

Training Package	Entertainment (CUE03)	HSC Requirements and Advice
Title	Handle physical elements safely during bump in/bump out	
Unit code	Unit Descriptor	HSC Indicative Hours
CUETGE15A	This unit describes the skills and knowledge required to assemble, pack and load/unload physical elements under supervision for any production within the cultural industries. This unit is introductory in nature and focuses on safe manual handling and general knowledge of the bump in/bump out process and types of equipment. It does not include the specialised bump in/bump out procedures and knowledge required by technicians.	30

Evidence Guide			
Underpinning skills and knowledge	Linkages to other units	Resource requirements	HSC Requirements and Advice
<p>Assessment must include evidence of the following knowledge and skills:</p> <ul style="list-style-type: none"> • general knowledge of the bump in/bump out process for different types of production, including typical procedures and processes and the roles and responsibilities of different personnel • general knowledge of the typical physical elements used for different types of production • typical locations for different physical elements within a production venue • safe manual handling techniques and the broader safety issues associated with the movement of physical elements • relevant organisational and/or legislative Occupational Health and Safety requirements • packing materials and techniques used for different types of equipment • techniques for loading and stowing equipment for safe transportation • the range of tools commonly required during the bump in/bump out process • literacy skills sufficient to read simple work instructions, equipment lists and safety directions • numeracy skills sufficient to count/tally equipment and other physical elements. 	<p>This unit has linkages to a range of other general and specialised technical units, and combined assessment and/or training with those units may be appropriate, for example:</p> <ul style="list-style-type: none"> • MEM18.1A B - Use hand tools. 	<p>Assessment of this unit requires access to:</p> <ul style="list-style-type: none"> • a venue or location for bump in/bump out • a range of equipment typically used for a production • transportation into which equipment can be loaded. 	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • appropriate personnel • assemble/dismantle physical elements • bump in • bump out • check condition of physical elements • clear and clean work area • documentation • hazardous items • inspect load • install/position physical elements • inventory • loading/loading techniques and procedures • occupational health and safety (OHS) • packing materials and techniques • physical elements • reporting • safe manual handling • safe work practices

Method and context of assessment	Critical aspects of evidence	HSC Requirements and Advice
<p>The assessment context must provide for:</p> <ul style="list-style-type: none"> • practical demonstration of skills through the packing, loading and positioning of physical elements required in a given production • involvement of and interaction with a team during the bump in/bump out process. <p>Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:</p> <ul style="list-style-type: none"> • direct observation of the candidate packing, loading or unloading equipment during a bump in/bump out • oral or written questioning to assess knowledge of equipment types and features, safety issues • case studies or problem solving exercises to assess the candidate's ability to respond to different operational situations and contexts • review of portfolios of evidence and third party workplace reports of on-the job performance by the candidate. 	<p>The following evidence is critical to the judgement of competence in this unit:</p> <ul style="list-style-type: none"> • knowledge of safe manual handling techniques for various types of equipment • ability to move, pack and load equipment under instruction using safe manual handling techniques. 	<ul style="list-style-type: none"> • storage locations • tools • transportation.

Key competencies in this unit

Key competencies are built into all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform Level 2 = Administer and Manage Level 3 = Design and Evaluate

Key competencies	Level	Examples
Collecting, organising and analysing information	1	Reading work instructions.
Communicating ideas and information	1	Advising colleague of a safety issue.
Planning and organising activities	1	Packing a truck in logical order.
Working with others and in teams	1	Lifting items in teams.
Using mathematical ideas and techniques	1	Counting pieces of equipment.
Solving problems	1	Responding to a situation where equipment does not fit.
Using technology	1	Using lifting equipment.

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
1 Prepare physical elements for transportation	1.1 Assemble/dismantle physical elements in the correct order in accordance with instructions to ensure ease of packing, loading, unloading and installation.	<p>The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.</p> <p>Physical elements may include any equipment or materials commonly used for an entertainment production, for example:</p> <ul style="list-style-type: none"> • sets • lighting equipment • audio equipment • props • scenic art • costumes. <p>Transportation may be required:</p> <ul style="list-style-type: none"> • within a venue • between different venues • by road • by rail • by air • by sea. 	<p>Learning experiences for the HSC must address:</p> <p>General knowledge of the bump in/bump out process for different types of productions including:</p> <ul style="list-style-type: none"> • typical procedures/techniques • roles and responsibilities of different personnel. <p>An understanding of correct procedures for assembling/dismantling physical elements without damage or injury.</p> <p>Physical elements including:</p> <ul style="list-style-type: none"> • sets • lighting equipment • audio equipment • props • scenic art • costumes.
	1.2 Pack physical elements safely using appropriate techniques and materials to avoid damage during transportation.	<p>Packing/loading techniques may include:</p> <ul style="list-style-type: none"> • use of restraints • particular ways of handling different equipment • use of protective coverings. <p>Packing materials may include:</p> <ul style="list-style-type: none"> • road cases • boxes • crates • wardrobe skips • tape • rope • straps • bubble wrap • tissue paper • labels • bush blankets. 	<p>Learning experiences for the HSC must address</p> <p>Documentation including:</p> <ul style="list-style-type: none"> • packing list • packing plan. <p>Awareness of a range of packing materials and techniques used for different physical elements including:</p> <ul style="list-style-type: none"> • road cases • boxes • crates • wardrobe skips • tape • rope • straps • bubble wrap • tissue paper • labels • bush blankets. <p>Importance of:</p> <ul style="list-style-type: none"> • secure packing • keeping an inventory • logical ordering of items to be packed • safe work practices.

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
	1.3 Correctly identify, prepare and pack any tools required for bump in/bump out.		<p>An understanding of occupational health and safety (OHS) guidelines related to:</p> <ul style="list-style-type: none"> • manual handling • lifting • loading/unloading. <p>Learning experiences for the HSC must address:</p> <p>General features, use and operation of a range of tools commonly required during the bump in/bump out process including:</p> <ul style="list-style-type: none"> • hammer • screwdrivers • pliers • shifting spanner • circular saw • electric drill • jig saw.
2 Load/unload physical elements	2.1 Load/unload physical elements in the required order taking care to avoid damage.	<p>Physical elements may include any equipment or materials commonly used for an entertainment production, for example:</p> <ul style="list-style-type: none"> • sets • lighting equipment • audio equipment • props • scenic art • costumes. <p>Packing/loading techniques may include:</p> <ul style="list-style-type: none"> • use of restraints • particular ways of handling different equipment • use of protective coverings. 	<p>Learning experiences for the HSC must address:</p> <p>Loading/unloading procedures and techniques which maximise safety and minimise damage.</p> <p>Appropriate equipment/accessories to assist loading/unloading including:</p> <ul style="list-style-type: none"> • ramps • trolleys • straps • ropes • load bar • straps ratchet.
	2.2 Use safe manual handling techniques throughout the loading/unloading process to avoid injury or damage.		<p>Learning experiences for the HSC must address:</p> <p>Selection of personal protective equipment (PPE) appropriate to work task.</p>
	2.3 Install or position physical elements in appropriate work or storage area in accordance with directions.	<p>Appropriate personnel may include:</p> <ul style="list-style-type: none"> • supervisors/managers • technical staff • event/production managers • stage managers. 	<p>Learning experiences for the HSC must address:</p> <p>Typical locations for different physical elements within a live production venue.</p>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
	2.4 Identify any hazardous items and load these in a manner which minimises health and safety risk.		Learning experiences for the HSC must address: An awareness of enterprise/organisation loading procedures for hazardous items including: <ul style="list-style-type: none"> • large bulky equipment • fireworks • chemicals.
	2.5 Inspect load prior to transportation to ensure that all items are loaded appropriately, and make adjustments as required.	Transportation may be required: <ul style="list-style-type: none"> • within a venue • between different venues • by road • by rail • by air • by sea. 	
	2.6 Clear and clean work areas in accordance with organisational procedures.		Learning experiences for the HSC must address: Enterprise/organisation procedures/practices for: <ul style="list-style-type: none"> • disposal of waste • cleaning • handling hazardous materials.
3 Check condition of physical elements	3.1 Check the condition of physical elements to ensure that no damage has occurred during bump-in/bump-out.	Physical elements may include any equipment or materials commonly used for an entertainment production, for example: <ul style="list-style-type: none"> • sets • lighting equipment • audio equipment • props • scenic art • costumes. 	
	3.2 Identify any repairs required and report to the appropriate personnel for action, using correct documentation as required.	Appropriate personnel may include: <ul style="list-style-type: none"> • supervisors/managers • technical staff • event/production managers • stage managers. 	Learning experiences for the HSC must address: Understanding of lines of reporting and communicating with supervisor within the enterprise/organisation. Reporting including: <ul style="list-style-type: none"> • formal/informal • verbal/written.

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			<p>Awareness of the main role and responsibility of appropriate personnel including:</p> <ul style="list-style-type: none"> • supervisors/managers • technical staff • event/production managers • stage managers. <p>Documentation methods for:</p> <ul style="list-style-type: none"> • use and performance of equipment • operational faults and malfunctions • completed maintenance • repairing tasks and outcomes. <p>The importance of recording information that is:</p> <ul style="list-style-type: none"> • clear • legible • accurate • concise • contains appropriate use of industry terminology and abbreviations.