

U30501: Handle physical elements safely during move in/move out

Unit Descriptor:

This unit deals with the skills and knowledge required to assemble, pack and load/unload physical elements under supervision for any production within the creative industries. This unit is introductory in nature and focuses on safe manual handling and general knowledge of the move in/move out process and types of equipment.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare physical elements for transportation	<p><i>To be competent you must achieve the following:</i></p> <p>1.1 Physical elements are assembled / dismantled in the correct order in accordance with instructions to ensure ease of packing, loading, unloading and installation.</p> <p>1.2 Physical elements are safely packed using appropriate techniques and materials to avoid damage during transportation.</p> <p>1.3 Any tools required for move in / move out are correctly identified, prepared and packed.</p>
2. Load/unload physical elements	<p>2.1 Physical elements are loaded / unloaded in the required order taking care to avoid damage.</p> <p>2.2 Safe (packing/loading) techniques are used throughout the loading/unloading process to avoid injury or damage.</p> <p>2.3 Physical elements are installed or positioned in appropriate work or storage area in accordance with occupational health and safety requirements.</p> <p>2.4 Any hazardous items are accurately identified and these are loaded in a manner which minimizes health and safety risks.</p>

- 2.5 Load is inspected prior to **transportation** to ensure that all items are loaded appropriately and adjustments are made as required.
 - 2.6 Work areas are cleared in accordance with organisational procedures.
 - 3. Check condition of physical elements
 - 3.1 The condition of **physical elements** is checked to ensure that no damage has occurred during move in / move out.
 - 3.2 Any repairs required are accurately identified and reported to the **appropriate personnel** for action using correct documentation as required.

RANGE STATEMENT

You must cover the items below:

- A. **Physical elements (at least 3)**
 - (i) sets
 - (ii) lighting equipment
 - (iii) props
 - (iv) scenic art
 - (v) costumes
 - (vi) sound equipment
 - (vii) audio visual equipment
 - (viii) stage elements

- B. **Appropriate techniques for Packing/loading (at least 3)**
 - (i) use of restraints
 - (ii) particular ways of handling different equipment
 - (iii) use of protective coverings / cases
 - (iv) weight distribution

C. Packing materials (at least 4)

- (i) road cases
- (ii) boxes
- (iii) wardrobes
- (iv) tape
- (v) rope
- (vi) straps
- (vii) bubble wrap
- (viii) tissue paper
- (ix) labels
- (x) packing foam

D. Appropriate personnel (at least 2)

- (i) supervisors/managers
- (ii) technical staff
- (iii) event/production managers
- (iv) stage managers

E. Transportation (at least 3)

- (i) within a venue
- (ii) between different venues
- (iii) by road
- (iv) by air
- (v) by sea

UNDERPINNING KNOWLEDGE AND SKILLS

1. The move in / move out process for different types of production, including typical procedures and processes and the roles and responsibilities of different personnel.
2. The typical physical elements used for different types of production
3. Typical locations for different physical elements within a production venue
4. Safe manual techniques and the broader safety issues associated with the movement of physical elements.
5. Relevant organisational and/or legislative Occupational Health and Safety requirements
6. Packing materials and techniques used for different types of equipment
7. Techniques for loading and stowing equipment for safe transportation
8. the range of tools commonly required during the move in/ move out process
9. Read simple work instructions, equipment lists and safety directions
10. Count/tally equipment and other physical elements
11. Work with others
12. Work safely

EVIDENCE GUIDE

(1) Critical Aspect of Evidence

You must provide evidence that shows you have done this over a sufficient period of time for your assessor to consider that you are competent. You have to prove that you can meet all of the performance criteria on at least two (2) occasions. This evidence must come from working in Entertainment and Events Technology.

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

- knowledge of safe manual handling techniques for various types of equipment
- ability to move, pack, load / unload equipment under instructions using safe manual handling techniques
- compliance with enterprise policies and procedures, industry standards and practices and relevant regulatory requirements

(2) Method of Assessment

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 move in/move 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

(3) Context of Assessment

Assessment may take place on the job, off the job or a combination of both of these. However, assessment of this unit would most effectively be undertaken on the job due to the specific workplace environment requirements. Off the job assessment must be undertaken in a closely simulated workplace environment. The assessment context must provide for:

- Practical demonstration of skills through the packing, loading / unloading and positioning of physical elements required in a given production
- Involvement of and interaction with a team during the move in / move out process