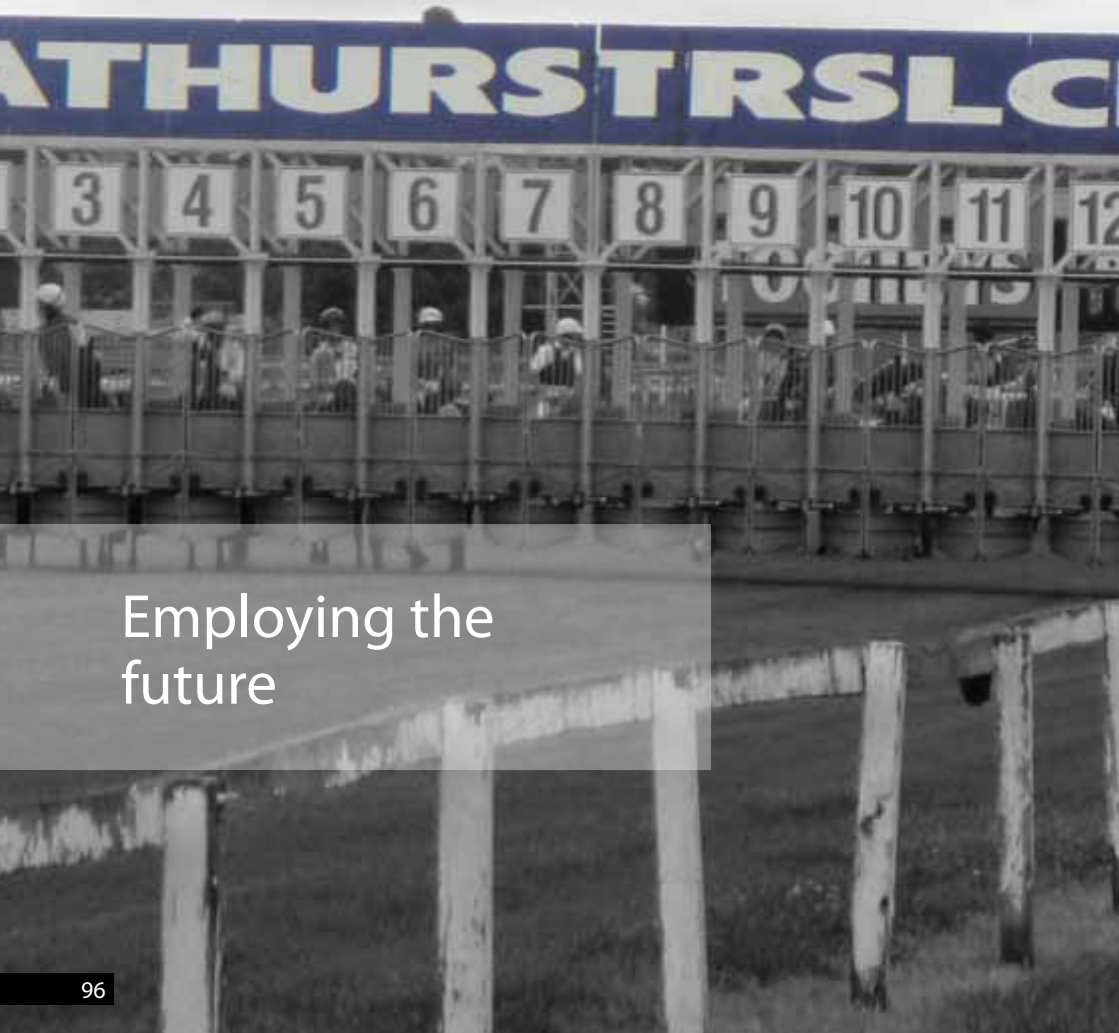
Code of Conduct for Racing Administration

Each employer has their own Code of Conduct for their employees. Following is a sample of a Code of Conduct . Staff and officials will:

- exhibit a standard of professional behaviour that will maintain confidence and trust in the Industry.
- administer with efficiency, integrity, impartiality and fairness
- observe the highest integrity and competence and treat all citizens fairly, reasonably and equitably
- avoid any financial or other interest or undertaking that could directly or indirectly compromise the performance of their duties
- perform any duties associated with their positions diligently, impartially, and conscientiously, to the best of their ability
- provide all necessary assistance to industry participants and the public
- not take improper advantage of any official information gained in the course of employment
- comply with relevant administrative requirements
- where appropriate apply EEO principles

- not harass or discriminate in work practices on the grounds of sex, marital status, pregnancy, age, race, colour, nationality, ethnic or national origin, religious or political conviction
- apply the principles of natural justice where appropriate
- maintain the confidentiality of information provided and must not misuse or use confidential information to obtain any advantage, whether direct or indirect, for themselves or any person or body
- not accept a gift or benefit if it could be seen by the employer, participants, or the public, knowing the full facts, to cause the staff member or official to do his or her job in a particular way or deviate from the proper course of duty.





Employing the
future

Information for Employers of Trainees and Apprentices

Employer's Legal Obligations and Apprentice Training

Besides following the Rules of Racing, the employer has additional legal obligations when employing a trainee in racing or racing services, or an apprentice jockey (also known as a trainee). These obligations relate to the National Training Agenda and the New Apprenticeship Scheme developed by the Federal Government.

One of the aims of this scheme is to provide incentives to the employer to employ staff with little or no experience; incentives include wage subsidies, State government workers' compensation insurance cover and off-the-job training for staff.

- The employer/ trainer is required to allow the trainees and apprentices to attend all scheduled training sessions.
- The employer/ trainer is required to provide on-the-job instruction and opportunity for skill development to trainees and apprentices.
- The employer/ trainer may be required to allow International Academy of Equine Education nominated assessors access to trainees and apprentices during work hours to complete assessments. This time is to be arranged beforehand by the assessor and to suit activities in the work environment.
- Employers are requested to advise International Academy of Equine Education and their local racing association if a trainee or apprentice leaves their employ.
- The employer/ trainer is required to follow the terms and conditions of employing staff under the New Apprenticeship Scheme in particular as they apply to salary, days off and release to attend classes.
- It is the trainer's obligation under Occupational Health and Safety legislation to ensure the health, safety and welfare of all employees. Employers should refer to the Racing NSW website www.racingsw.com.au for information on OH&S guidelines and obligations.
- Information specific to Racing Trainees/Apprentices
- If the employer/ trainer needs the apprentice (jockey) to ride at a race meeting scheduled on an apprentice school or training day, permission must be gained from the stewards beforehand.

- If the apprentice is unable to attend classes due to distance restrictions the trainer must allow apprentices an entire afternoon off each week to complete their studies. This afternoon is not to be part of the employee's normal time off. The trainer is also required to release employees for examinations or block release training if required.

The employer could be subject to penalties if training agreement obligations are not met.

Procedure for Claiming Incentive Payments

NB: Students and their employers should obtain independent advice on their eligibility for incentive payments prior to enrolment.

Certificate II level (Strapper/Stablehand; Racing Administration) traineeships

generally attract a commencement incentive only.

- The regional AAC contact person will arrange an appointment to provide a National Training Contract (NTC). The NTC will be completed at the time of the appointment with the AAC representative.
- Within three months a letter, approving or rejecting the application for Commonwealth incentives will be sent and if approved, a Claim Form will be also be sent
- The Claim Form should not be signed and dated before the completion of the 3-month waiting period. It should be signed by the Employer, the trainee and the Registered Training Organization.
- Upon receipt of this information payment will be made to the employer's bank account.

Certificate III level (Trackwork Rider / Stablehand; Cadet Steward; Racing Administration) and Certificate IV level (Apprentice Jockey Traineeships; Steward)

may also attract a commencement or recommencement and completion payments.

- The same process as for CII sign up will occur. However, if the trainee has completed a CII traineeship there is NO Commencement payment.
- On completion of this traineeship you should submit a Claim Form and payment for completion of the training will be made to your bank account. It will be necessary to provide evidence of completion of the Certificate III or Certificate IV course.

Travel Assistance

After lodging the Application to Establish a Traineeship form, an approval letter, indentures and an application for travel concession should arrive from the State Training Authority. This is useful for those in the metropolitan area for government bus and rail travel. For country based trainees and apprentices it is possible to claim travel assistance as well.

Worker's Compensation Issues for Employers of Trainees or Apprentices

- If the employee (whether they are an apprentice jockey, strapper, track rider; cadet or trainee steward; racing administrator) is signed into a traineeship, and has an accident, the International Academy of Equine Education should be notified, and then International Academy of Equine Education.
- Claims should be reported by phone in the first instance. This is so that the insurance department can find out quickly what has happened and is then able to make payments more quickly.
- The number to ring throughout NSW is 02 4268 5722. It is important to notify the International Academy of Equine Education for Insurance details within 7 days of the accident.

Loan and Transfer Issues for Apprentice Jockeys

When apprentices go on loan to a new trainer they continue to be covered by workers compensation with the original trainer. The original trainer still holds the indenture. The original trainer continues to receive the incentive payments and the training for the apprentice continues to be paid by the State government. All that is required is for the new trainer to ensure that the apprentice attends the International Academy of Equine Education training sessions and apprentice school.

When apprentices transfer to a new trainer there could be an issue with nonworkers compensation cover if the Department of Education and Training is not informed and a new trainee indenture is signed to the new trainer.

It is most important if the apprentice does transfer that the DET sign up occurs before the end of three months. If the sign up occurs after three months the apprentice is deemed an "existing worker" and the employer is not eligible for the State incentives. State government incentives include payment for the training. In this instance the new trainer will be liable for training costs and workers compensation cover to the traineeship.

This information is relevant for those apprentices soon to complete their indentures (and who are not signed into the Traineeship system) and those apprentices who will complete their Traineeship indenture before the requisite minimum term of four (4) years.

In the case of an apprentice going on loan to another licensed trainer the apprentice's master should first approach the Board with an application for permission for the apprentice to be placed on loan to a particular trainer for a definite period which should not exceed three months. The application should be accompanied by the appropriate form obtainable from International Academy of Equine Education or Regional Offices.

At the same time the trainer to whom the apprentice is to be loaned must make

application to NSW TRB or Regional Office for permission to take the apprentice for a period to coincide with that applied for to the Board or Regional office.

These formalities must be completed and permission granted by the Board prior to the apprentice arriving in an area and we ask that the Board or Regional Office advises us in writing to this effect.

An extension of the initial period may, with the approval of the Board or Regional office, be granted on application. But this must be done prior to the expiry of the initial loan. However, at the end of this second period a decision must be made as to whether the apprentice returns to their own area or the indentures are transferred. The above procedures will not apply to apprentices in the care of another trainer for a particular race meeting.

Wages, superannuation and worker's compensation issues

The master taking the apprentice on loan pays wages for the apprentice for the duration of the loan period and is responsible for workers compensation cover.

The master loaning the apprentice (current master) is entitled to 25% of the apprentice's riding earnings for the duration of the loan period, but is responsible for continuing superannuation contribution and holiday pay.

Loan Master	wages and workers compensation
Current Master	25% race ride earnings
Current Master	Superannuation and holiday pay







Tomorrow's stars

Information Regarding Traineeships and Apprenticeships

Training to become a Stablehand and/ or Trackrider and/or Jockey

Racing Industry Training Package Requirements Certificate Structure & Licensing Requirements

Licensing requirements and training

To be able to ride in races and trials the student must meet the Racing NSW licensing requirements for each qualification level before being allowed to ride in trials and races:

Certificate I and II in Racing (Stablehand)

To be considered for “licensing” purposes to be competent at leaving the barriers and riding the student must be formally assessed in unit RGRPSH205A Perform basic riding tasks while they are completing this qualification.

Certificate III in Racing (Thoroughbred Trackrider)

To gain permission from stewards to ride in trials the student must meet “licensing requirements” by being formally assessed as competent in the unit RGRPSH306A Ride horses at trackwork and RGRPSH404A Ride horses at trackwork while they are completing this qualification.

Certificate IV in Racing (Jockey)

To gain permission from stewards to ride in races and receive the Apprentice Jockey License, the student must meet “licensing requirements” by being formally assessed as competent in the unit RGRPSH413A Prepare for race riding, RGRPSH414A Ride horses in trials and RGRPSH415A Ride horses in races while completing this qualification.

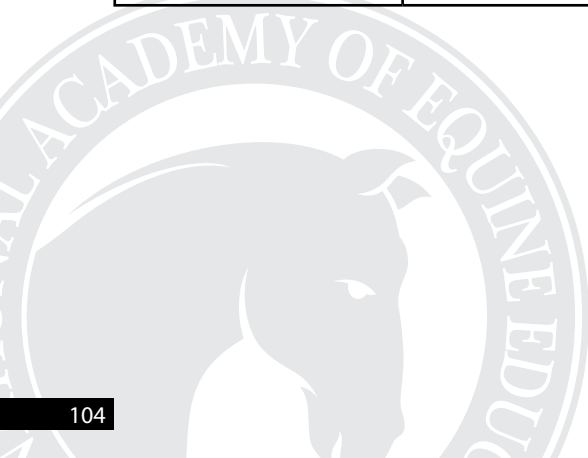
The stewards will be notified once the student has been found competent in the appropriate units. They will then be eligible to ride in official trials and races according to their qualifications. The rider must notify the Steward attending the trials before each trial ride, so that the stewards can identify him/her during the race. After each trial ride, the rider should ask the steward for feedback and appraisal of the ride, along

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with their signature in the Record of Barrier Trial Rides for Probationary Apprentices.

The student's employer will organise this book. The student still needs to complete all requirements of the qualification including training, assessment and time served to receive certification to gain a permit to ride in races.

Skills	Qualification and Unit from RGR08	Licensing (issued by Racing NSW Licensing Department)
Use the barriers and ride safely	Cert. I and/or II in Racing (Stablehand) RGRPSH205A Perform basic riding tasks	Stablehand/non-rider (required prior to working in a stable) Stablehand/rider (issued after successful assessment of unit RGRPSH205A)
Apply track riding and barrier skills in a safe manner using aids where necessary, controlling the horse's pacing and judging track surfaces	Cert. III in Racing (Thoroughbred Trackrider) RGRPSH306A Develop basic trackwork riding skills RGRPSH404A Ride horses at trackwork	Permission from stewards to ride in race trials. Need to complete 20 trial races before signing on as an Apprentice Jockey. Use the Record of Barrier Trial Rides for Probationary Apprentices to record all races.
Apply race riding and barrier skills in a safe manner on a variety of track conditions, preparing horse and gear and the required documentation. Understanding of start procedures, and race rules and tactics and working with officials and trainers.	Cert. IV in Racing (Jockey) RGRPSH413A Prepare for race riding RGRPSH414A Ride horses in trials RGRPSH415A Ride horses in races	Able to ride in race trials. Working towards Apprentice Jockey License from Racing NSW. Completion of all the units in the qualification will lead to formal recognition as a senior jockey.



Traineeships and Apprenticeships

Traineeships and apprenticeships are available in Certificate II in Racing (Stablehand), Certificate III in Racing (Advanced Stablehand), Certificate III in Racing (Trackrider, and Certificate IV in Racing (Jockey).

When a trainee/ apprentice signs a training agreement/ indenture they are required to undertake any training programs as directed by the International Academy of Equine Education. Attendance at these training programs is compulsory for all apprentice jockeys. For those trainees/ apprentices in country areas or who are unable to attend because of distance restrictions, off-the-job training requirements must still be completed to finish your apprenticeship. In some areas, off-the-job training will be completed under the supervision of Stewards from Racing NSW, their regional delegates or International Academy of Equine Education nominated industry representatives.

A traineeship is a work based training program, which combines on-the-job training and off-the-job study. Trainees are paid the National Training Wage, which is about 80% of the award. A trainee jockey indenture may extend the training up to three years, although the actual apprentice indenture lasts a minimum of four years. Completion of Certificate IV in Racing (Jockey) is compulsory for all apprentices whose apprenticeship began from 1st August 1999.

Being indentured as an apprentice jockey means that the student is covered by two indenture agreements. The first one is the Racing NSW indenture as an apprentice jockey and the second is with the Australian Apprenticeship Centre (AAC) as a trainee. Therefore, although they are known in the racing industry as an apprentice jockey, they are known also as a trainee.

A traineeship generally takes 12 to 24 months to complete, although once indentured as an apprentice jockey this will take longer. The Racing NSW rule LR 62 states that an indenture lasts a minimum of four years. This means that even though the student may complete the traineeship within one or two years, they will still be indentured with Racing NSW or the local Country Racing Council Regional Office for a minimum of four years.

The following steps are required if the student is to be employed under the New Apprenticeship Scheme. This scheme provides incentives to employers to take on inexperienced or younger employees.

The scheme can also provide funds for the trainee/ apprentice to travel to training & provide subsidies for textbooks & other equipment but they must be registered preferably before starting employment.

International Academy of Equine Education needs to know that a trainee/apprentice is starting employment to make sure a record of progress is kept for the appropriate Australian Apprenticeship Centre (AAC).

- All apprentices should have a registered training agreement with an AAC.
- All apprentices must be registered with the Racing NSW Supervisor of Licensed Persons for identification and security checks.
- All apprentices must notify International Academy of Equine Education within 7 days of commencing employment. Failure to notify the department may delay commencement of the training subsidy, travel allowance & extend the time required for completing training.
- All trainees/ apprentices must be enrolled with International Academy of Equine Education for the relevant Certificate in Racing (Certificate II, III, or IV). If the trainee/ apprentice or employer is not sure at which certificate level the student should enrol, check with the Training Manager at International Academy of Equine Education.

Currently there are 3 ways to enter Certificate IV in Racing (Jockey):

1. Complete Certificate I in Racing, or a traineeship in Certificate II in Racing (Stablehand) while still at school as part of Vocational Education & Training (VET) courses. Although still at school, the student can complete this course as part of the Preliminary year and the HSC.
2. Complete Certificate II in Racing (Stablehand) and/or Certificate III in Racing (Advanced Stablehand) or (Trackrider) by working full time at a racing stable and completing the training through International Academy of Equine Education.
3. Gain employment with a licensed trainer as a trainee/new apprentice and enrol with International Academy of Equine Education in the Certificate IV in Racing (Jockey) qualification.

Under the New Apprenticeship Scheme apprentice jockeys are recognised as trainees as well as apprentice jockeys.

Apprentice Jockey requirements

It is necessary for the employee to ride in a minimum of 10 trials successfully before being permitted to enter into a jockey apprenticeship with a licensed trainer. Racing NSW requires that they be registered for at least three months as a stablehand with a licensed trainer for whom they are going to ride in barrier trials. The trainer makes application to Racing NSW (presently \$30.00 fee) when the employee is considered competent by their trainer/ assessor to ride in barrier trials.

The Record of Barrier Trial Rides for Probationary Apprentices is sent to the employee and they must keep the book up to date and have Stewards sign each time the employee rides in a barrier trial to the Stewards' satisfaction.

At this stage the trainer will be advised and arrangements will be made for an interview

to sign indentures. The Board must approve all apprenticeship indentures. It will be necessary for you to enrol in Certificate IV in Racing (Jockey) with International Academy of Equine Education.

Racing NSW's Rule LR 64 states that every apprentice or trainee apprentice must attend the Board or Association apprentice school as required. Attendance at any training sessions arranged by the trainer/assessor from International Academy of Equine Education (off-the-job training) will also be a requirement, and successful completion of the training program is linked to licensing.

Attendance at Apprentice School/training sessions

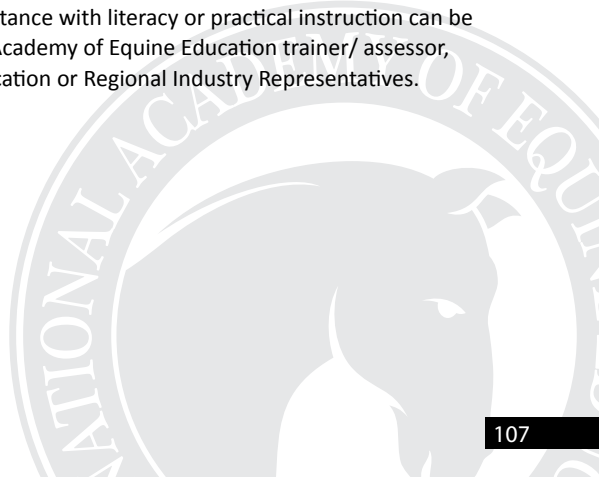
Attendance at Apprentice School or any other training as directed by the International Academy of Equine Education is compulsory. Any absence will be investigated by the International Academy of Equine Education staff and/or Racing NSW Stewards.

Trainees/ apprentices:

- must phone International Academy of Equine Education or the trainer/assessor, prior to a training session to explain any absence. A doctor's certificate will be required if the trainee/ apprentice is sick. All class work or assignments missed must be submitted by an agreed date.
- must have approval from the stewards for permission to ride in races before accepting to ride at any race meeting on Apprentice School or other training days.
- are entitled to 4 weeks annual leave after completing 12 months employment. International Academy of Equine Education must be notified prior to any leave and all class work or assignments missed must be submitted by an agreed date.
- under suspension are still expected to attend classes unless on annual leave.
- will not be excused from assessment requirements if you are on leave for any reason. Incomplete assessments will affect a trainee's/ apprentice's qualification outcome and certification and they may need to repeat the training or course.

Additional Tutoring

It is recognized that some trainees & apprentices may require assistance to complete some assessment tasks. Tutoring assistance with literacy or practical instruction can be arranged through your International Academy of Equine Education trainer/ assessor, International Academy of Equine Education or Regional Industry Representatives.



Country Training Arrangements

International Academy of Equine Education recognizes that some trainees and apprentices may be unable to attend training sessions on a regular basis due to living a long distance from the nearest venue. However, distance education is not the ideal mode of delivery for the racing industry. For this reason distance education will only be offered to trainees and apprentices by negotiation and on individual approval.

If apprentices are involved in distance education, employers must be prepared to release apprentices for a minimum of 1/2 day per week for study and completion of assessment tasks and provide supervised instruction if they are studying by distance education; this is not always convenient. Time off work for study is in addition to regular time off.

All approved distance education students will have units of work and assessment tasks sent out to them. Assessment tasks must be returned to International Academy of Equine Education by the due date. Extensions of time must be arranged by contacting the training coordinator before the due date. No extension will be granted for those students who do not contact their trainer before the due date. This may in turn delay completion of certification and/or apprenticeship.

Block release training sessions

From time to time the trainee/ apprentice may be required to attend a block release training session to supplement distance education studies. This may mean travel to a centre and staying for 3 or more days. In some cases a travel allowance will be available to help with expenses. These blocks will be planned in consultation with trainers & Racing NSW Stewards.

Employers will be advised if block release training is required. Some of these sessions may involve riding trackwork for another trainer or attending race meetings. Such activities will only be conducted with the permission of the employer and local Stewards.



Becoming a Senior Jockey

At the end of the required training and time served for the qualification Certificate IV in Racing (Jockey) the appropriate government departments will be notified by International Academy of Equine Education.

To be eligible for the Certificate IV in Racing (Jockey) the following guidelines must be met:

- No certificate will be awarded or training considered finalised until all learning outcomes in each competency unit are completed to the satisfaction of International Academy of Equine Education.
- If an apprentice does not finish all the necessary units to receive their certification they may receive a Statement of Attainment for the units they have completed and been competent in. Students will be given adequate notice that this will occur and be offered opportunities to be re-assessed.
- In order to complete training an apprentice must also complete work attendance requirements to the satisfaction of their employer and Racing NSW stewards.
- Licensing of apprentice jockeys to senior jockey status is linked to training. No apprentice will be provided with a senior jockey license at the end of the four year common law indenture unless all the requirements listed above are satisfactorily completed.

The qualified jockey will receive the following from International Academy of Equine Education:

- certification indicating the units of study which have been successfully completed and assessed in the Certificate IV in Racing (Jockey)

Training to become a racing administrator

Racing Industry Training Package RGR08 Requirements Certificate Structure & Requirements

Traineeships in Certificate III in Racing Services (Racing Administration) are available for those interested in working in administration in the racing industry.

A traineeship is a work based training program, which combines on-the-job training and off-the-job study. Trainees are paid the National Training Wage, which is about 80% of the award. Traineeships usually last 12 – 24 months.

When a trainee signs a training agreement they are required to undertake any training programs as directed by the International Academy of Equine Education. Attendance at these training programs is compulsory for all trainee stewards. For those apprentices in country areas or who are unable to attend because of distance restrictions, off-the-job training requirements must still be completed to finish your traineeship.

In some areas, off-the-job training will be completed under the supervision of the workplace supervisor or International Academy of Equine Education nominated industry representatives.

To achieve Certificate III:

- Gain employment as a trainee racing administrator
- Enrol with International Academy of Equine Education (or another approved RTO)
- Complete Certificate II in Racing Services (Racing Administration)
- Gain/ retain employment as a trainee racing administrator
- Enrol with International Academy of Equine Education (or another approved RTO)
- Gain Credit Transfer/ RCC for units successfully completed while enrolled in Certificate II in Racing Services
- Complete Certificate III in Racing Services (Racing Administration)

Traineeship

A traineeship is a work based training program, which combines on-the-job training and off-the-job study. Trainees are paid the National Training Wage, which is about 80% of the award. A traineeship generally takes 12 to 24 months to complete.

The following steps are required if the student is to be employed under the New Apprenticeship Scheme. This scheme provides incentives to employers to take on inexperienced or younger employees.

The scheme can also provide funds for the trainee to travel to training & provide subsidies for textbooks & other equipment but they must be registered preferably before starting employment.

International Academy of Equine Education needs to know that a trainee is starting employment to make sure a record of progress is kept for the appropriate Australian Apprenticeship Centre (AAC).

- All trainee racing administrators should have a registered training agreement with an AAC.
- All trainee racing administrators must notify International Academy of Equine Education within 7 days of commencing employment. Failure to notify the department may delay commencement of the training subsidy, travel allowance & extend the time required for completing training.
- All trainee racing administrators must be enrolled with International Academy of Equine Education for the relevant Certificate in Racing Services (Certificate II, or III). If the trainee or employer is not sure at which certificate level the student should enrol, check with the Training Manager at International Academy of Equine Education.

Becoming a Qualified Racing Administrator

At the end of the required training and time served for the qualification Racing Certificate III in Racing Services (Racing Administration) the appropriate government departments will be notified by International Academy of Equine Education.

To be eligible for the Certificate III in Racing Services (Racing Administration) the following guidelines must be met:

- No certificate will be awarded or training considered finalised until all learning outcomes in each competency unit are completed to the satisfaction of International Academy of Equine Education and have been assessed by a qualified assessor.
- If a trainee does not finish all the necessary units to receive their certification they may receive a Statement of Attainment for the units they have completed and been competent in. Students will be given adequate notice that this will occur and be offered opportunities to be re-assessed.
- In order to complete training a trainee must also complete work attendance and task requirements to the satisfaction of their employer (Racing NSW, Racing NSW Country, individual race clubs, individual training stables) and/or their workplace supervisor.

The qualified candidate will receive the following from International Academy of Equine Education:

- certification indicating the units of study which have been successfully completed and assessed in the Certificate III in Racing Services (Racing Administration)







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