



**Racing
Victoria**

Compliance and Regulation Unit
ACN 096 917 930

400 Epsom Road
Flemington VIC 3031

Telephone: (+61 3) 9258 4258

Facsimile: (+61 3) 9258 4366

cru@racingvictoria.net.au

APPRENTICE JOCKEY EMPLOYMENT ACCREDITATION PROCESS

1 October 2018



RACING VICTORIA APPRENTICE JOCKEY EMPLOYMENT ACCREDITATION PROCESS

Apprentice Jockeys in Victoria have particular requirements for their employment and race riding that are designed to support their welfare, well-being and development.

Racing Victoria is introducing an accreditation process for all Victorian trainers (Trainer) who wish to employ an Apprentice Jockey from 1 August 2018.

Trainer who currently employ Apprentice Jockeys

Any Trainer that has an employment arrangement in place with an Apprentice Jockey as at 1 August 2018 must be accredited by Racing Victoria in accordance with requirements set out in this document by 30 July 2019. If such a Trainer is not accredited by Racing Victoria by 30 July 2019 they may not continue to employ an Apprentice Jockey (including whether by secondment or transfer).

Other Trainers

All other Trainers who wish to enter into an employment arrangement with an Apprentice Jockey (including whether by secondment or transfer) must first be accredited by Racing Victoria.

Seconding apprentice jockeys

From 1 August 2018, any Trainer who wishes to second an Apprentice Jockey and the Trainer who will provide Apprentice Jockey for secondment, must enter into a secondment agreement in the form prescribed by Racing Victoria, with any changes to the agreement to be approved by Racing Victoria.

Accreditation Criteria

Unless otherwise approved by Racing Victoria, a Trainer must satisfy and continue to satisfy, the following criteria to employ an Apprentice Jockey (including by secondment or transfer):

- (a) be a licensed trainer in Victoria who:
 - (i) holds a 'General' or 'General A' licence;
 - (ii) is 25 years or older; and
 - (iii) has had at least one year's experience as a trainer;
- (b) satisfy the "General Requirements for Grant of Trainers Licences" as outlined in Racing Victoria's Trainer Licensing Policy as amended from time to time;
- (c) hold a current Working with Children Check (if Apprentice is under the age of 18);
- (d) have satisfactorily completed a probity check;
- (e) provide Racing Victoria evidence of commitment to staff training and development as per relevant Accreditation Form as amended from time to time; and
- (f) confirm the Trainer's compliance with employment awards and conditions as per relevant Accreditation Form as amended from time to time

(collectively the '**Accreditation Criteria**').

A Trainer whose conduct or character is not in accordance with that which, in the opinion of Racing Victoria, should be expected of a licensed or registered person employing an apprentice, may not be considered



suitable and therefore will not be accredited to employ an apprentice jockey (including by secondment or transfer). In some cases, a single factor may lead to the conclusion that an applicant is not suitable, whereas in other cases the determination of whether someone is not suitable may depend on the cumulative assessment of a number of matters. Consideration as to suitability must consider the responsibility, roles and obligations of the person applying to employ an apprentice jockey.

At its discretion, Racing Victoria may impose additional conditions it considers appropriate based on circumstances of the relevant Apprentice Jockey, including but not limited to, the level of experience of the Apprentice Jockey and whether in the particular trainer's circumstances, the trainer is restricted to the employment of the Apprentice Jockey in certain stages of the Apprentice Jockey's development.

Interviews for new applicants and trainers who have not employed an apprentice in the previous 3 years

In addition to meeting the Accreditation Criteria, all new applicants for accreditation, and any Trainers who have not had an apprentice in their employment in the 3 years prior to their application for accreditation, must also be interviewed by the Apprentice Jockey Training Team to assess the Trainer's capacity to meet the specific needs of Apprentice Jockey employment.

Reviews

Initial review requirements

Once RV has confirmed an applicant has successfully met the Accreditation Criteria, and if required, the Apprentice Jockey Training Team have assessed the Trainer's capacity to meet the specific needs of Apprentice Jockey employment, RV will undertake a review of:

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

Unless otherwise advised by Racing Victoria, as part of Racing Victoria's review of the applicant's Injury Management System, the applicant is expected to demonstrate the following with respect to any apprentice employed by the applicant (including by secondment or transfer) who is injured during the term of employment with the Trainer:

1. a register of alternative and modified duties available to an injured Apprentice Jockey who is returning to work; and
2. a nominated person who will communicate regularly with Racing Victoria's Injury Management Coordinator in the event an apprentice jockey is injured to consult on a return to work plan.

Unless otherwise advised by Racing Victoria, Racing Victoria's review of the applicant's OHS management system will be based on the relevant version of WorkSafe Victoria's *Occupational Health and Safety for Horse Stables and Track Riding* Guide.

Applicants must satisfactorily complete these reviews before their application can progress for final approval.

Ongoing review requirements

An applicant who has previously completed the initial review requirements must satisfactorily complete the initial review process every three years as part of the application process, or where otherwise randomly selected for review by Racing Victoria, if they wish to be accredited to employ an apprentice jockey.



Where any review identifies non-conformance, trainers will be provided with a written notice by Racing Victoria which outlines the area of non-conformance and the date by which conformance is required. Should conformance not be achieved by that date to Racing Victoria's satisfaction, a Trainer's accreditation to employ an apprentice may not be granted or may be withdrawn by Racing Victoria as applicable.

For the avoidance of doubt, in conducting these reviews Racing Victoria does not take on any management or control of the occupational health and safety systems and processes under which the Apprentice Jockey will work, which remain at all times the responsibility of the applicant.

Final approval of accreditation

If Racing Victoria is satisfied an applicant:

- a) satisfies the Accreditation Criteria contained in this policy;
- b) is a new or lapsed applicant who has been interviewed by Apprentice Jockey training team; and
- c) has satisfied the applicable review requirements

their application will then be referred to the **Racing Victoria licensing panel** and **Racing Victoria board** for final approval of accreditation.

Suspension or revocation of accreditation

Racing Victoria may suspend or revoke a Trainer's accreditation to employ an Apprentice Jockey in the event that Trainer ceases to fulfil any of the Accreditation Criteria, or otherwise ceases to comply any other requirements contained in this document.