



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CUETGE15A Handle physical elements safely during bump in/bump out**

**Release: 1**

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### **Modification History**

Not applicable.

### **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.

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### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

# Elements and Performance Criteria

## Elements and Performance Criteria

<b>Element</b>	<b>Performance Criteria</b>
1 Prepare physical elements for transportation	<ul style="list-style-type: none"><li>1.1 Assemble/dismantle physical elements in the correct order in accordance with instructions to ensure ease of packing, loading, unloading and installation</li><li>1.2 Pack physical elements safely using appropriate techniques and materials to avoid damage during transportation</li><li>1.3 Correctly identify, prepare and pack any tools required for bump in/bump out</li></ul>
2 Load/unload physical elements	<ul style="list-style-type: none"><li>2.1 Load/unload physical elements in the required order taking care to avoid damage</li><li>2.2 Use safe manual handling techniques throughout the loading/unloading process to avoid injury or damage</li><li>2.3 Install or position physical elements in appropriate work or storage area in accordance with directions</li><li>2.4 Identify any hazardous items and load these in a manner which minimises health and safety risk</li><li>2.5 Inspect load prior to transportation to ensure that all items are loaded appropriately, and make adjustments as required</li><li>2.6 Clear and clean work areas in accordance with organisational procedures</li></ul>
3 Check condition of physical elements	<ul style="list-style-type: none"><li>3.1 Check the condition of physical elements to ensure that no damage has occurred during bump-in/bump-out</li><li>3.2 Identify any repairs required and report to the appropriate personnel for action, using correct documentation as required</li></ul>

## **Required Skills and Knowledge**

Not applicable.

## Evidence Guide

### Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

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.

### Linkages to other 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, for example:

MEM18.1A B - Use hand tools

### Critical aspects of evidence

The following evidence is critical to the judgement of competence in this unit:

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.

### Method and context of assessment

The assessment context must provide for:

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.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

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.

### Resource requirements

Assessment of this unit requires access to:

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.

### 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

**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.

**Underpinning skills and knowledge**

Assessment must include evidence of the following knowledge and skills:

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.

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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

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### **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.

## Range Statement

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

**Physical elements may include any equipment or materials commonly used for an entertainment production, for example:**

sets  
lighting equipment  
audio equipment  
props  
scenic art  
costumes.

**Transportation may be required:**

within a venue  
between different venues  
by road  
by rail  
by air  
by sea.

**Packing/loading techniques may include:**

use of restraints  
particular ways of handling different equipment  
use of protective coverings.

**Packing materials may include:**

road cases  
boxes  
crates  
wardrobe skips  
tape  
rope  
straps  
bubble wrap  
tissue paper  
labels  
bush blankets.

**Appropriate personnel may include:**

supervisors/managers  
technical staff  
event/production managers  
stage managers.

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**Unit Sector(s)**

Not applicable.