



## Apprentice Jockey Employment Accreditation Application

Upon submission, your Application will be reviewed within ten (10) working days. You will then be advised by Email.

### STEP 1 APPRENTICE JOCKEY EMPLOYMENT ACCREDITATION PROCESS:

The Apprentice Jockey Employment Accreditation process, located on the Racing Victoria Website [www.rv.racing.com](http://www.rv.racing.com) (Under Quick Links, Licensing Forms on the home page), explains the requirements for the granting of an Apprentice Jockey Employment Accreditation and furthermore, the conditions with which an accreditation is held. You must familiarise yourself with this process prior to progressing.

YES  
(Tick)

Yes, I declare that I have read the **Apprentice Jockey Employment Accreditation process**.

### STEP 2 PERSONAL DETAILS:

Title:	First Name:	Surname:
D.O.B.		
Residential Address:		Post Code:
Postal Address ( <u>Only</u> if differs from above residential address):		Post Code:
Mobile (Mandatory Field):	Email (Mandatory Field):	

### STEP 3 MANDATORY REQUIREMENTS:

Applicants must meet the below requirements to be considered for Apprentice Jockey Employment Accreditation.

Please confirm that you meet the mandatory requirements and have attached the relevant certificate(s)/evidence:

Currently licensed as a 'General' or 'General A'

25 years or older

Have at least one year's experience as a trainer

Hold a current Working with Children check (attached to this application or emailed to licensing@racingaustralia.horse)

\*Evidence of commitment to staff training and development (attached to this application or emailed to licensing@racingaustralia.horse)

\*\*Compliance with employment awards and conditions (attached to this application or emailed to licensing@racingaustralia.horse)

**\*Evidence of staff training can include, but is not limited to;** First Aid/OHS training for staff, allowance of time/payment for staff to complete education, mentoring in stable (written letter of support from employee), having students complete work experience at the stables, induction programs.

**\*\*Compliance with employment awards and conditions – wages/staff rosters**

**STEP 4 ACKNOWLEDGEMENT AND SIGNATURE:**

**PRIVACY STATEMENT:**

Racing Victoria is the body responsible for and carries out the functions of: determining and issuing occupational licences authorising persons to participate in the Victorian thoroughbred racing industry ("Licensed Persons"); supervising Licensed Persons; administering and promoting racing; and such other functions as may be described in its privacy policy published on its website from time to time ("Privacy Policy").

In the course of performing its functions, Racing Victoria may seek personal information from you for the purposes of:

- o making determinations in relation to your application;
- o meeting supervisory responsibilities in relation to you as a Licensed Person;
- o promoting or protecting the integrity of the thoroughbred racing code and ensuring compliance with the Rules of Racing;
- o administering and promoting racing operations (including your participation in races and the industry); and
- o any other function or activity described in the Privacy Policy.

For these purposes, Racing Victoria may also obtain personal information about you from, or disclose your personal information to, third parties such as enforcement bodies, government authorities, other racing control bodies in the States and Territories of Australia and overseas, wagering service providers such as bookmakers, totalisators, and betting exchanges, educational or training institutions and to other persons for any of the purposes described above or as otherwise provided by law.

Unless otherwise advised by you, your image, name and contact details may be published monthly in the Inside Racing Magazine and also disclosed to and published by Racing Victoria and its associates (including Racing.com, Clubs and Racing Australia Pty Ltd) to facilitate your participation in racing and the promotion of racing.

In order to process your application, this application form and your personal information will be collected by Racing Australia on behalf of Racing Victoria. All personal information collected by Racing Australia on behalf of Racing Victoria is subject to the Racing Australia and Racing Victoria privacy policies, the latter prevailing in the event of any conflict.

You may make a request to Racing Victoria to gain access to information held by Racing Victoria in relation to you by writing to the Privacy Officer, Racing Victoria, 400 Epsom Road, Flemington, 3031. Should you decline to provide personal information to Racing Victoria when requested by Racing Victoria as part of its licensing and supervisory activities, Racing Victoria may refuse to grant or renew such a licence or may revoke or suspend your licence.

**Disclosure of Contact Information to Racing-Related Third Parties**

o From time to time Racing Victoria receives requests from racing industry member bodies and associations seeking to contact licensed trainers with racing-related information and offers. Racing Victoria may elect to disclose your contact information in these circumstances. If you do not consent to your contact details being disclosed for this purpose please advise below.

I do not consent to my contact information being disclosed to racing industry member bodies and/or associations.

In making my application to be accredited to employ an Apprentice; I hereby:

- o Declare that all particulars in my application are true and correct;
- o Acknowledge and agree to be subject to and bound by:
  - o the Rules of Racing of Racing Victoria as amended or varied by Racing Victoria from time to time: and
  - o such rules and directions as may from time to time be formed, made or given by Racing Victoria, the Directors, the Stewards, or an official of any Club;
- o Acknowledge that I have read this application in full, including the Privacy Statement;
- o Acknowledge that Racing Victoria may request further information from me in respect of this application;
- o Consent to Racing Victoria obtaining personal information about me from others and using and disclosing my personal information as noted in the Privacy Statement;
- o Acknowledge that any debts accrued or owed by me to Racing Victoria will be paid within the time permitted by Racing Victoria.

**Signature:**

**Today's Date:**

**CN 096 917 930**

## RETAIN THIS SECTION FOR YOUR RECORDS

### WHAT HAPPENS NEXT?

#### STEP 1 YOU WILL BE CONTACTED:

Upon the submission of your application, Racing Australia will contact you within ten (10) business days to confirm whether your application is complete or whether further information is required.

In the event of an incomplete application, **you will be contacted via your email listed within Step 2 of this application form.**

#### STEP 2 INTERVIEW (New applicants/Trainer's who've not employed an apprentice in previous 3 years):

Upon receipt of your completed application form (including additional information as requested), an interview will be arranged if you are a new applicant or have not employed an apprentice in the previous 3 years. You will be required to meet with the Apprentice Jockey team to discuss your application further.

#### STEP 3 RISK MANAGEMENT REVIEW:

Once confirmed an applicant has successfully met the Accreditation Criteria, and if required, the Apprentice Jockey Training Team have interviewed and assessed the Trainer's capacity to meet the specific needs of Apprentice Jockey employment, RV will make contact to undertake a review (as set out in the Apprentice Jockey Employment Accreditation process) of:

- i. the applicant's Injury Management System and Return to Work arrangements; and
- ii. the applicant's OHS Management System.

#### STEP 4 LICENSING PANEL DECISION:

All applications are then summarised and placed before the Racing Victoria **Licensing Panel**, where each application is considered on an individual basis. The Panel meets monthly (**excluding January**).

Based upon the information supplied, the Licensing Panel may:

- approve the accreditation application;
- defer an application until further information is presented;
- refer an application to the Racing Victoria Board;
- deny an application;
- request additional information or further clarification from the applicant regarding the application; or
- approve the application (pursuant to a delegation from the Racing Victoria Board).

#### STEP 5 RACING VICTORIA BOARD:

The Board of Racing Victoria meets monthly (**excluding January**). Where a decision is referred to the Board by the Licensing Panel, the Board will consider your application, along with any recommendation of the Licensing Panel. The Board may approve (including subject to conditions), vary, defer or deny licence applications.

#### STEP 6 NOTIFICATION:

You will be notified of the decision via an official notification letter.