



Australian Government

Department of Education, Employment and Workplace Relations

CUETEM06A Organise and monitor 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 oversee the bump in/bump out process for one or more technical aspects of a production. It is very closely linked to the unit CUETEM01B - Co-ordinate production operations with a particular focus on the organisation and transportation of physical production elements. Head technicians or stage management personnel would generally undertake this role.

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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

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Element	Performance Criteria
1 Identify and organise physical element requirements	1.1 Correctly interpret production documentation to determine the scope and type of physical elements 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 other production personnel to determine the most effective sequential order for the movement and installation of physical elements 2.2 Identify relevant transport requirements 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

Not applicable.

Evidence Guide

Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

- 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
- effective communication techniques in relation to team leading.

Linkages to other units

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:

CUETEM01B - Co-ordinate production operations

Critical aspects of evidence

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

- ability to organise and co-ordinate the work of a team for bump in/bump out
- detailed knowledge of the bump in/bump out process in a given industry context.

Method and context of assessment

The assessment context must provide for:

- practical demonstration of skills through the co-ordination 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.

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

- evaluation of a bump in/bump out process co-ordinated 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.

Resource requirements

Assessment of this unit requires access to:

- a production venue
- equipment and materials to be used during the bump in/bump out process.

Key competencies in this unit

Key competencies are built into all workplace competencies. The following table 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 (2)

Assessing transportation requirements.

Communicating ideas and information (2)

Briefing staff on work requirements.

Planning and organising activities (2)

Organising transportation.

Working with others and in teams (2)

Delegating work.

Using mathematical ideas and techniques (1)

Calculating space requirements.

Solving problems (2)

Working out arrangements for very fragile equipment.

Using technology (1)

Using the Web to investigate transport options.

Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

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

effective communication techniques in relation to team leading.

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The assessment context must provide for:

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Planning and organising activities (2)

Organising transportation.

Working with others and in teams (2)

Delegating work.

Using mathematical ideas and techniques (1)

Calculating space requirements.

Solving problems (2)

Working out arrangements for very fragile equipment.

Using technology (1)

Using the Web to investigate transport options.

Range Statement

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

Physical elements include any equipment or materials used for a production, including:

technical equipment

sets/props/scenic art

costumes

staging

support equipment, e.g. furniture, performer amenities.

Production documentation may include:

technical plans

equipment lists.

Other production personnel may include:

other technical specialists

technical managers

production managers

stage managers.

Transport requirements may relate to road vehicles (organisation or hired) or other modes of transport.

Transportation requirements may be needed to or from:

rehearsal facilities

workshops

workrooms

storage facilities

outside facilities

suppliers' facilities.

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Unit Sector(s)

Not applicable.