



**Australian Government**

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

# **SIFMWK017A Design a mortuary**

**Revision Number: 1**

## **SIFMWK017A Design a mortuary**

### **Modification History**

Not applicable.

### **Unit Descriptor**

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to design a mortuary according to work and legislative requirements. Significant knowledge of mortuary practices is required.
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### **Application of the Unit**

<b>Application of the unit</b>	This unit applies to those with responsibility for managing mortuary operations. It requires the application of planning and problem-solving skills to establish work requirements, including legislative and budgetary requirements, to design a mortuary.
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### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

<b>Prerequisite units</b>	Nil
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## 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 mortuary requirements.	<ul style="list-style-type: none"><li>1.1 Determine expected <b><i>work requirements</i></b> of mortuary.</li><li>1.2 Identify and assess <b><i>physical characteristics</i></b> of the <b><i>space</i></b> in relation to its capacity to meet <b><i>operational mortuary requirements</i></b>.</li><li>1.3 Assess <b><i>safety and environmental issues</i></b> that may impact on the organisation of space.</li><li>1.4 Identify available budget and any <b><i>constraints</i></b> to mortuary design.</li></ul>
2 Prepare design brief.	<ul style="list-style-type: none"><li>2.1 Seek advice from <b><i>specialist personnel</i></b> to determine cost and timeframe projections for required materials and labour.</li><li>2.2 Develop <b><i>design specifications</i></b> according to <b><i>organisational requirements</i></b> and operational mortuary requirements.</li><li>2.3 Analyse relevant data to develop design brief according to operational mortuary requirements, budgetary limitations and legislative requirements.</li><li>2.4 Review design brief to check for compliance with all</li></ul>

**ELEMENT****PERFORMANCE CRITERIA**

requirements and develop *solutions* to address any inconsistencies.

3 Provide advice and recommendations.

3.1 Consult *relevant staff* to gain feedback on design brief and to ensure all organisational requirements have been met.

3.2 Provide *recommendations* on use of mortuary facilities and design services to meet identified needs.

3.3 Prepare *final design brief* in accessible format according to organisational requirements.

3.4 Present final design brief within designated timelines and provide supporting documentation.

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

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

#### **Required skills**

- planning and organisational skills to source and evaluate information required to develop a design brief that meets organisational and legislative requirements
- analytical and problem-solving skills to evaluate relevant data to develop final design brief and provide cost analysis
- literacy and numeracy skills to interpret documentation, and estimate costings and budget needs
- communication skills, including clear and direct communication and active listening and questioning techniques, to seek specialist advice and negotiate final design brief.

#### **Required knowledge**

- in-depth knowledge of relevant federal, state or territory, and local government legislation and regulations relating to mortuary operations, OHS, infection control and handling human remains
- mortuary OHS requirements and procedures
- building and workplace standards for space use
- building control legislation, codes and relevant Australian standards
- building construction practices
- space use design principles
- basic building services and elements
- local planning requirements.

## **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:

- ability to source and analyse relevant information required to design a specific mortuary and to prepare and present a mortuary design in an accessible format according to organisational requirements
- negotiation of solutions to address inconsistencies between design brief and organisational and legislative requirements
- knowledge of mortuary practices, treatments and procedures
- designing different types of mortuaries over a period of time to ensure consistency of performance and ability to respond to and evaluate different situations.

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

Assessment must ensure:

- access to comprehensive and sufficient information about a new or existing mortuary facility and its operational and work requirements to allow the candidate to design a mortuary
- interaction with specialist personnel as required
- access to relevant documentation, such as an organisational budget.

### **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:

- verbal presentation of a completed design brief that meets organisational and legislative requirements
- review of drafts of the design brief
- written or verbal questioning to assess knowledge and understanding of required processes when designing a mortuary
- 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.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up

## EVIDENCE GUIDE

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.

***Work requirements*** may include:

- anticipated volume of work
- number of staff
- workflow.

***Physical characteristics*** may include:

- floor space
- access limitations
- equipment requirements.

***Space*** may include:

- existing building
- new building.

## RANGE STATEMENT

***Operational mortuary requirements*** may include:

- legislative requirements, including:
  - OHS
  - health and hygiene
  - Public Health Act
  - environment protection
  - Anatomy Act
  - Coroner's Act
- ventilation system, such as filtered air supply
- plumbing and drainage facilities
- adequate lighting source
- soundproofing
- storage
- refrigeration
- separate dressing rooms
- impervious wall and floor surfaces
- location and height of tables and benches.

***Safety and environmental issues*** may include:

- numbers of people using the space
- specific equipment requirements
- access limitations
- hygiene
- ergonomics
- waste disposal.

***Constraints*** may include:

- local, state or federal legislative requirements
- building codes
- space restrictions
- cash flow restrictions
- overall cost ceiling
- time constraints
- identification of formal and informal barriers.



## RANGE STATEMENT

***Specialist personnel*** may include:

- engineers
- utility providers
- architects
- designers
- planners
- builders
- plumbers
- electricians
- solicitors.

***Design specifications*** may include:

- anticipated cost
- anticipated time
- equipment
- facilities.

***Organisational requirements*** may include:

- budgets
- timeframes
- policies and procedures, such as:
  - OHS
  - consulting specialist personnel
  - report formats and requirements, such as number of required copies.

***Solutions*** may include:

- sourcing alternative suppliers
- revising floor plan
- reviewing and adjusting timelines.

***Relevant staff*** may include:

- manager
- business owner.

## RANGE STATEMENT

*Recommendations* may include:

- energy efficiency measures
- waste disposal measures
- implementation of design
- feasibility studies
- funding options
- improvements to quality of employees' workspace
- refurbishment
- fit-out
- new building
- landscape design
- space use and allocation
- relocation.

*Final design brief* may include:

- floor plan
- equipment and facilities costing
- building works timeframes and costing
- contingency plans.

## Unit Sector(s)

**Sector** Funeral Services

## Competency field

**Competency field** Mortuary Work and Embalming