



Australian Government

SIF40113 Certificate IV in Funeral Services

Release 3

SIF40113 Certificate IV in Funeral Services

Modification History

Release	Comments
Release 3	<p>Release 3. SIF40113 Certificate IV in Funeral Services supersedes and is equivalent to Release 2. SIF40113 Certificate IV in Funeral Services.</p> <p>Modifications include removal of unused units of competency in response to Skills Reform Ministerial Statement – 9 October 2020.</p> <p>Elective units removed:</p> <ul style="list-style-type: none"> • SIFCCAC002 Schedule burials or cremations • SIFCCAC005 Coordinate chapel operations • SIFCCAC006 Manage lift and reposition or deepen operations • SIFCCAC007 Arrange and oversee viewings of cremations • SIFCCAC008 Coordinate burial works • SIFCCAC009 Coordinate monument installations • SIFCCAC010 Supervise burials • SIFCCAC011 Supervise cremations • SIFCCAC012 Supervise exhumations • SIFXADQ002 Conduct internal quality audits • SIFXADQ003 Monitor contracted services and supplies • SIFXCSS005 Lead customer service teams • SIFXMPR005 Develop marketing strategies and activities
Release 2	<p>Release 2. SIF40113 Certificate IV in Funeral Services supersedes and is equivalent to Release 1. SIF40113 Certificate IV in Funeral Services.</p> <p>Imported units from the following training packages updated:</p> <p>BSB Business Services</p>
Release 1	<p>Release 1. SIF40113 Certificate IV in Funeral Services supersedes and is equivalent to SIF40108 Certificate IV in Funeral Services</p> <p>Revised qualification. Reflects the Standards for Training Packages</p>

Qualification Description

This qualification reflects the role of individuals who perform a broad range of specialised activities and functions in relation to a funeral home, cemetery or crematorium.

These individuals work autonomously, with responsibility for own outputs and those of others in a team.

These individuals, depending on their expertise, may work in:

- funeral homes, as a funeral director responsible for all aspects of the conduct of funerals and the coordination and supervision of their team
- cemeteries or crematorium, managing burials, burial works and cremation services or managing grounds and maintenance works and activities.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

14 units must be completed:

- 5 core units
- 9 elective units comprised of:
 - a minimum of 5 elective units must be selected from the elective units listed below
 - a maximum of 4 elective units, first packaged at AQF level 3, 4 or 5 may be selected from elsewhere in SIF Funeral Services Training Package, or any other current Training Package or accredited course. Refer to the AQF packaging of Funeral Services units in the Companion Volume Implementation Guide.

In all cases, selection of electives must be guided by the job outcome, local industry requirements and the characteristics of this qualification (as per the AQF descriptors).

Core units

SIFXIND002	Work effectively in the funeral services industry
SIFXIND003	Deal with grief responses
SIFXMGT001	Coordinate teams
SIFXMGT003	Supervise staff
SIFXWHS003	Implement and monitor work health and safety procedures

Elective units

Administration and Quality

SIFXADQ001	Control and order goods
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Building and Grounds Maintenance

SIFCBGM007 Evaluate building and grounds maintenance and development needs

SIFCBGM008 Coordinate building and grounds maintenance and development

Cemetery and Crematoria Administration and Coordination

AHCWRK305A Coordinate work site activities

Client Service and Sales

SIFXCSS002 Advise on funeral and burial products and services

SIFXCSS003 Advise on pre-need funeral and burial products and services

Contract Management

TLIR4002A Source goods/services and evaluate contractors

TLIR4003A Negotiate a contract

Event Management

SITXEVT504 Organise event infrastructure

SITXEVT505 Manage on-site event operations

Funeral Operations

SIFFFNL004 Arrange and oversee viewings

SIFFFNL005 Arrange funerals

SIFFFNL006 Arrange intrastate and interstate repatriations

SIFFFNL007 Arrange international repatriations

SIFFFNL008 Coordinate funeral operations

SIFFFNL009 Conduct funerals

SIFFFNL010 Plan and conduct funeral ceremonies

Human Resources

SIRXHRM001A Administer human resources policy

SIRXHRM002A Recruit and select personnel

Industry

SIFXIND004 Participate in industry networks

Marketing and Public Relations

SIFXMPR002 Make presentations to community groups

SIFXMPR003 Prepare and conduct tours

SIFXMPR004 Liaise with the media

SITXMPR401 Coordinate production of brochures and marketing material

Small Business Management

BSBSMB402 Plan small business finances

BSBSMB404 Undertake small business planning

BSBSMB405 Monitor and manage small business operations

BSBSMB406 Manage small business finances

Sustainability

BSBSUS301 Implement and monitor environmentally sustainable work practices

Training and Education

TAEDEL301A Provide work skill instruction

Work Health and Safety

SIFCWHS001 Identify hazards and assess risks in a cemetery or crematorium

SIFEWHS002 Review and develop mortuary work health and safety policies and procedures

SIFXWHS004 Implement and monitor infection and contamination control practices

Qualification Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>