



PACE-VET · Sound Unit A

Procedure Manual for Assessment

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Assessment procedure PACE-VET Sound Unit A

Introduction

P

- 01 1 This document is the procedure manual for the practical assessment procedure (Observation in a Simulated Environment), developed in the PACE-VET project. It contains all documents needed to execute the assessment and guides you through the whole procedure. It contains three parts, the documents needed for preparation and introduction, the actual assessment documents and the results document.

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Assessment procedure PACE-VET Sound 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 consensus and based on local circumstances, adapt the assessment setting if all assessed 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 acquainted 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 Sound Unit A

Technical Rider

Setup

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

General

The setup for the assessment reflects normal activities of a sound 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 "Sound A". The candidate performs a number of activities like unloading and loading flight cases, hanging, positioning and de-rigging sound equipment, setting up the sound console and performing a technical sound check. 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 a fly bar, with a weight of $\geq 200\text{kg}$ /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 ④

- 2 x 16A mono-phase, offstage stage left back (Schuko), Amplifiers
- 1 x 16A three-phase for motor control, offstage left back
- 1 x 16A power supply for sound console, media-player, effects

Power cables

- 2 cables 5 m (1,5 square mm, Schuko),
- 2 cables 2 m (1,5 square mm, Schuko)

Control cables

Control cables, "speaker twist connector"/"Speakon" or XLR cables to connect all audio equipment

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, control cables, marked content (a)
- Tools and disposables as listed below
- 1 x flight case 2, with wheels, microphones and microphone stands, accessories, marked content (a)
- 1 x flight case 3 with wheels, line array speakers, accessories, marked content (b)
- Loudspeaker system elements 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

Sound Equipment

1 x Microphone set

At least 1 x dynamic microphone for speech (supercardioid), other microphones (condenser...) available

Microphon stands, at least 1 x microphone stand with boom arm

Max height boom arm: approx. 210 cm, weight: 1.60 kg, black

4 x Line array speaker elements (mountable in truss/on fly bar) ≤25kg each

All loudspeaker elements/modules with appropriate c-clamps/clamps, brackets, frames, and safeties for mounting

Sound console = 6 to 12 channels, analogue - set up on or next to sound rack (media-player/effects...) or case ⑥

Sound console user manual

Amplifier rack for the 4x line array speakers

The sound console has not been connected to power or to the control cables

Control cables, XLR 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

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

There is a "spike mark" for the position of the microphone stand

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

3 x Chairs for assessors (1 x chair for assessment reflection with the candidate)

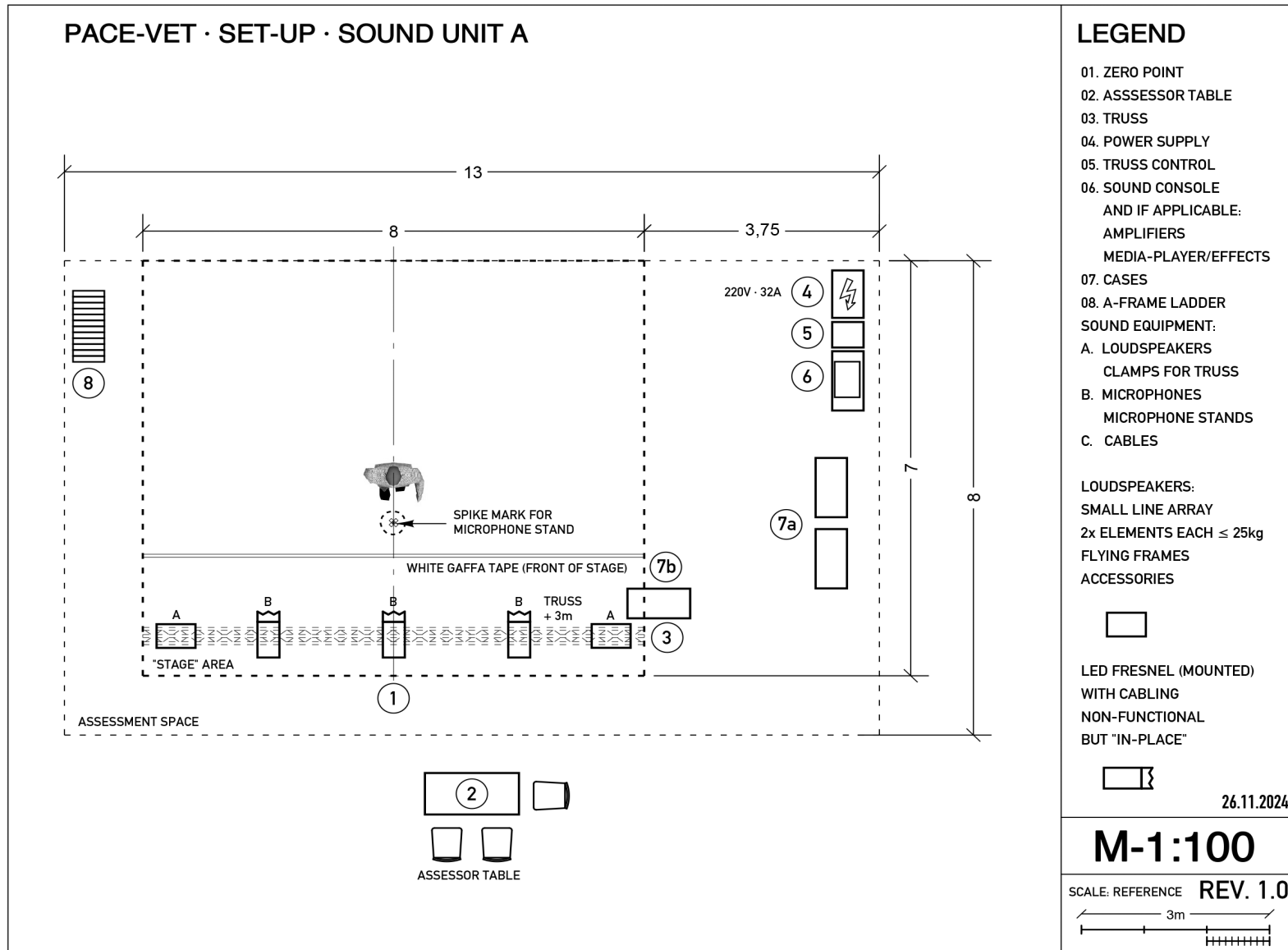
Wall clock or clock on assessor table large enough for the candidate to see

1 x 10A power supply for laptops

Miscellaneous

Media to be played: CD/USB-Stick with MP3/AIFF (must function with media-player used in setup)

Internet access



Assessment procedure PACE-VET Sound 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: setup and hang the sound equipment as defined in the floor plan. (12 minutes)

B System setup and technical sound check

Task description: setup the sound control system and focus the line array speakers as defined in the floor plan. Do a technical sound check. (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 nine 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 venue is 25 kg.

Check safety equipment

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

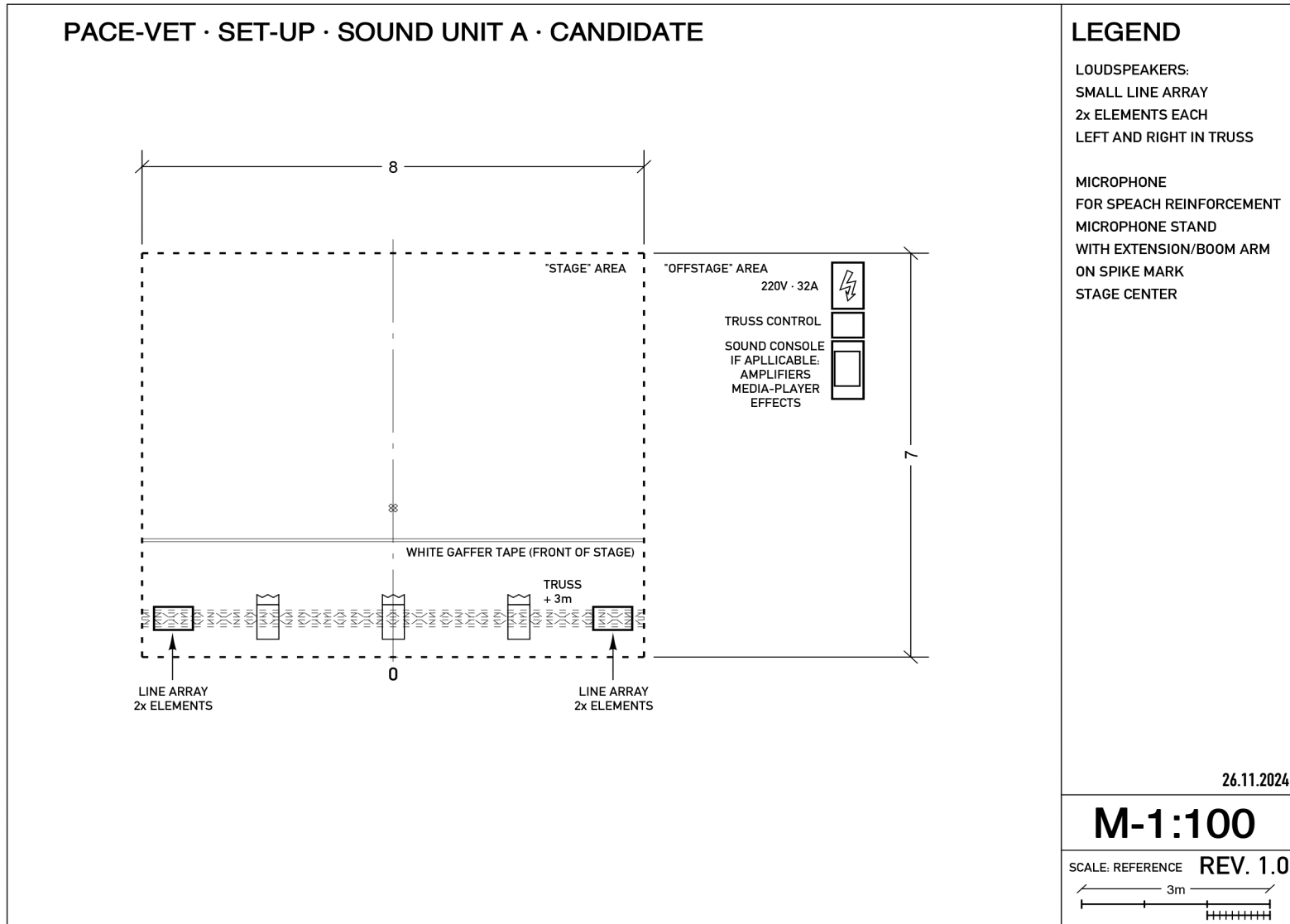
Verification ID candidate

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 Sound 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 "Sound". The competences are numbered from 01 to 09 in the reference table "Overview". Health & Safety competences are also respectively numbered as "H" competences. Not 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 possibilities.

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 9 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 Sound Unit A

Overview of assignments and measured competences

*Skills / knowledge in italics = assessed primarily with other assessment methods*Sub-Assessment Group
(Assignments)

S01: Fit up sound on stage		A	B	C
01.01	Read the documentation	X	O	
01.02	Collect the planned equipment	X		
01.03	Fix and secure equipment according to documents	X	X	
01.04	Pre-focus speakers	X	X	
01.05	Connect equipment to electrical system		X	
01.06	Connect equipment to amplifiers or stage box (if any)		X	
01.07	Fix and secure the connections	X	X	

S02: Set up sound reinforcement system		A	B	C
02.01	Read the documentation	X	O	
02.02	Collect the planned equipment	X		
02.03	Fix and secure equipment	X	X	
02.04	According to documents pre-focus speakers	X	X	
02.05	Adjust the focusing of the speakers		X	
02.06	Adjust the settings such as delay lines, speaker EQ's, crossovers etc.		X	
02.07	Connect equipment to electrical system		X	
02.08	Connect equipment to amplifiers or stage box (if any) fix and secure the connections		X	

S03: Perform technical sound check		A	B	C
03.01	Interpret the system layout	X	X	
03.02	Adjust the placement of the equipment	O	X	
03.03	Check the connections • secure cables	O	X	
03.04	Test the signals		X	
03.05	Test and prepare playback media		X	
03.06	Locate, detect and solve problems	O	X	

Assessment procedure PACE-VET Sound Unit A

Overview of assignments and measured competences

*Skills / knowledge in italics = assessed primarily with other assessment methods*Sub-Assessment Group
(Assignments)

S09: Get in and get out performance equipment		A	B	C
09.01	Handle equipment safely	X	X	X
09.02	<i>Is able to recognise possible damage</i>	O	O	O
09.03	<i>Communicates about damage to the appropriate person (only if something is damaged in the assessment)</i>			O
09.04	Is able to use the proper gateways and routes	X		X
09.05	Uses the right equipment to transfer items	X		X

Health & Safety

SA04 - 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	<i>Understands the risks in a performance environment and the mechanisms behind them</i>	O	O	O

SA05 - H02: Work safely with mobile electrical systems under supervision		A	B	C
H02.01	Reads electrical diagrams and plans for mobile electrical installations	O		
H02.02	Calculates mono-phase electric loads	X	O	
H02.03	Provides power distribution for light, stage, sound, video and rigging purposes	X	X	
H02.04	Puts cables, fuse boards and splitters in place, based on instructions	X	X	
H02.05	Connects, labels, protects, and secures cables	X	X	
H02.06	Performs visual inspection for electric risks	X	X	X
H02.07	Troubleshoots basic problems: checking cables, connections, ...	X	X	X
H02.08	Uses appropriate tools and PPE's	X	X	X
H02.09	<i>Repairs mono-phase cables (checked by supervisor)</i>			
H02.10	<i>Acts accordingly the agreed procedure in case of an electrical accident</i>			

Assessment procedure PACE-VET Sound Unit A

Overview of assignments and measured competences

*Skills / knowledge in italics = assessed primarily with other assessment methods*Sub-Assessment Group
(Assignments)

SA06 - H03: Ensure safety of mobile electrical systems		A	B	C
H03.01	Put cables, fuse boards and splitters in place, based on written documentation	O	X	
H03.02	Connect power (to main plug)		X	
H03.03	Organize distribution according the needs and requirements of the equipment		X	
H03.04	Calculate the power needs to avoid overloads	X		

SA07 - 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	<i>Identify/spot the risks for personal injury</i>			

SA08 - H05: Work ergonomically		A	B	C
H05.01	Identifies ergonomic risks	X	X	X
H05.02	Organizes workplace ergonomically	X	X	X
H05.03	Applies the ergonomic principles and methods while lifting, carrying or moving heavy or unpractical loads	X	X	X
H05.04	Uses the right equipment when lifting, carrying or moving heavy objects	X	X	X
H05.05	Asks for help for tasks you can't carry out on your own	X	X	X
H05.06	Communicates with colleagues while lifting, carrying or moving objects	X	X	X



Assessment procedure PACE-VET Sound Unit A

Identification Sheet

Date:

Assessment 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 candidate

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 Sound Unit A

Sign off Briefing

Date:

Assessment centre:

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 Sound 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 take the specified equipment out of the cases and to prepare the stage for the sound setup. The candidate is to setup the sound system. The microphone stand with microphone should be placed on the spike mark.

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. This might be necessary to mount the line array speakers (weight: $\leq 25\text{kg}$)

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 colleague, 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H01.03
Uses gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H01.03
Wears helmet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H01.03
Informs oneself about local practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01
Reads plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01
Orients him/herself to the location and stage setup according to the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.02
Orients him/herself with the equipment at hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.03
Asks "active" assessor to lower truss to working height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.06
Ensures underlying work area is free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.09
Communicates with "active" assessor during lifting process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.06
Takes mounting options into account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.03
Works ergonomically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H05.01
Specifies sound console position (placement by assessment centre is OK)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.02
Selects the proper equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.02
Makes sure the equipment can be integrated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.02
Places equipment as designated in plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.04
Organises cases for easy access (in an efficient and ergonomic way)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H05.02
Puts cases and equipment directly in the right place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H05.02
Lifts close to the body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H05.03
Carries equipment ergonomically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H05.03
Sets up sound console according equipment instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.02
Carries out a visual inspection of the sound console	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.03
Checks sound equipment before usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.02
Transports sound equipment (protecting them from damage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09.01
Checks microphones before usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.02
Mounts line array speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.03
Fixes clamps properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.03
Secures line array speakers and brackets with safety cable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.03
Select proper cables for system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.02
Checks cables before usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.03
Organises cables in a proper way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.03

Sub-Assignments: Attention points for quotation**A. Orientation, unloading equipment and installation**

12" *Not Observed* *Observed*

Starting time:**End Time:**

Connects line array speakers properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.06
Keeps slack in cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.03
Uses sustainable fixing methods for the cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.03
Secures cables at end of truss or fly bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.03
Secures flying connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.03
Ensures enough cable to go high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.03
Connects cables to amplifiers and sound console	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.08
Ensures no power overload on power supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H03.04
Provides power distribution for the sound system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.03
Performs visual inspection for electric risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.06
Connects to power supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H03.02
Checks the function of the sound console, media player and effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.04
Identifies possible errors or failures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.06
Troubleshoots basic problems: checking cables, connections, ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.07
Carries out functional check of line array speakers + additional devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.04
Identifies possible errors or failures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.06
Uses the floor plan to determine pre-focus of line array speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.01
Pre-focusses line array speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.04
Uses appropriate tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.08
Signals risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H01.04
Protects oneself against hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H01.03

Sub-Assignments: Attention points for quotation

A. Orientation, unloading equipment and installation

Comments, remarks, ...

Assessment procedure PACE-VET Sound Unit A

Sub-Assessment B

System setup and technical sound check

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 all system components and to do a technical sound check. The media player should be tested as well as the microphone.

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 colleague, 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:

Connects all sound equipment to the sound console	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.06
Tests control signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.04
Changes setup if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.02
Identifies possible errors or failures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.06
Asks "active" assessor to raise truss to speaker focus height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H01.01
Communicates with "active" assessor during lifting process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H01.04
Checks ladder before use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.04
Carries ladder in an appropriate way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.03
Asks "active" assessor for help setting up the ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.05
Asks "active" assessor to hold the ladder (debatable = no consensus)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.05
Climbs ladder the proper way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.04
Works with face to ladder, tips of foot to ladder (not backwards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.04
Moves ladder when objects are out of reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.04
Communicates with "active" assessor when using ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H01.04
Monitors environment while carrying objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H01.05
Uses right equipment to transfer items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09.05
Follows floor plan when focussing line array speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01.04
Points and angles line array speakers properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.05
Focusses line array speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.05
Uses sound equipment accessories to meet requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.06
Secures line array speakers and accessories in focussed position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.03
Secures flying connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.06
Prepares and tests playback media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.05
Prepares and tests microphone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03.02
Sets sound console settings according to floor plan / feedback assessor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02.05

Sub-Assignments: Attention points for quotation

Comments, remarks, ...

Assessment procedure PACE-VET Sound 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 colleague, 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.03
Organises cases for easy access (in an efficient and ergonomic way)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.02
Puts cases and equipment directly in the right place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.02
Asks "active" assessor to lower truss to working height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.05
Communicates with "active" assessor during lifting process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.06
Performs visual inspection for electric risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.06
Disconnects cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09.01
Ensures pins of plugs don't fall and hit the floor when taken down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09.01
Removes cables first	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.05
Puts cables directly in cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.02
Stores cables neat and correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.04
Stores cable accessories ("velcro" ties)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.04
Removes equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07.01
Puts equipment directly in the right case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H04.02
Makes sure cables and equipment have not been damaged (visual check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09.02
Secures and packs equipment for transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09.01
Makes sure everything is packed before closing cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09.01
Uses gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.08
Protects oneself against hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.08
Uses appropriate tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H02.08

Sub-Assignments: Attention points for quotation

Comments, remarks, ...



Result PACE-VET Assessment: Sound 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 technical sound check
- 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 candidate: _____

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 Sound Unit "A"

Change Log



Version 1.0

29.11.24

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