



Australian Government

Department of Education, Employment and Workplace Relations

CUECIN04C Prepare film for dispatch

Revision Number: 1

CUECIN04C Prepare film for dispatch

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to break down an assembled film program in preparation for dispatch to other screening venues or for return to the distributor. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	A cinema projectionist applies the skills and knowledge outlined in this unit which deals specifically with the safe handling and packing of film of varying gauges, e.g. 16mm, 35 mm. Typically they would be working in a commercial cinema complex, where shift work is common. This unit has strong linkages to the following units and combined assessment and/or training is recommended: • CUECIN01C Receive and assemble film • CUECIN04C Prepare film for dispatch • CUECIN05C Maintain projection equipment • CUSOHS301A Follow occupational health and safety procedures.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

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. Disassemble film after final screening	1.1. Handle the film with care to avoid damage throughout the disassembly process 1.2. Identify film assembly points so that the film can be broken up into its original condition 1.3. Remove assembly splices without damaging the film 1.4. Rewind the film smoothly, and at appropriate and constant tension, onto freight cores or reels, attaching correct head and tail leaders 1.5. Constantly check the alignment of rewind stands and keep rewind spindles straight 1.6. Place cores or reels in the appropriate cans in preparation for transportation
2. Prepare film for dispatch	2.1. Accurately and legibly label all film reels, cans and freight boxes with the relevant address for dispatch to the next venue or for return to distribution company 2.2. Pack all cans for transportation so that no damage occurs to the film during transit 2.3. Make final additions to any projection report and insert with the film cans as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- planning and organising activities sufficient to follow logical work sequences
- literacy and numeracy skills to count and label film reels
- technology and problem solving skills in the context of reviewing film assembly points and making adjustment during disassembly

Required knowledge

- safe film handling techniques
- principles and techniques of film splicing, program assembly and disassembly
- operational knowledge of film assembly/disassembly equipment
- tensions for film winding
- techniques for evaluating film condition
- precise terminology associated with cinema projection particularly in relation to disassembly and dispatch
- hazards associated with the storage of film and appropriate operational conditions within the disassembly work area

Evidence Guide

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.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

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

- ability to handle the film and remove assembly splices with care to avoid damage throughout the disassembly process
- accurate identification of film assembly points and breakdown of film into its original/pre-assembly condition
- ability to maintain appropriate and constant tension during the winding of the film.

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills within a fully equipped projection room, or environment where film program disassembly tasks are undertaken
- breakdown of multiple film programs to ensure that skills can be consistently demonstrated
- completion of disassembly tasks within typical workplace time constraints.

Method of assessment

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

- direct observation of disassembly tasks conducted by the candidate
- project activities that allow completion and reporting on a range of breakdown activities
- review of projection reports prepared by the candidate
- written or oral questioning to test knowledge of typical assembly/disassembly equipment, film handling and splicing techniques, storage conditions and safety issues
- review of portfolios of evidence and third party workplace reports of on-the job performance by the candidate.

EVIDENCE GUIDE	
	Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Assessment of this unit requires access to: • an assembled film program and assembly/program schedule • a range of standard industry current film assembly/disassembly equipment and consumables such as winders and tape • an environment where film disassembly can be completed • use of typical industry projection reports.

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.

Film gauge may include:

- 16mm
- 35mm
- 70mm
- IMAX
- Super 8

Film ***freight*** format may include:

- film on cores
- film on reels

Film ***reels*** may include:

- 12000 ft reels
- 15000 ft reels
- 2000 ft reels
- 6000 ft reels

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - cinema projection
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Co-requisite units

Co-requisite units	

