# PACE-VET · Lighting Unit A

**Procedure Manual for Assessment**

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# Assessment procedure PACE-VET Lighting Unit A

## Introduction



## Content

# Assessment procedure PACE-VET Lighting Unit "A"

## General course of the Assessment in a Simulated Environment (OSE)

The assessors check in advance, before the candidate enters the room, if all the equipment is present (see technical rider) and in good working order. The assessors ensure the setup matches the setup plan. Assessors can decide in concensus and based on local circumstances, adapt the assessment setting if all assessmented elements are included. Adaptations have to be noted in the final report.

The candidate has received in advance a brochure describing the whole procedure and all the elements of the introduction.

The candidate will receive an oral introduction which walks them through the entire procedure and arrangements. (see checklist introduction)

Before starting the assessment, the candidate has the opportunity to get aquainted with the assessment space and ask questions.

The candidate receives a comprehensive safety briefing, based on the risk analysis of the assessment situation, at the start of the assessment (see checklist introduction). This includes the responsibilities of their function and respecting the house rules..

At the end of the introduction, the candidate is asked to sign off the briefing document. This document ensures that all safety and privacy issues are clear for the candidate.

The "active" assessor instructs the candidate briefly (including the notes for the candidate in each assessment). The candidate can ask questions (or for physical help) to this assessor. The "silent" assessor observes without comment.

The active assessor functions as a colleague without being proactive. Active assessors should not take initiative and act only when asked by the candidate.

The active assessor will perform tasks that are out of the responsibility of the candidate, like switching power, and operating motors or fly bars.

The different assessment groups are linked together like a chain. The consecutive points build on the results of each other. If one result is compromised, the assessors can adapt the next attention point in the assessment.

## Safety

The candidate must bring his own safety shoes and can bring gloves, ear protection, etc..

Assessors can stop the assessment if the safety of the candidate, the assessors or the equipment is seriously compromised.

## Total duration

The duration of an assessment is about 30 minutes, not including introduction, evaluation or reset time. The whole test cycle will take about 50 minutes. (The introduction takes 10 minutes. The evaluation takes 10 minutes. Resetting the simulated environment for the next candidate takes 10 minutes and can overlap with the introduction.)

The assessors can indicate when the time limit for a particular assessment is close.

Candidates should take the total assessment within the allotted time. In case of technical problems or unforeseen situations, the assessors can prolong the assessment time.

## Assessment decision

At the end of the assessment, the assessors decide based on their observations if the candidate passes or not. Assessors decide autonomously and in consensus at the end of the assessment if the candidate has mastered all the competencies and completed the unit.

It is in their authority to assess each observed action and to make a final decision. In case there are uncertainties in the measuring criteria, the competence description and the skills prevail. It is the assessors' discretion to decide. The assessors judge only on the competencies and related criteria. Other observations should not influence the assessment.

The assessors judge only on the competencies and related criteria. Other observations should not influence the assessment.

The measuring criteria specified in the score sheets serve as indicators, there is always a reference added to the original skills. Assessors ultimately decide based on the original skills.

The assessors inform the candidate about their decision and give feedback on their performance.

A Criterion-Based Interview as a second assessment method should be carried out. This can support assessment, especially if (after the Observation in a Simulated Environment):
• a candidate shows different / unexpected (but not incorrect) behaviour, or
• certain competences did not become visible (but were not incorrect).

The Portfolio can always be used for assessment.

Assessment procedure PACE-VET Lighting Unit "A"

# Technical Rider

## Setup

This chapter describes the setup of the assessment setting. It can be used by the assessors as a check list in advance.

## General

The setup for the assessment reflects normal activities of a lighting technician during setup and de-rigging of a performance or event in an average space. It is a simulation of common activities that are bundled in the microcredential unit "Lighting A". The candidate performs a number of activities like unloading and loading flight cases, hanging and de-rigging luminaires (lighting instruments), setting up the lighting console and focussing. After receiving the safety briefing, the candidate works under supervision of the assessors during the assessment. There is no need for staff from the assessment centre to be present, but there should be someone available to help in case of technical problems.

The location can be a studio or a stage. It must be possible to rig a truss or use fly bars, with a weight of ≥ 200kg/hanging point. The attachment point must have minimum of 5m height. The area under the attachment point must have a minimum width of 13 meters have a minimum depth of 8m. On top the setup needs a space for chairs and a desk for the assessors. The setup will be based on the following items:

### Equipment List

**Power Supply | Control ④**

2 x 16A mono-phase, offstage stage left back (Schuko or CEE, depending on the luminaire cables)
1 x 16A three-phase for motor control, offstage left back
1 x 16A power supply for sound console, etc.

**Power cables**

5 cables 10 m (1,5 square mm, Schuko)
5 cables 5 m (1,5 square mm, Schuko)
2 cables 2 m (1,5 square mm, Schuko)
4 x splitter box 4ch

**Rigging (no rigging activities are carried out by the candidate or assessed)**

The following are already setup:
2 x motor hoists
1 x control system for motor hoists ⑤
Power cables for motor hoists
2 x Trusses 4m - or 1x 8m = 1 x statically determinate system ③

**Flight cases ⑦**

1 x flight case 1 with wheels, power and control cables, marked content (a)
Tools and disposables as listed below
1 x flight case 2, with wheels, lighting instruments, accessories, marked content (a)
Luminaires (lighting instruments) as listed below
1 x flight case 3 with wheels, ighting instruments, accessories, marked content (b)
Luminaires (lighting instruments) as listed below
*must be "in the way" of the truss/fly bar that must be moved*

**Tools and disposables**

Adjustable spanner (crescent wrench/monkey wrench) with wrist-strap
Cable ties / velcro cable ties (more sustainable)
Gaffa tape (gaffer tape), white tape
Scale ruler: 1:100 (architect) or folding rule (metric), measuring tape (5m)
Marker

**Lighting Equipment**

All luminaires (lighting instruments) with a cable of max. 1,5m, safeties, and appropriate c-clamps
1 x Plano-convex spotlight 1kW (tungsten) with gel frame holder / barndoors (A)
1 x LED Fresnel – is already mounted but not focussed or connected to cables (B)
1 x Profile spotlight 1 kW (tungsten) with gel frame holder / shutter assembly (C)
2 x LED PAR – these are already mounted and cabled but not focussed (D)
Lighting console = 6 to 12 channels, DMX - set up on or next to dimmer rack/case ⑥
Lighting console user manual
*The lighting console has not been connected to power or to the control cables*
Control cables

**Safety equipment**

As mandated and required by local regulations
The assessment centre must provide the necessary risk assessment
*The candidate is responsible for their own PPE – and must be notified of this in advance*

**Tables, chairs, properties**

1 x Table approx. 1,2m x 0,7m
1 x Chair (for table focus)
1 x "Painting" = white surface in a frame/flip chart/white paper on a pin board
*Can also be hung from back truss/fly bar: exemplary focus area for profile spotlight/shutters*

**Ladder**

1 x A-frame ladder, working height 3m ⑧

**"Stage Area"**

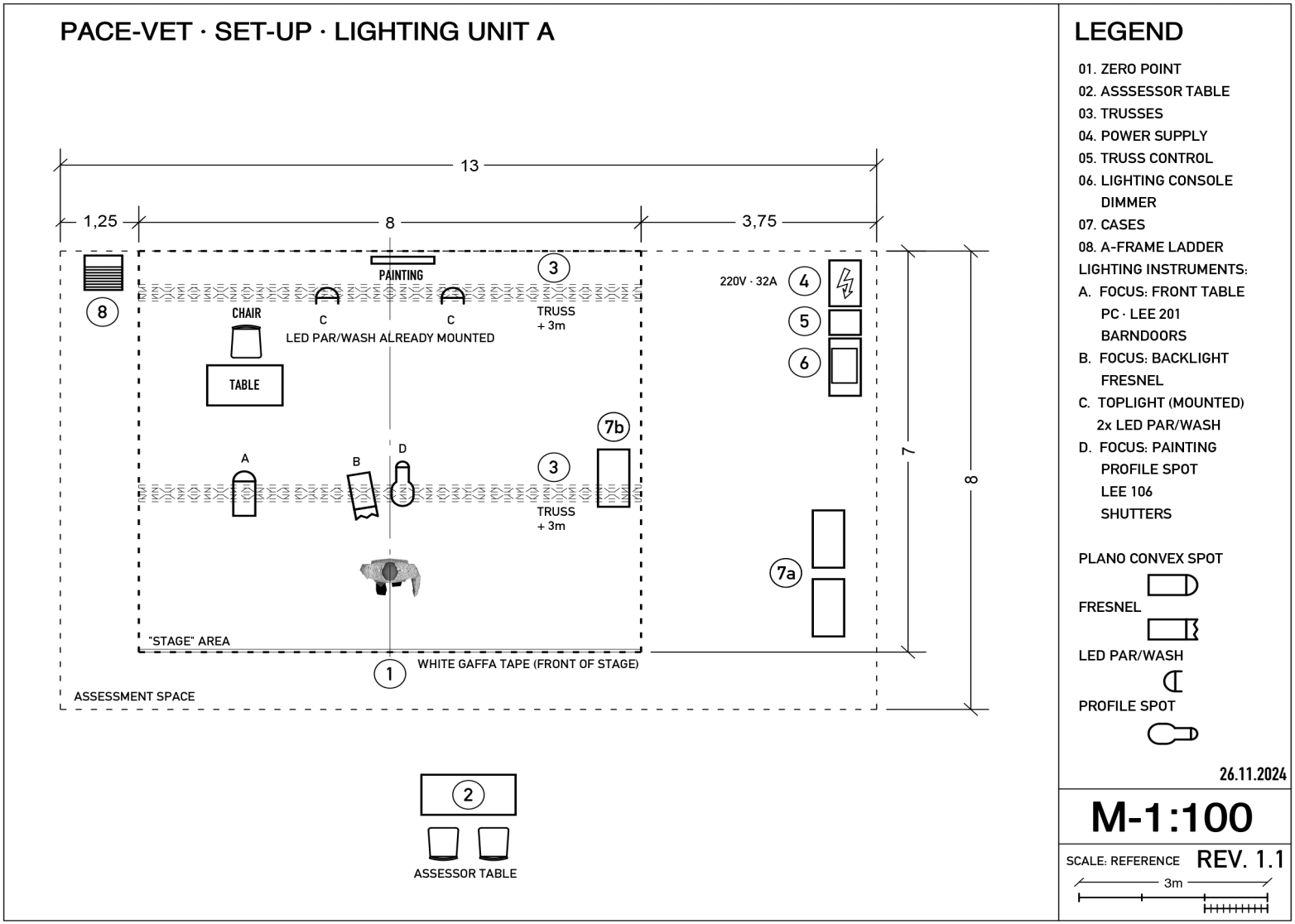
The front of the stage is marked on the floor with white gaffa tape
The back wall should be covered by a black drape or be a black set wall

**Assessor Table**

1 x Table approx. 2m x 1m
2 x Chairs for assessors (1 x chair from stage for assessment reflection with the candidate)
Wall clock or clock on assessor table large enough for the candidate to see
1 x 10A power supply for laptops

**Miscellaneous**

Internet access


PACE-VET · SET-UP · LIGHTING UNIT A
13
1,25
8
3,75
PAINTING
3
220V · 32A
4
8
CHAIR
C
C
TRUSS
+ 3m
5
LED PAR/WASH ALREADY MOUNTED
6
TABLE
7b
A
B
D
3
7
8
TRUSS
+ 3m
7a
"STAGE" AREA
1
WHITE GAFFA TAPE (FRONT OF STAGE)
ASSESSMENT SPACE
2
ASSESSOR TABLE
LEGEND
01. ZERO POINT
02. ASSSESSOR TABLE
03. TRUSSES
04. POWER SUPPLY
05. TRUSS CONTROL
06. LIGHTING CONSOLE
DIMMER
07. CASES
08. A-FRAME LADDER
LIGHTING INSTRUMENTS:
A. FOCUS: FRONT TABLE
PC · LEE 201
BARNDOORS
B. FOCUS: BACKLIGHT
FRESNEL
C. TOPLIGHT (MOUNTED)
2x LED PAR/WASH
D. FOCUS: PAINTING
PROFILE SPOT
LEE 106
SHUTTERS
PLANO CONVEX SPOT
FRESNEL
LED PAR/WASH
PROFILE SPOT
26.11.2024
M-1:100
SCALE: REFERENCE
REV. 1.1
3m

Assessment Procedure PACE-VET Lighting Unit A

# Introduction Candidate · Checklist

## Introduction assessors

The assessors briefly introduce themselves.
The assessors assume two different roles: an "active" assessor and a "silent" assessor.
This should be indicated to the candidate (see note silent assessors).

## Introduction candidate

Candidates briefly introduce themselves.

## Process of the assessment

The scheduled process is run through, hereby the following elements are agreed:

**Assessment structure and order**

The candidate gets a floor plan of the setup to be accomplished.
The “active” assessor explains in brief what assignments (sub-assessments) will be done and in what order.

A Orientation, unloading equipment and installation
Task description: hang and connect the luminaires (lighting instruments) as defined in the floor plan. (12 minutes)

B System setup and focus
Task description: setup the lighting control system and focus the luminaires (lighting instruments) as defined in the floor plan. (10 minutes)

C De-rigging and packing
Task description: return only the equipment used in the installation to their flight cases. (8 minutes)

*Subsequent assessment methods may be necessary or already have been carried out. This should not be mentioned to the candidate and the results should not influence the assessment.*
*POR - Portfolio Assessment*
*CBI - Criterion-Based Interview*

**Duration of the assessment**

The timing of the assessment is explained: 30 minutes for the three assignments.
The "active" assessor explains the circumstances under which an assessment will be discontinued due to exceeding the time allowed for the assessment. The candidate is advised that there is a clock in the assessment space for reference.

**Responsibility**

The limits of the candidates’ responsibility are explained. The "active" assessor will point out the actions that need to be done by the assessor, like switching the power on and operating the motor hoist or fly system.

**Asking questions**

Candidates can ask the "active" assessor all the questions they want. It is up to the assessor to decide whether the answer is part of the expected competence and if the assessor answers the questions or not. Candidates may ask about the focus specifications.

**Asking for physical help**

Candidates can ask for physical help with tasks they can't or shouldn't perform themselves.

**Remark about assessors taking notes**

It is made clear to the candidate that when the assessors take notes is not necessarily a negative signal. This is to keep the candidate at ease.

## Competence assessment

Only the eleven competences will be measured, other competences are only used to measure these but will not be taken in account. For example, "use of personal protection equipment" is not directly measured, but "work with respect for own safety" is.

There are no trick situations in the assessment, but situations that also occur in normal work can be simulated.

Candidates receive the results at the end of the assessment.

## Note silent assessor

The principle of the "silent" and "active" assessor is explained at the introduction of the assessors. To guarantee objectivity there is one assessor observing the process from the outside: "silent", while the second assessor is observing the process from the inside: "active".

The "active" assessor acts as an equal colleague. The candidate can treat him in this way.

## Complaints and Code of Ethics

The complaints procedure and the code of ethics are repeated. The candidate should have learned about this in the information brochure and in the guidance, but it seems important to repeat this.

## Floor plan for the candidate

The candidate is given a floor plan of the setup. (see 06 Floor Plan Candidate)

## House Rules and Safety Briefing

**Use of the fly system**

The candidate is not supposed to use fly systems.

**Check personal protection equipment**

The assessors check whether the candidate's safety shoes (and other brought PPE) comply with the standards.

**Stopping the assessment**

The conditions under which an assessment can be stopped for safety reasons is briefed:

* safety of candidate
* safety of the assessors
* safety of the equipment

**Short overview of the assessment space**

The candidate is given a brief tour of the assessment space. Candidates are asked if they have any questions.

**Note about the use of PPE**

Personal PPE: Gloves, hard hats, etc, are provided by the candidate.

Based on the risk assessment of the assessment centre, candidates must perform under strict safety regulations, more concrete:

*you need to wear a hard hat when trusses or fly bars are being moved or could otherwise create a safety hazard

* gloves need to worn during activities with risk
* you need to secure all tools used on height
* we expect you to point out to colleagues unsafe situations

**Maximum weight limits**

The maximum weight that a single person is allowed to lift in this house is 25 kg.

## Check safety equipment

The assessors verify the acceptability of candidate's safety shoes and PPE's.

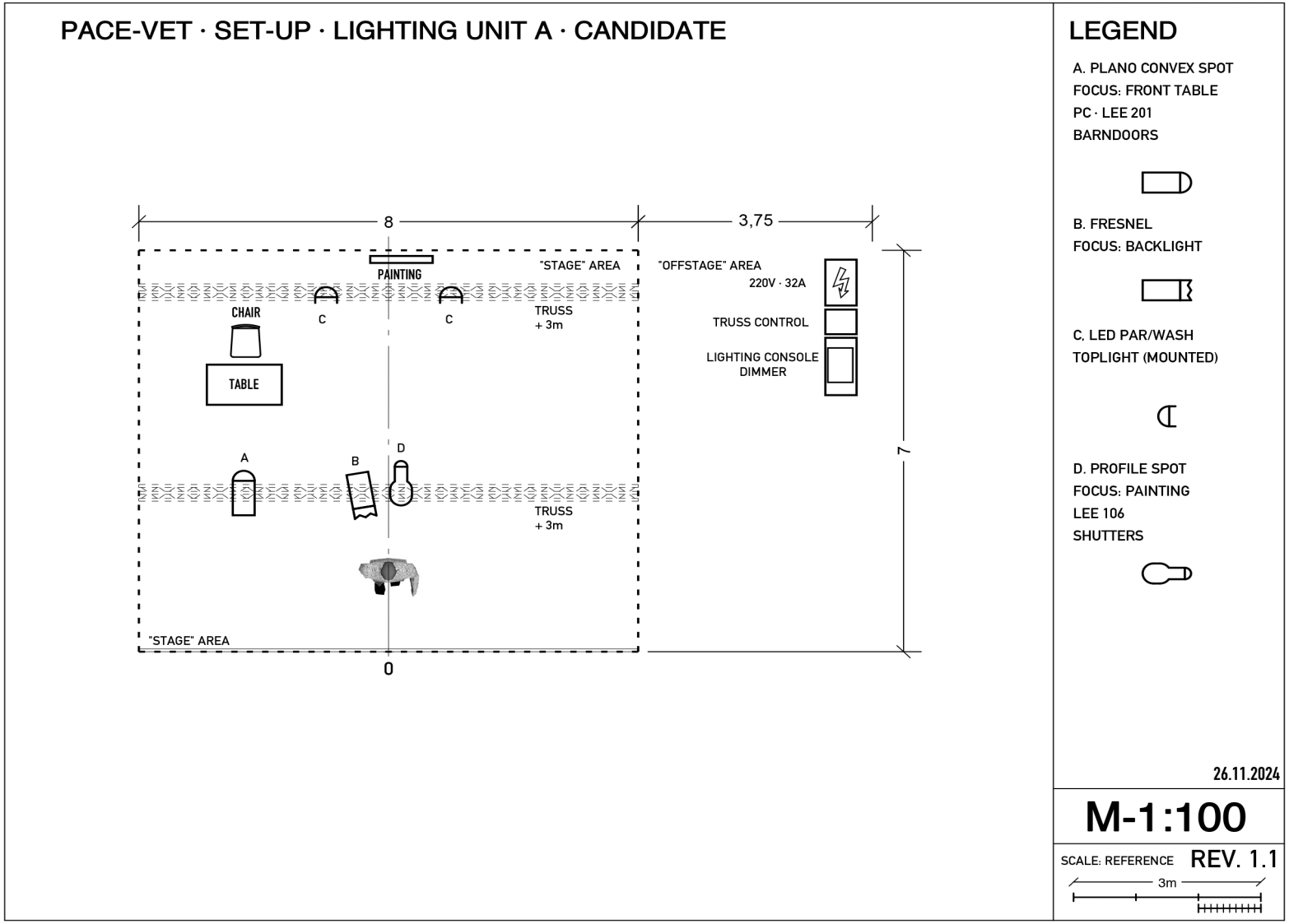
## Verification ID candidate

The assessors verify the ID of the candidate.

## Sign of safety briefing, rights & privacy declaration

The candidate signs the safety briefing confirmation and the rights & privacy declaration.

# Floor Plan for Candidate



# Assessment Procedure PACE-VET Lighting Unit A

## Short Cheat Sheet for Assessment

This cheat sheet is a short reminder on how the scoring of competences works. For more detailed information, see the document "Assessor Handbook".

**Competences**

The test procedures include 3 assignments (sub-assessments) that measure competences derived from the ESCO framework, ETTE and the TeBeVAT Units “Lighting”. The competences are numbered from 01 to 11 in the reference table "Overview". Health & Safety competences are also respectively numbered as "H" competencesNot all competences are necessarily assessed in the Observation in a Simulated Environment.

**Skills**

The competences are detailed in several skills, and in the scoring sheets A to C: general statements of what you want to see, to observe, when a candidate is working.

The skills from the eleven competences are numbered in the reference table giving the competence number and a decimal behind it. (For example: "01.04")

**Sub-Assessments**

The complete assessment is divided in 3 sub-assessments = assignments, listed from A to C.

In the “Overview”, you can see which skill is measured in which sub-assessment.

**X** means a skill **is measured** at least once in a sub-assessment.

**O** means that a skill **can be measured** in one of the sub-assessment, these are skills that are more general and can occur at different moments.

**Measuring criteria**

In each sub-assessment a set of attention points are given. We call them measuring criteria. These are the concretisation of the skills in this specific assessment situation. The measuring criteria are what you need to observe in this concrete situation if the candidate masters the skill.

The reference to the “Overview” = skill measured is given at the end of the line.

**Observation scores**

Each measuring criterium can be marked with 3 possibilitees.

1. the measuring criterion is observed, you have seen the candidate behave in the proper way, the candidate has performed as expected.

2. the measuring criterion is not observed, the candidate did not perform as expected.

3. it was impossible to observe the behaviour. You could not see if the candidate behaved in a proper way or not. This can be caused by previous actions of because you missed something.

(We avoid to use right or wrong, because this would already include a judgement, while we only want to observe in this stadium.)

**Other competences**

The assessment only measures the 11 given competences, other observations should not be taken in account.

**If in doubt**

In case there are unclarities in the measuring criteria, the competence description and the skills prevail. It is the assessors discretion to decide.

**Not measured skills**

Some skills are not measured, or only measured once.

The reason for this is that they are difficult to simulate, for time or efficiency reasons.

In this case, the skills will be measured through a different assessment method.

**Decision**

The two assessors decide in consensus at the end of the assessment if the candidate masters all competences. It is their authority to weight each observed action and to make a final decision.

# Assessment Procedure PACE-VET Lighting Unit A

## Overview of assignments and measured competences

*Skills / knowledge in italics = assessed primarily with other assessment methods*

| L01: Read lighting plans | | Sub-Assessment Group (Assignments) A | B | C |
|---|---|---|---|---|
| **01.01.** | Reads light plan | X | | |
| **01.02** | Interprets the instructions in the light plan | X | | |
| **01.03** | Selects the lighting equipment needed | X | | |
| **01.04** | Checks the integration of lighting equipment | X | X | |
| **01.05** | Understands the designated placing of the fixtures | X | X | |
| **01.06** | Grasps content and artistic specifications | | X | |
| **01.07** | *Compares lighting concept with local conditions and setup* | O | O | |
| **01.08** | *Evaluates requirements for technical and scenic implementation, design/artistic specs* | O | O | |
| **01.09** | *Understands different types of locations and challenges with the stage environment* | O | O | |
| **01.10** | *Knows the safety requirements for electrical equipment* | X | X | X |

| L02: Set up light board | | A | B | C |
|---|---|---|---|---|
| **02.01** | Specifies light board position | O | O | |
| **02.02** | Takes mounting options into account | X | X | |
| **02.03** | Takes safety provisions into account | X | X | X |
| **02.04** | Carries out a visual inspection of the light board and cables for detection and assessment of damage and compliance with safety requirements | X | X | X |
| **02.05** | Sets up light board according to instructions | X | X | |
| **02.06** | Secures technical performance equipment and accessories | X | X | |
| **02.07** | Checks cables before usage | X | X | X |
| **02.08** | Places load cables | X | | X |
| **02.09** | Connects to power supply | X | X | |
| **02.10** | Checks the function of the light board/lighting console | X | X | |
| **02.11** | Identifies possible errors or failures | X | X | X |
| **02.12** | *Knows the safety requirements for electrical equipment* | X | X | X |

# Assessment Procedure PACE-VET Lighting Unit A

## Overview of assignments and measured competences

*Skills / knowledge in italics = assessed primarily with other assessment methods*

| L03: Install lighting | | Sub-Assessment Group (Assignments) A | B | C |
|---|---|---|---|---|
| **03.01** | Reads the light plot and documentation | X | X | |
| **03.02** | Collects equipment according to the lighting plan | X | X | |
| **03.03** | Carries out a visual inspection of the luminaires (lighting instruments) for detection and assessment of damage and compliance with safety requirements | X | X | O |
| **03.04** | Transport devices, system parts, components, tools and other work equipment to protect them from damage | X | X | X |
| **03.05** | Attaches and sets up equipment according to the local standards and safety regulations | X | X | |
| **03.06** | Mounts and rigs technical performance equipment according to instructions and/or plans | X | X | |
| **03.07** | Check that technical performance equipment and objects can move freely during different operations when needed | X | X | |
| **03.08** | Secures technical performance equipment and accessories | X | X | |
| **03.09** | Connect devices to one another and to dimmers using control cables | X | X | |
| **03.10** | Connects to power supply | X | X | |
| **03.11** | Carries out a functional check of lighting instruments and additional devices | X | X | |
| **03.12** | Uses the light plan to determine pre-focus of lighting instruments | X | | |
| **03.13** | Pre-focusses lighting instruments | X | | |
| **03.14** | Identifies possible errors or failures | X | X | X |
| **03.15** | *Knows the safety requirements for electrical equipment* | X | X | X |

# Assessment Procedure PACE-VET Lighting Unit A

## Overview of assignments and measured competences

*Skills / knowledge in italics = assessed primarily with other assessment methods*

Sub-Assessment Group (Assignments)

| L04: Distribute control signals | | A | B | C |
|---|---|---|---|---|
| **04.01** | Tests control signals | | X | |
| **04.02** | Places control cables | O | X | |
| **04.03** | Takes safety provisions into account | X | X | X |
| **04.04** | Mounts and rigs technical performance equipment according to instructions and/or plans | X | X | X |
| **04.05** | Secures technical performance equipment and accessories | X | X | X |
| **04.06** | Connects to load cables | O | X | |
| **04.07** | Connects to the control system | O | X | |
| **04.08** | Checks the function of the lighting board | | X | |
| **04.09** | Applies and patches lighting instruments in the desk | | X | |
| **04.10** | Test control signals | | X | |
| **04.11** | Identifies possible errors or failures | X | X | X |
| **04.12** | *Knows different network devices, applications and data transmission (DMX; ADM; ArtNet; sACN; ACN)* | O | X | |

| L05: Focus lighting Instruments (luminaires) | | A | B | C |
|---|---|---|---|---|
| **05.01** | Uses the light plan to position light beam from lighting instrument | X | X | |
| **05.02** | Points the fixture in the proper direction and angle | O | X | |
| **05.03** | Uses the adjustment possibilities of the lighting instrument to meet lighting requirements (focus) | | X | |
| **05.04** | Uses the adjustment possibilities of the lighting instrument accessories to meet lighting requirements (focus) | | X | |
| **05.05** | Securely mounts equipment according to the local standards and safety regulations | X | X | |
| **05.06** | Identifies possible errors or failures | O | X | X |
| **05.07** | *Understands of optics involved in non or single lens equipment* | O | X | |

# Assessment Procedure PACE-VET Lighting Unit A

## Overview of assignments and measured competences

*Skills / knowledge in italics = assessed primarily with other assessment methods*

Sub-Assessment Group (Assignments)

| L06: De-rig electronic equipment | | A | B | C |
|---|---|---|---|---|
| **06.01** | Powers off and disconnects in a safe manner | | | X |
| **06.02** | Uses specific equipment specifications when removing and storing | | | X |
| **06.03** | Packs equipment in an efficient and safe manner | | | X |
| **06.04** | Readies the equipment for transportation regarding equipment and packing specifications | | | X |
| **06.05** | *Different work and equipment contexts in the event and live performance industry* | | | |
| **06.06** | *Principles of storage packing and logistics in the event and live performance industry* | | | O |

| L07: Pack electronic equipment | | A | B | C |
|---|---|---|---|---|
| **07.01** | Packs cables neat and correct | | | X |
| **07.02** | Secures and packs equipment for transportation | | | X |
| **07.03** | Packs equipment in an efficient and safe manner | | | X |
| **07.04** | *Knows about the value of equipment used and proper packing and storage to retain value* | | | |
| **07.05** | *Principles of storage packing and logistics in the event and live performance industry* | | | O |

## Health & Safety

| LA08 - H01: Work with respect for own safety | | A | B | C |
|---|---|---|---|---|
| **H01.01** | Understands own position in the safety chain and acts accordingly | X | X | X |
| **H01.02** | Works according safety training and instructions | X | X | X |
| **H01.03** | Protects oneself against hazards | X | X | X |
| **H01.04** | Signals risks to responsible colleagues | O | O | O |
| **H01.05** | *Understands the risks in a performance environment and the mechanisms behind them* | O | O | O |

# Assessment Procedure PACE-VET Lighting Unit A

## Overview of assignments and measured competences

*Skills / knowledge in italics = assessed primarily with other assessment methods*

Sub-Assessment Group (Assignments)

| LA09 - H02: Work ergonomically | | A | B | C |
|---|---|---|---|---|
| **H02.01** | Identifies ergonomic risks | X | X | X |
| **H02.02** | Organizes workplace ergonomically | X | X | X |
| **H02.03** | Applies the ergonomic principles and methods while lifting, carrying or moving heavy or unpractical loads | X | X | X |
| **H02.04** | Uses the right equipment when lifting, carrying or moving heavy objects | X | X | X |
| **H02.05** | Asks for help for tasks you can't carry out on your own | X | X | X |
| **H02.06** | Communicates with colleagues while lifting, carrying or moving objects | X | X | X |

| LA10 - H03: Work safely with mobile electrical systems under supervision | | A | B | C |
|---|---|---|---|---|
| **H03.01** | Reads electrical diagrams and plans for mobile electrical installations | O | | |
| **H03.02** | Calculates mono-phase electric loads | X | O | |
| **H03.03** | Provides power distribution for light, stage, sound, video and rigging purposes | X | X | |
| **H03.04** | Puts cables, fuse boards and splitters in place, based on instructions | X | X | |
| **H03.05** | Connects, labels, protects, and secures cables | X | X | |
| **H03.06** | Performs visual inspection for electric risks | X | X | X |
| **H03.07** | Troubleshoots basic problems: checking cables, connections, … | X | X | X |
| **H03.08** | Uses appropriate tools and PPE's | X | X | X |
| **H03.09** | *Repairs mono-phase cables (checked by supervisor)* | | | |
| **H03.10** | *Acts accordingly the agreed procedure in case of an electrical accident* | | | |

# Assessment Procedure PACE-VET Lighting Unit A

## Overview of assignments and measured competences

*Skills / knowledge in italics = assessed primarily with other assessment methods*

Sub-Assessment Group (Assignments)

| LA11 - H04: Follow safety procedures when working at heights | | A | B | C |
|---|---|---|---|---|
| **H04.01** | Identifies/spots environmental influences and changes that affect the safe use (weather, rake, floor stability, ...) | O | | |
| **H04.02** | Mounts and uses the equipment according to the safety regulations and instructions | X | X | X |
| **H04.03** | Visually inspects the equipment | X | X | X |
| **H04.04** | Applies the appropriate collective protection | X | X | X |
| **H04.05** | Uses the appropriate personal safety equipment | X | X | X |
| **H04.06** | Ensures no objects can fall during activity | X | X | X |
| **H04.07** | Secures small tools and equipment | X | X | X |
| **H04.08** | Closes off underlying areas | X | X | X |
| **H04.09** | Ensures underlying work area is free | X | X | X |
| **H04.10** | Communicates with colleagues while working on heights | X | X | X |
| **H04.11** | *Identify/spot the risks for personal injury* | | | |

# Assessment Procedure PACE-VET Lighting Unit A

## Identification Sheet

Date:

Assessmnet Centre/Location:

Assessment version used:

The candidate:

Name
First name
ID nr.

The assessors

Name
First name
ID nr.

Name
First name
ID nr.

Checklist

| | | |
|---|---|---|
| Setup alterations | Yes | No |
| Detailed description | | |
| ID check candiate | OK | Not OK |
| candidate has received brochure | Yes | No |
| candidate has received oral briefing | Yes | No |
| candidate has received safety check | Yes | No |
| candidate has signed off briefing | Yes | No |
| Check PPE's | OK | Not OK |
| Remarks | | |

Signed

Assessor 1 Assessor 2

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# Assessment Procedure PACE-VET Lighting Unit A

## Sign off Briefing

Date:

Assessment location:

The candidate:

Name

First name

ID nr.

Safety briefing

The candidate declares to have had a full safety briefing and has understood all the elements of the briefing.

The candidate declares to have not withhold any information about hidden disabilities, conditions, illnesses or elements that could influence the safety of the assessment.

The candidate declares to have understood his rights as stated in the information brochure concerning the assessment procedure, the ethical code and the appeal procedure on the results.

Privacy

The candidate allows the assessors and the assessment centre to use and store his personal data, for as far as needed for the test procedure, the management of the passport and the quality control of the procedures.

ID

The assessors have verified the identification documents of the candidate.

Signed

(date, candidate's signature)

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# Assessment Procedure PACE-VET Lighting Unit A

## Sub-Assessment A

**Orientation, unloading equipment and installation**

**Method**

Direct observation of the process in a simulated professional context

**Documents**

Floor Plan Candidate

**Course of the assessment**

The "active" assessor explains briefly what will be mounted and rigged on stage, based on the floor plan.

The "active" assessor gives the (oral) assignment to the candidate to unload the equipment and prepare the stage for the lighting setup.

When the participant indicates that the task is completed, the "active" assessor can ask additional questions.

**Timing**

12 minutes

**Directions for the candidate**

The candidate can, if he thinks it is necessary, request physical assistance from the "active" assessor.

The candidate cannot ask questions during the execution of the practical assessment.

The candidate may, if he wishes, give further explanation after conducting the entire assessment (A-C).

**Directions for the assessors**

The assessors observe the assessment without comment.

After the completion of the sub-assessment (A), the assessors can ask the candidate additional information about the operations carried out.

Assessors give no indication of the results during or after the sub-assessment.

The "active" assessor can act as a collegue, but doesn't take any initiative.

The "active" assessor only acts on requests of the candidate and does not offer help himself.

The "active" assessor communicates like a normal colleague.

# Sub-Assessment A

**Sub-Assignments: Attention points for quotation**

| **A. Orientation, unloading equipment and installation** 12" | Not Observed | Observed | |
|---|---|---|---|
| **Starting time:** | | | |
| **End Time:** | | | |
| Wears safety shoes | ☐ | ☐ | **H01.03** |
| Uses gloves | ☐ | ☐ | **H01.03** |
| Wears helmet | ☐ | ☐ | **H01.03** |
| Informs oneself about local practices | ☐ | ☐ | **01.10** |
| Reads plan | ☐ | ☐ | **01.01** |
| Orients him/herself to the location and stage setup according to the plan | ☐ | ☐ | **01.02** |
| Orients him/herself with the equipment at hand | ☐ | ☐ | **01.03** |
| Changes setup if needed | ☐ | ☐ | **01.07** |
| Asks "active" assessor to lower truss to working height | ☐ | ☐ | **H02.05** |
| Ensures underlying work area is free | ☐ | ☐ | **H04.09** |
| Communicates with "active" assessor during lifting process | ☐ | ☐ | **H02.06** |
| Takes mounting options into account | ☐ | ☐ | **02.02** |
| Works ergonomically | ☐ | ☐ | **H02.02** |
| Specifies light board position (placement by assessment centre is OK) | ☐ | ☐ | **02.01** |
| Selects the proper equipment | ☐ | ☐ | **01.03** |
| Makes sure the equipment can be integrated | ☐ | ☐ | **01.04** |
| Places equipment as designated in plan | ☐ | ☐ | **01.05** |
| Organises cases for easy access (in an efficient and ergonomic way) | ☐ | ☐ | **H02.02** |
| Puts cases and equipment directly in the right place | ☐ | ☐ | **H02.02** |
| Lifts close to the body | ☐ | ☐ | **H02.03** |
| Carries equipment ergonomically | ☐ | ☐ | **H02.03** |
| Monitors environment while carrying objects | ☐ | ☐ | **H01.05** |
| Takes safety provisions into account | ☐ | ☐ | **02.03** |
| Sets up light board according equipment instructions | ☐ | ☐ | **02.05** |
| Carries out a visual inspection of the light board | ☐ | ☐ | **02.04** |
| Checks lighting instruments before usage | ☐ | ☐ | **03.03** |
| Transports lighting fixtures (protecting them from damage) | ☐ | ☐ | **03.04** |
| Checks lighting instruments before usage | ☐ | ☐ | **03.03** |
| Mounts lighting fixtures | ☐ | ☐ | **03.05** |
| Fixes clamps properly | ☐ | ☐ | **03.05** |
| Secures lighting instruments with safety cable | ☐ | ☐ | **03.09** |
| Secures lighting instrument accessories with safety cable/other feature | ☐ | ☐ | **03.09** |

**Sub-Assignments: Attention points for quotation**

**A. Orientation, unloading equipment and installation** 12"

**Starting time:**

**End Time:**

| | Not Observed | | Observed | |
|---|---|---|---|---|
| Select proper cables for system | ☐ | ☐ | ☐ | **03.02** |
| Checks cables before usage | ☐ | ☐ | ☐ | **02.07** |
| Organises cables in a proper way | ☐ | ☐ | ☐ | **03.04** |
| Connects spots properly | ☐ | ☐ | ☐ | **03.07** |
| Keeps slack in cables | ☐ | ☐ | ☐ | **03.08** |
| Uses sustainable fixing methods for the cables | ☐ | ☐ | ☐ | **03.09** |
| Secures cables at end of truss or fly bar | ☐ | ☐ | ☐ | **03.07** |
| Secures flying connections | ☐ | ☐ | ☐ | **H04.06** |
| Ensures enough cable to go high | ☐ | ☐ | ☐ | **03.08** |
| Connects cables to dimmer | ☐ | ☐ | ☐ | **03.10** |
| Ensures no power overload on power supply | ☐ | ☐ | ☐ | **H03.02** |
| Provides power distribution for lighting purposes | ☐ | ☐ | ☐ | **H03.03** |
| Performs visual inspection for electric risks | ☐ | ☐ | ☐ | **H03.06** |
| Connects to power supply | ☐ | ☐ | ☐ | **02.09** |
| Checks the function of the lighting board | ☐ | ☐ | ☐ | **02.10** |
| Identifies possible errors or failures | ☐ | ☐ | ☐ | **02.11** |
| Troubleshoots basic problems: checking cables, connections, … | ☐ | ☐ | ☐ | **H03.07** |
| Carries out functional check of lighting instruments + additional devices | ☐ | ☐ | ☐ | **03.12** |
| Identifies possible errors or failures | ☐ | ☐ | ☐ | **03.15** |
| Uses the light plan to determine pre-focus of lighting instruments | ☐ | ☐ | ☐ | **03.13** |
| Pre-focusses lighting instruments | ☐ | ☐ | ☐ | **03.14** |
| Signals risks | ☐ | ☐ | ☐ | **H01.04** |
| Protects oneself against hazards | ☐ | ☐ | ☐ | **H01.03** |
| Uses appropriate tools | ☐ | ☐ | ☐ | **H03.08** |
| Works according to rules and regulations | ☐ | ☐ | ☐ | **H01.02** |

**Sub-Assignments: Attention points for quotation**

**A. Orientation, unloading equipment and installation**

**Comments, remarks, …**

# Assessment Procedure PACE-VET Lighting Unit A

## Sub-Assessment B

**System setup and focus**

**Method**

Direct observation of the process in a simulated professional context

**Documents**

Floor Plan Candidate

**Course of the assessment**

The "active" assessor explains very briefly what is to be focussed and refers to the floor plan.

The "active" assessor gives the (oral) assignment to the candidate to connect the lighting board to the luminaries (lighting equipment) and to focus them.

When the participant indicates that the task is completed, the "active" assessor can ask additional questions.

**Timing**

10 minutes

**Directions for the candidate**

The candidate can, if he thinks it is necessary, request physical or oral assistance from the "active" assessor.

The candidate cannot ask questions during the execution of the practical assessment.

The candidate may, if he wishes, give further explanation after conducting the entire assessment (A-C).

**Directions for the assessors**

The assessors observe the assessment without comment.

After the completion of the sub-assessment (B), the assessors can ask the candidate additional information about the operations carried out.

Assessors give no indication of the results during or after the sub-assessment.

The "active" assessor can act as a collegue, but doesn't take any initiative.

The "active" assessor only acts on requests of the candidate and does not offer help himself.

The "active" assessor communicates like a normal colleague.

# Sub-Assessment B

**Sub-Assignments: Attention points for quotation**

| **B. System setup and focus** | 10" | Not Observed | Observed | |
|---|---|---|---|---|
| **Starting time:** | | | | |
| **End Time:** | | | | |
| Applies and patches lighting instruments in the desk | ☐ | ☐ | ☐ | **04.09** |
| Tests control signals | ☐ | ☐ | ☐ | **04.10** |
| Identifies possible errors or failures | ☐ | ☐ | ☐ | **04.11** |
| Asks "active" assessor to raise truss to focus height | ☐ | ☐ | ☐ | **H02.05** |
| Ensures all equipment can be moved safely | ☐ | ☐ | ☐ | **03.08** |
| Checks above area is free before moving upwards | ☐ | ☐ | ☐ | **03.08** |
| Communicates with "active" assessor during lifting process | ☐ | ☐ | ☐ | **H02.06** |
| Checks ladder before use | ☐ | ☐ | ☐ | **H02.03** |
| Carries ladder in an appropriate way | ☐ | ☐ | ☐ | **H04.03** |
| Asks "active" assessor for help setting up the ladder | ☐ | ☐ | ☐ | **H02.05** |
| Asks "active" assessor to hold the ladder (debatable = no consensus) | ☐ | ☐ | ☐ | **H02.05** |
| Ensures helper (active assessor) wears hard hat | ☐ | ☐ | ☐ | **H04.04** |
| Checks for objects in pockets | ☐ | ☐ | ☐ | **H04.06** |
| Climbs ladder the proper way | ☐ | ☐ | ☐ | **H04.02** |
| Works with face to ladder, tips of foot to ladder (not backwards) | ☐ | ☐ | ☐ | **H04.02** |
| Moves ladder when objects are out of reach | ☐ | ☐ | ☐ | **H02.01** |
| Communicates with "active" assessor when using ladder | ☐ | ☐ | ☐ | **H02.06** |
| Follows light plan when focussing | ☐ | ☐ | ☐ | **05.01** |
| Points and angles lighting instruments properly | ☐ | ☐ | ☐ | **05.02** |
| Focusses lighting instruments | ☐ | ☐ | ☐ | **05.03** |
| Uses lighting instrument accessories to meet requirements | ☐ | ☐ | ☐ | **05.04** |
| Secures lighting instruments and accessories in focussed position | ☐ | ☐ | ☐ | **H02.06** |
| Sets light board settings according to light plan | ☐ | ☐ | ☐ | **02.10** |
| Signals risks | ☐ | ☐ | ☐ | **H01.04** |
| Protects oneself against hazards | ☐ | ☐ | ☐ | **H01.03** |
| Uses appropriate tools | ☐ | ☐ | ☐ | **H03.08** |
| Works according to rules and regulations | ☐ | ☐ | ☐ | **H01.02** |

**Sub-Assignments: Attention points for quotation**

**Comments, remarks, …**

# Assessment Procedure PACE-VET Lighting Unit A

## Sub-Assessment C

**De-rigging and packing**

**Method**

Direct observation of the process in a simulated professional context

**Documents**

Floor Plan Candidate

**Course of the assessment**

The "active" assessor gives the (oral) assignment to the candidate to de-rig the equipment that has been mounted by the candidate and to pack these back into the cases.

When the participant indicates that the task is completed, the "active" assessor can ask additional questions.

**Timing**

8 minutes

**Directions for the candidate**

The candidate can, if he thinks it is necessary, request assistance from the "active" assessor.

The candidate cannot ask questions during the execution of the practical assessment.

The candidate may, if he wishes, give further explanation after conducting the entire assessment (A-C).

**Directions for the assessors**

The assessors observe the assessment without comment.

After the completion of the sub-assessment (C), the assessors can ask the candidate additional information about the operations carried out.

Assessors give no indication of the results during or after the sub-assessment.

The "active" assessor can act as a collegue, but doesn't take any initiative.

The "active" assessor only acts on requests of the candidate and does not offer help himself.

The "active" assessor communicates like a normal colleague.

## Sub-Assessment B

**Sub-Assignments: Attention points for quotation**

| C. De-rigging and packing | 8" | Not Observed | Observed | |
|---|---|---|---|---|
| **Starting time:** | | | | |
| **End Time:** | | | | |
| Powers off system | ☐ | ☐ | ☐ | **06.01** |
| Organises cases for easy access (in an efficient and ergonomic way) | ☐ | ☐ | ☐ | **H02.02** |
| Puts cases and equipment directly in the right place | ☐ | ☐ | ☐ | **H02.02** |
| Asks "active" assessor to lower truss to working height | ☐ | ☐ | ☐ | **H02.05** |
| Ensures underlying work area is free | ☐ | ☐ | ☐ | **H04.09** |
| Ensures all equipment can be moved safely | ☐ | ☐ | ☐ | **03.08** |
| Communicates with "active" assessor during lifting process | ☐ | ☐ | ☐ | **H02.06** |
| Performs visual inspection for electric risks | ☐ | ☐ | ☐ | **H03.06** |
| Disconnects cables | ☐ | ☐ | ☐ | **06.02** |
| Ensures pens of plugs don't fall and hit the floor when taken down | ☐ | ☐ | ☐ | **06.02** |
| Removes cables first | ☐ | ☐ | ☐ | **06.02** |
| Puts cables directly in cases | ☐ | ☐ | ☐ | **06.03** |
| Stores cables neat and correct | ☐ | ☐ | ☐ | **07.01** |
| Stores cable accessories ("velcro" ties) | ☐ | ☐ | ☐ | **06.02** |
| Removes equipment | ☐ | ☐ | ☐ | **06.02** |
| Puts equipment directly in the right case | ☐ | ☐ | ☐ | **06.03** |
| Makes sure cables and equipment have not been damaged (visual check) | ☐ | ☐ | ☐ | **06.04** |
| Secures and packs equipment for transportation | ☐ | ☐ | ☐ | **07.02** |
| Makes sure everything is packed before closing cases | ☐ | ☐ | ☐ | **07.03** |
| Uses gloves | ☐ | ☐ | ☐ | **H01.04** |
| Signals risks | ☐ | ☐ | ☐ | **H01.04** |
| Protects oneself against hazards | ☐ | ☐ | ☐ | **H01.03** |
| Uses appropriate tools | ☐ | ☐ | ☐ | **H03.08** |
| Works according to rules and regulations | ☐ | ☐ | ☐ | **H01.02** |

**Sub-Assignments: Attention points for quotation**

**Comments, remarks, …**

# Result PACE-VET Assessment: Lighting Unit A

(return document to assessment center)

The candidate: _____ Assessed at: _____

☐ Masters all competences and passed the assessment

☐ Did not pass the test

Has shown to master the competences of the assessments below

| | Sub-Assessments | |
|---|---|---|
| **A** | ☐ | Orientation, unloading equipment and installation |
| **B** | ☐ | System setup and focus |
| **C** | ☐ | De-rigging and packing |

☐ Learning and/or training advice:

Remarks / attention points

Assessor 1 (name and signature) Assessor 2 (name and signature)

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# Notes for assessment centre

(return document to assessment center)

Assessment of cadidate: _____

Assessment site: _____

Assessment date: _____

Remarks about:

- ☐ Organisation (planning, communication, etc.)
- ☐ Candidate
- ☐ Equipment
- ☐ Assessment centre
- ☐ Procedure

Remarks / attention points:

Assessor 1 (name and signature)

Assessor 2 (name and signature)

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# Assessment procedure PACE-VET Lighting Unit "A"

**Change Log**

Version 1.01 (from version 1.0) after assessment procedures in May 2024 in Bergen op Zoom

Course procedure updated
Some luminaires (lighting instruments) are already hung (time issues)
Two trusses are used - only the fornt truss needs to be moved.
Equipment list updated
Attention points updated
Floor Plans updated (1.1)
29.11.24



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