

Training Package	Tourism, Hospitality and Events (SIT07)/Entertainment (CUE03)	HSC Requirements and Advice
Unit code	Unit title	HSC Indicative Hours
CUETGE15B	Handle physical elements safely during bump in/bump out	20

Unit descriptor	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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Employability skills	This unit contains employability skills.
Prerequisite units	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, eg: <ul style="list-style-type: none"> MEM18001C Use hand tools.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Context of and specific resources for assessment	Method of assessment
<p>The following evidence is <u>critical</u> 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. 	<p>The assessment context <u>must</u> 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>Assessment of this unit <u>requires</u> 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.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills sufficient to read simple work instructions, equipment lists and safety directions
- numeracy skills sufficient to count/tally equipment and other physical elements.

Required knowledge

- 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.

Element	Performance Criteria	Range Statement
1 Prepare physical elements for transportation.	1.1 Assemble/dismantle <i>physical elements</i> in the correct order in accordance with instructions to ensure ease of packing, loading, unloading and installation.	<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording, if used in the performance criteria, is detailed below.</p> <p>Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p> <p><i>Physical elements</i> may include any equipment or materials commonly used for an entertainment production, eg:</p> <ul style="list-style-type: none"> • audio equipment • costumes • lighting equipment • props • scenic art • sets.
	1.2 <i>Pack</i> physical elements safely using appropriate <i>techniques and materials</i> to avoid damage during <i>transportation</i> .	<p><i>Transportation</i> may be required:</p> <ul style="list-style-type: none"> • between different venues • by air • by rail • by road • by sea • within a venue. <p><i>Packing/loading techniques</i> may include:</p> <ul style="list-style-type: none"> • particular ways of handling different equipment • use of protective coverings • use of restraints. <p>Packing <i>materials</i> may include:</p> <ul style="list-style-type: none"> • boxes • bubble wrap • bush blankets • crates • labels • road cases • rope • straps • tape • tissue paper • wardrobe skips.

Element	Performance Criteria	Range Statement
	1.3 Correctly identify, prepare and pack any tools required for bump in/bump out.	
2 Load/unload physical elements.	2.1 Load/unload physical elements in the required order taking care to avoid damage.	
	2.2 Use safe manual handling techniques throughout the loading/unloading process to avoid injury or damage.	
	2.3 Install or position physical elements in appropriate work or storage area in accordance with directions.	
	2.4 Identify any hazardous items and load these in a manner which minimises health and safety risk.	
	2.5 Inspect load prior to transportation to ensure that all items are loaded appropriately, and make adjustments as required.	
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.	
	3.2 Identify any repairs required and report to the <i>appropriate personnel</i> for action, using correct documentation as required.	<p><i>Appropriate personnel</i> may include:</p> <ul style="list-style-type: none"> • event/production managers • stage managers • supervisors/managers • technical staff.