



Australian Government

CUAPPM504 Manage bump in and bump out of shows

Release: 2

CUAPPM504 Manage bump in and bump out of shows

Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated assessment conditions section. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

Application

This unit describes the performance outcomes, skills and knowledge required to manage the movement, transportation, installation and removal of equipment and physical elements for productions in the screen, media, entertainment and events industries.

Individuals who apply these skills are expected to display a high level of initiative, judgement and responsibility as they supervise the bump in and bump out of production areas, such as lighting, sound, staging, sets, props, scenic art or vision systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Media and entertainment production - production management

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Organise equipment and human resources	1.1 With reference to production documentation, determine crewing requirements and scope of work required 1.2 Identify the need for additional equipment and materials and check whether their purchase fits within budgetary guidelines 1.3 Obtain additional items promptly as required 1.4 Complete accurate inventory checks to ensure physical

	elements are available and ready for use 1.5 Assess risks and develop and implement hazard management plans 1.6 Roster staff to meet production schedules in line with production budget
2. Plan movement of physical elements	2.1 Liaise with production personnel to determine the most effective sequence to move and install physical elements 2.2 Identify transport requirements and organise transport accordingly 2.3 Estimate the number of people required to move equipment and advise relevant colleagues accordingly 2.4 Develop contingency plans to minimise the impact of unexpected events on the bump in and bump out process 2.5 Document clear plans for moving and installing equipment according to organisational procedures
3. Manage installation and removal of physical elements	3.1 Supervise the safe installation and removal of physical elements according to production requirements 3.2 Monitor progress of bump in and bump out of shows against production schedules and implement contingency plans as required to meet production deadlines 3.3 Identify and respond to problems promptly in consultation with relevant personnel 3.4 Organise storage and security of physical elements as required, including valuable items and hazardous materials 3.5 Evaluate the bump in and bump out process with relevant personnel and note areas for improvement in future productions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.4, 2.5, 3.2	Interprets production documentation and organisational policies and procedures in relation to own duties
Writing	1.3, 1.5, 1.6,	Completes organisational documentation requirements related to obtaining goods or

	2.4, 2.5, 3.5	services - Generates documentation in relation to bumping in and bumping out shows - Documents outcomes of evaluations
Oral communication	2.1, 2.3, 3.1, 3.2, 3.3, 3.5	- Seeks the views and opinions of others - Obtains information by listening and questioning - Discusses ideas and solutions - Uses clear language to express requirements
Numeracy	1.1, 1.2, 1.4, 1.6, 2.3	- Reads and interprets numerical data in production specifications - Performs calculations when interpreting budgets, estimating labour requirements and conducting inventory checks
Navigate the world of work	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 3.1, 3.2, 3.4, 3.5	- Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes - Takes responsibility for meeting health and safety and regulatory requirements within scope of own role - Applies organisational procedures when bumping in and bumping out shows - Manages time efficiently to meet work deadlines - Implements improvements based on outcome of evaluations of bump in and bump out operations
Interact with others	2.1, 2.3, 3.1, 3.2, 3.3, 3.5	- Collaborates to achieve joint outcomes - Takes a leadership role
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.4	- Sequences and schedules complex activities, monitors implementation and manages relevant communication - Assembles documentation related to bump in and bump out of shows in a logical sequence - Identifies the most appropriate and time efficient way to move and transport physical elements - Reviews progress against goals, adjusting plans and resources to cope with contingencies - Anticipates and takes action to minimise potential problems that could disrupt production schedules

		• Distributes information electronically • Uses standard word processing and spreadsheet applications to prepare workplace documentation
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM504 Manage bump in and bump out of shows (Release 2)	CUAPPM504 Manage bump in and bump out of shows (Release 1)	Updated assessment conditions section. Updated modification history section to reflect changed name of training package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>

Assessment Requirements for CUAPPM504 Manage bump in and bump out of shows

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Performance Evidence

Evidence of the ability to:

- organise and supervise the work of a team to bump in and bump out shows on at least two occasions
- work collaboratively.

Note: If a specific volume or frequency is not stated, then evidence must be provided for each of the above points at least once.

Knowledge Evidence

To complete the unit requirements the individual must:

- describe issues and challenges that typically arise when bumping in and bumping out shows, along with strategies for addressing them
- describe issues to be taken into account when moving and transporting equipment from different technical areas
- describe inventory systems and procedures used for equipment and materials in an entertainment context
- provide examples of where to source additional equipment and supplies for own area of expertise
- explain how work health and safety requirements can affect the allocation of work and the movement of physical elements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- equipment and physical elements to be moved in and out of production venues
- interaction with a team for whom the individual can plan and organise work.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

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