

# New Zealand Thoroughbred Racing (NZTR) Continuing Professional Development Policy

Issued by: New Zealand Thoroughbred Racing

Date Issued: 1 February 2024

Review: Three years following commencement

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## 1 PRELIMINARY

### 1.1 Purpose and Authorising Provision

This NZTR Continuing Professional Development Policy is made under Rule 309 of the Rules of Racing, and it sets out the continuing professional development that a person holding a Licence must complete by the 30<sup>th</sup> of June of each year to be eligible for the renewal of that Licence.

An updated copy of the Rules of Racing can be located at the New Zealand Thoroughbred Racing website.

### 1.2 Commencement

This Continuing Professional Development Policy comes into force on 1 February 2024, or otherwise as specified in this Policy.

## 2 GENERAL REQUIREMENTS AS TO CONTINUING PROFESSIONAL DEVELOPMENT

### 2.1 Eligibility to Renew Licences

A person holding a Licence is not eligible to renew that Licence unless:

- (a) they have met the applicable continuing professional development and performance standards prescribed by this Policy; or
- (b) NZTR has granted that person an exemption from meeting one or more of the continuing professional development and performance standards prescribed by this Policy.

NZTR shall not exempt a person from meeting the requirements of this Policy unless satisfied on reasonable grounds that the person's failure to meet the requirements of the Policy was due to extraordinary circumstances.

## **2.2 Eligibility to Reapply for Licences**

Where a person applies for a Licence issued under the Rules, and:

- (a) the last Licence that person held under the Rules expired after 1 August 2024 and was not renewed; and
- (b) the person had not met the applicable requirements of this Policy at the time their Licence expired;

NZTR may, in its discretion, require that the person complete some, or all, of the applicable requirements of this Policy before considering that person's application for a new Licence.

## **3 CONTINUING PROFESSIONAL DEVELOPMENT FOR LICENCE HOLDERS**

- (a) All Licenceholders must complete the Continuing Professional Development applicable to their respective Licence, as determined by NZTR, annually.
- (b) All Licenceholders must complete a CPD declaration by 30th June each year.

Continuing Professional Development Schedule for Licenceholders – 1 February 2024  
 - 15 December 2024.

As provided for by the Continuing Professional Development Policy, all Licenceholders must complete the CPD Modules shown below in order to be eligible to renew their Licences.

<b>Class of Licence held</b>	<b>CPD module applicable</b>	<b>Due date for completion</b>
Class A Trainer	Introduction to CPD Introduction to HR	15 <sup>th</sup> December 2024
Class B Trainer	Introduction to CPD	At earliest convenience
Assistant Trainer	Introduction to CPD	At earliest convenience
Pre Trainer	Introduction to CPD	At earliest convenience
Stable Assistant	Introduction to CPD	At earliest convenience
Stable Hand	Introduction to CPD	At earliest convenience
Class A Rider	Introduction to CPD	At earliest convenience
Class B Rider	Exempt as undertakes CPD through the apprenticeship	As per individual duration of program
Class C Rider	Exempt as undertakes CPD through the probationary period	As per individual duration of program
Class D Rider	Introduction to CPD	At earliest convenience
Class E Rider	Introduction to CPD	At earliest convenience
Slow work Track Rider- New applicant	Exempt for applicants as undertake CPD through the slow work rider program	As per individual duration of program
Slow Track work rider renewal	Introduction to CPD	At earliest convenience
Fast work Track rider	Introduction to CPD	At earliest convenience
Riders Agent	Exempt	Non-Applicable
Visiting Trainer	Exempt	Non-Applicable
Visiting Rider	Exempt	Non-Applicable
Visiting Assistant	Exempt	Non-Applicable

All Class A Trainers will have an individual access code and instructions emailed to them by NZTR to the email address that is NZTR has on their individual file. This will give them access to the online learning platform Chameleon. Chameleon can be accessed from any device.

Please note, in the case that an applicant holds a dual Licence and the prescribed CPD for the licensing year is different for each category, they will need to complete both CPD requirements to be eligible for renewal.