



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SIFBCR019A Coordinate burial works**

**Revision Number: 1**

## **SIFBCR019A Coordinate burial works**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the performance outcomes, skills and knowledge required to identify and schedule burial works requirements and to communicate burial works requirements to staff and other relevant personnel. It involves taking responsibility for the conduct of burial works and overseeing the work of others.

### **Application of the Unit**

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This unit applies to cemetery and crematorium supervisory staff.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

#### **Prerequisite units**

- SIFOHS007A Identify hazards and assess risks in a cemetery or crematorium

## Employability Skills Information

**Employability skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify and confirm burial works requirements.	<p>1.1 Liaise with <i>appropriate personnel</i> to confirm <i>burial works requirements</i>.</p> <p>1.2 Advise relevant staff of <i>workplace policies and procedures</i>, and <i>relevant legislation</i> for carrying out burial works as required.</p> <p>1.3 Review and communicate burial works schedules to appropriate personnel.</p>
2 Oversee conduct of burial works.	<p>2.1 Monitor burial works schedules to assist with efficient operations.</p> <p>2.2 Monitor burial works according to workplace policies and procedures, and relevant legislation.</p> <p>2.3 Address problems that may arise during and after burial works and assist staff in their resolution as appropriate.</p> <p>2.4 Identify <i>potential or actual breaches</i> of relevant legislation or workplace policies and procedures and take appropriate action.</p>

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit.

#### **Required skills**

- communication skills, including active listening and questioning techniques to liaise with relevant staff and confirm and communicate burial works requirements
- literacy and numeracy skills to review and monitor burial works schedules and read and interpret workplace policies and procedures
- planning and organisational skills to advise staff of burial works requirements and monitor burial works schedules
- interpersonal skills to relate to people from a range of social, cultural, religious and ethnic backgrounds and with a range of physical and mental abilities
- teamwork skills to coordinate and supervise staff in performance of required tasks
- problem-solving skills to identify and resolve problems that may arise during and after burial works.

#### **Required knowledge**

- gravedigging, opening and probing procedures
- exhumation procedures
- vault excavation and installation procedures
- shoring methods and procedures
- safe operating procedures for tools, equipment and machinery operations
- in-depth knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and conduct of burials
- relevant workplace policies and procedures regarding burial works
- general cemetery operation procedures
- social, religious and cultural differences and traditions
- roles and duties of cemetery personnel.

## **Evidence Guide**

### **EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

## EVIDENCE GUIDE

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the following is essential:

- the co-ordination of required personnel, tools, equipment and machinery and monitoring of operations to ensure all burial works are conducted safely and efficiently and in accordance with work specifications and burial schedules
- knowledge of regulatory requirements and methods for burials and ability to deal with breaches
- use of sensitive and empathetic verbal and non-verbal communication with the bereaved and clear and accurate communication with colleagues
- coordinating burial works on multiple occasions to ensure consistency of performance and ability to respond to different situations.

### **Context of and specific resources for assessment**

Assessment must ensure:

- demonstration of skills in a cemetery environment where burial works are performed
- access to personal protective equipment
- access to relevant documentation, such as burial works schedules and booking systems.

## EVIDENCE GUIDE

### Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate developing and communicating burial works requirements to staff and other stakeholders; identifying a range of social, cultural and religious burial requirements; monitoring burial works and schedules; and assisting staff in resolving difficulties and problems
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures with regard to overseeing burial works
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIFBCR010A Supervise burials.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

## RANGE STATEMENT

*Appropriate personnel* may include:

- drivers or riders
- customer service staff
- sales consultants
- sales coordinators
- supervisors
- managers
- cemetery or crematorium managers
- chapel attendants
- chapel assistants
- grounds people
- gardeners
- horticulturalists
- leading hands.

*Burial works requirements* may include:

- time and location of burial
- burial procedures
- social, cultural and religious burial requirements:
  - time between death and burial
  - time between burial and closure of graves.

*Workplace policies and procedures* may include:

- standard operating policies and procedures, such as:
  - gravedigging
  - grave probing
  - grave opening
  - vault excavation and installation
- standards and certification requirements
- quality assurance procedures
- OHS procedures, such as:
  - workplace environment and safety
  - use of personal protective equipment
  - manual handling procedures
  - use of tools and equipment
  - material handling procedures, including hazardous materials
- emergency procedures, including fire and accident procedures.

## RANGE STATEMENT

***Relevant legislation*** and regulations may include:

- OHS
- workers' compensation legislation and regulations
- cemetery Acts and by-laws
- local government regulations
- Lands Act
- Public Health Act
- Environment Protection Act
- Australian standards
- Worksafe Australia certification and standards.

***Potential or actual breaches*** may include:

- inappropriate staff behaviour
- inefficient work performance
- unsafe work practices.

## Unit Sector(s)

**Sector**

Funeral Services

## Competency field

**Competency field**

Burials and Cremations