

<b>Title</b>	<b>Produce documentation and submit equine industry forms using a computer-based management system</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	People credited with this unit standard are able to: identify and produce equine industry documentation using software applications; and assess computer-based equine management systems and submit forms to the relevant industry organisation using a computer-based management system.
----------------	---

<b>Classification</b>	Equine > Equine Industry
-----------------------	--------------------------

<b>Available grade</b>	Achieved
------------------------	----------

---

### Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to:
  - Health and Safety at Work Act 2015; and any subsequent amendments.
- 2 Definition
 

*Workplace procedures* are the documented policies and practices for safety and procedures within a particular workplace, and are consistent with the Code of Welfare: Horses and Donkeys (2018) available at <https://www.mpi.govt.nz/dmsdocument/11003-horses-and-donkeys-code-of-welfare>.
- 3 For the purposes of assessment:
  - evidence for the practical components of this unit standard must be supplied from the workplace.
  - evidence for all outcomes must be presented in accordance with workplace procedures.
- 4 Equine industry specific forms are available from the industry sector websites – Equestrian Sports New Zealand – [www.nzequestrian.org.nz](http://www.nzequestrian.org.nz), Harness Racing New Zealand Inc – [www.hrnz.co.nz](http://www.hrnz.co.nz), Judicial Control Authority For Racing – [www.jca.org.nz](http://www.jca.org.nz), New Zealand Farriers Association – [www.nzfarriers.co.nz](http://www.nzfarriers.co.nz), Greyhound Racing New Zealand – [www.grnz.co.nz](http://www.grnz.co.nz), Racing Industry Transition Agency – <https://www.rita.org.nz/>, New Zealand Trainers' Association – [www.nztrainers.co.nz](http://www.nztrainers.co.nz), New Zealand Thoroughbred Breeders' Association – [www.nzthoroughbred.co.nz](http://www.nzthoroughbred.co.nz), New Zealand Thoroughbred Racing Inc – [www.loveracing.nz](http://www.loveracing.nz).

---

## Outcomes and performance criteria

### Outcome 1

Identify and produce equine industry documentation using software applications.

#### Performance criteria

1.1 Identify and describe software applications in terms of their use in the equine industry.

Range may include but is not limited to – word processing, spreadsheet, desktop publishing, internet, email; evidence of five is required.

1.2 Produce documentation required in the equine industry using software applications.

Range documentation may include but is not limited to – job applications, invoicing, budgeting, newsletters, email, business cards, marketing brochures, video or other marketing communication; evidence of two is required.

### Outcome 2

Assess computer-based equine management systems and submit forms to the relevant industry organisation using a computer-based management system.

#### Performance criteria

2.1 Assess computer based equine management systems in terms of their relevance to the organisation.

Range may include but is not limited to – stable or stud management systems, pedigree analysis systems, racing accounting systems; evidence of two is required.

2.2 Submit relevant forms to industry organisations using a computer-based management system.

Range may include but is not limited to – nominations, stable returns, rider or driver, gear changes, membership, ownership, registrations, stallion or mare or foaling returns; evidence of two is required.

---

<b>Planned review date</b>	31 December 2025
----------------------------	------------------

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	23 April 2008	31 December 2022
Review	2	28 May 2020	N/A

**Consent and Moderation Requirements (CMR) reference**

0018

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact the Primary ITO [standards@primaryito.ac.nz](mailto:standards@primaryito.ac.nz) if you wish to suggest changes to the content of this unit standard.