



Australian Government

CUETEM06B Organise and monitor bump in/bump out

Revision Number: 1

CUETEM06B Organise and monitor bump in/bump out

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the skills and knowledge required to oversee the bump in/bump out process for one or more technical aspects of a production. It is very closely linked to the unit 'CUETEM01C Coordinate production operations' which has a particular focus on the organisation and transportation of physical production elements.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>Head technicians or stage management personnel would generally undertake this role.</p> <p>This unit has linkages with a range of other technical and general supervisory units. It is strongly recommended that this unit be assessed with or after the following unit:</p> <ul style="list-style-type: none"> • CUETEM01C Coordinate production operations.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and organise physical element requirements	1.1. Correctly interpret <i>production documentation</i> to determine the scope and type of <i>physical elements</i> required 1.2. Complete accurate inventory checks to ensure required physical elements are available and ready for use 1.3. Identify the need for additional equipment or materials and order or organise these in accordance with organisational procedures and relevant budgetary guidelines
2. Make plans for movement of physical elements	2.1. Liaise with <i>other production personnel</i> to determine the most effective sequential order for the movement and installation of physical elements 2.2. Identify relevant <i>transport requirements</i> 2.3. Organise transport or communicate needs to appropriate personnel as required in accordance with organisational procedures 2.4. Make realistic estimates of the numbers of people required for the movement of equipment and provide information to relevant colleagues 2.5. Clearly and accurately document plans for movement and installation of equipment in accordance with organisational procedures
3. Oversee the movement of physical elements	3.1. Provide clear instructions to appropriate personnel regarding the movement of physical elements to ensure safety and avoid damage to equipment 3.2. Monitor the bump in/bump out process to ensure that work is carried out in accordance with instructions 3.3. Organise appropriate storage and security of physical elements where required, including valuable items and any hazardous materials

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- effective communication techniques in relation to team leading, including seeking feedback from team as part of ongoing evaluation of processes

Required knowledge

- in depth knowledge of the bump in/bump out process, including an overview of the requirements and issues faced by different technical areas
- planning and organisational requirements for the bump in/bump out process, the roles of key personnel and the typical issues and problems encountered
- inventory systems and procedures used for equipment and materials in an entertainment context
- sources of additional equipment and supplies for one or more technical production areas
- occupational health and safety requirements that affect the allocation of work and the movement of physical elements

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is critical to the judgement of competence in this unit:</p> <ul style="list-style-type: none"> • ability to organise and coordinate the work of a team for bump in/bump out • detailed knowledge of the bump in/bump out process in a given industry context.
Context of and specific resources for assessment	<p>The assessment context must provide for:</p> <ul style="list-style-type: none"> • practical demonstration of skills through the coordination of a bump in/bump out process for multiple productions • involvement of and interaction with a team for whom the candidate can plan and organise work.
Method of assessment	<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"> • evaluation of a bump in/bump out process coordinated by the candidate • evaluation of reports prepared by the candidate detailing the methods used to organise a bump in/bump out, challenges faced and how these were resolved • case studies and problem solving exercises to assess ability to plan for different operational situations and contexts • oral or written questioning to assess knowledge of equipment procedures or safety issues • review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	<p>Assessment of this unit requires access to:</p> <ul style="list-style-type: none"> • a production venue • equipment and materials to be used during the bump in/bump out process.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. 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.

<i>Physical elements</i> include any equipment or materials used for a production, including:	<ul style="list-style-type: none"> • costumes • props • scenic art • sets • staging • support equipment, e.g. furniture, performer amenities • technical equipment
<i>Production documentation</i> may include:	<ul style="list-style-type: none"> • equipment lists • technical plans.
<i>Other production personnel</i> may include:	<ul style="list-style-type: none"> • production managers • stage managers • technical managers • other technical specialists
<i>Transport requirements</i> may relate to:	<ul style="list-style-type: none"> • road vehicles (organisation or hired) • other modes of transport
<i>Transportation requirements</i> may be needed to or from:	<ul style="list-style-type: none"> • outside facilities • rehearsal facilities • storage facilities • suppliers' facilities • workrooms • workshops

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - production planning and management
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Co-requisite units

Co-requisite units		