

**U30401: Dismantle / disconnect, clean and store Entertainment
and Events Technology equipment**

Unit Descriptor:

This unit deals with the skills and knowledge required to dismantle / disconnect, clean and store Entertainment and Events Technology equipment.

ELEMENT**PERFORMANCE CRITERIA**

To be competent you must achieve the following:

1. Plan and prepare for work

- 1.1 **Entertainment and Events Technology equipment** to be dismantled / disconnected, cleaned and stored is correctly identified from relevant work instruction or appropriate personnel.
- 1.2 Correct method for disconnecting, cleaning and storing **Entertainment and Events Technology equipment** is determined according to organisational policies and procedures and appropriate sources/documents.
- 1.3 Work is planned and prepared to ensure that all safety policies and procedures are followed and the work is appropriately sequenced in accordance with requirements.
- 1.4 **Appropriate personnel** are consulted to ensure the work is coordinated effectively with others involved on the work site.
- 1.5 **Storage site** is prepared / inspected and packaging/protective components are obtained according to requirements.
- 1.6 **Materials** necessary to complete the work are obtained in accordance with established procedures and checked against job requirements.

- 1.7 Tools, **equipment** and lifting devices needed to carry out the work are obtained in accordance with established procedures and checked for correct operation and safety.
- 1.8 **Appropriate procedures** are followed to verify that all power has been disconnected before proceeding to dismantle / disconnect equipment as required.
2. Disconnect equipment
- 2.1 **Entertainment and Events Technology equipment** is correctly identified and all cables and attachments are noted.
- 2.2 Circuits and equipment are checked as being isolated where necessary using specified testing procedures.
- 2.3 Dismantling / disconnection is carried out in compliance with manufacturer's specifications and established industry guidelines and standards.
- 2.4 **Entertainment and Events Technology equipment** is dismantled / disconnected, inspected for damage and carefully set aside for cleaning.
- 2.5 Cables and accessories are properly disconnected, rolled, stacked and stored according to industry regulations/guidelines, OH&S guidelines and organisational procedures/policies.
- 2.6 Unplanned events or **conditions** are responded to in accordance with established procedures.
- 2.7 Approval is obtained in accordance with established procedures from appropriate personnel before any contingencies are implemented.

- 2.8 On-going checks of the quality of the work undertaken in accordance with established procedures.
3. Clean equipment and prepare equipment for storage
- 3.1 Correct cleaning procedure is determined from manufacturer's specifications and/or in accordance with organisational policies and procedures.
- 3.2 **Equipment** and sub-component parts are cleaned using correct procedures, **materials**, tools and equipment.
- 3.3 **Equipment** is placed in relevant packaging/protective component in accordance with manufacturer's instructions and organisational policies and procedures.
4. Store equipment
- 4.1 **Storage area** is prepared for **Entertainment and Events Technology equipment** in accordance with manufacturer's **instructions** and organisational policies and procedures.
- 4.2 **Equipment** is safely handled and potential hazards are removed from storage area.
- 4.3 Manual handling procedures are followed according to organisational practices and procedures and **Occupational Health and Safety** requirements.
- 4.4 **Equipment** is safely stored in required **storage area** in accordance with manufacturer's instructions and organisational policies and procedures.
- 4.5 Relevant documentation is completed in accordance with organisational policies and procedures.

RANGE STATEMENT

You must cover the items below:

A. Entertainment and Events Technology equipment:

- (i) audiovisual equipment including: multimedia projectors, video players and monitors
- (ii) audio equipment including: tape recorders, compact disc players, microphones, cables, connectors, amplifiers, speakers, equalizers, effects and mixing desk, amp rack and feedback monitors
- (iii) lighting equipment including: lighting units, controllers and dimmers
- (iv) stage equipment including: stage sections, risers, steps and properties (props).

B. Appropriate personnel (at least 2)

- (i) supervisor
- (ii) stage manager
- (iii) other specialist staff

C. Sources of information/documents (at least 2)

- (i) manufacturer's specifications
- (ii) company operating procedures
- (iii) industry/workplace codes of practice
- (iv) industry best practices
- (v) customer requirements

C. Condition of the storage area (at least 3)

- (i) dampness
- (ii) humidity
- (iii) light
- (iv) fading
- (v) archival values
- (vi) cost of area to be used
- (vii) access to storage facility

D. Materials for storage:

- (i) acid free interleaving or wrapping
- (ii) protective wrapping (bubble wrap, cardboard)
- (iii) protective enclosure (canisters, tubing, boxes)
- (iv) negative sleeves
- (v) folders
- (vi) enclosures
- (vii) compact disc cases

E. Occupational health and Safety standards and guidelines:

- (i) material handling guidelines
- (ii) guidelines for the use of equipment
- (iii) lifting and handling procedures
- (iv) legislative guidelines

UNDERPINNING KNOWLEDGE AND SKILLS

1. General Entertainment and Events Technology terms and how terms may vary between different systems or how different terms can refer to the same functions on different systems
2. Problem-solving techniques and their application
3. Basic maintenance of Entertainment and Events Technology equipment
4. Cables associated with Entertainment and Events Technology equipment
5. The relationship within Entertainment and Events Technology operations
6. Typical roles and responsibilities of the Entertainment and Events Technology technicians in different context.
7. The general scope and potential of Entertainment and Events Technology operations within different live production contexts, e.g. theatre, music, corporate
8. Entertainment and Events Technology system options in a range of venue types
9. Organisational and legislative Occupational Health and Safety legislation in particular relation to Entertainment and Events Technology operations
10. Dismantling, disconnection and cleaning of Entertainment and Events Technology equipment
11. Relevant tools, equipment, cleaning materials and protective components
12. Requirements for storage of Entertainment and Events Technology equipment

13. Entertainment and Events Technology equipment handling associated risks and hazards
14. Industry regulations and standards
15. Organisation policies and procedures
16. Read and interpret technical information
17. Plan and organise work
18. Identify and isolate equipment
19. Use and maintain tools and equipment
20. Prepare for storage and store Entertainment and Events Technology equipment
21. Accurately carry out all recording, reporting and documentation activities
22. Work in compliance with policies and procedures
23. Understand and interpret a range of industry terminology and protocols
24. Communicate effectively with people from diverse cultural backgrounds
25. Perform simple mathematical calculations

EVIDENCE GUIDE

(1) Critical Aspect of Evidence

It is essential that competence be observed in the following aspects:

- demonstrate knowledge of the Entertainment and Events Technology equipment and associated disconnection, storage and cleaning requirements
- determine work requirements and plan and organise work to fulfill such requirements
- identify, select and use tools, equipment and material to complete tasks to specifications
- disconnect equipment and cables safely and in accordance with specifications
- handle material and equipment safely
- identify and report problems promptly and handle them as directed
- prepare equipment and storage site
- complete cleaning and storage related tasks in accordance with health and safety procedures
- perform inspection and quality checks
- interpret and apply technical information to work activities
- demonstrate compliance with Occupational Health and Safety regulations applicable to workplace operations
- show compliance with organisational quality procedures and processes within the context of disconnecting, cleaning and storing Entertainment and Events Technology equipment
- interactively communicate with others to ensure safe and effective operations

(2) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and/or samples of work and questioning on underpinning knowledge.

- direct observation
- oral questioning
- written test
- testimonials from clients
- evaluation of qualifications/portfolio/awards/resume/workplace documents
- authenticated assessments and/or assignments from relevant training courses
- supporting statement from supervisor or previous employer

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).

(3) Context of Assessment

This unit may be accessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. A range of methods to assess underpinning knowledge should support this.