SIF30113 Certificate III in Cemetery and Crematorium Operations

Modification History

The details of this endorsed qualification are in the table below. The latest information is at the top.

<table>
<thead>
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<th>Release</th>
<th>Comments</th>
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| Three   | Imported units from the following training packages updated:  
• BSB Business Services  
• HLT Health |
| Two     | Editorial corrections addressing upload errors in:  
• Packaging Rules |
| One     | Revised qualification. Reflects the Standards for Training Packages. |

Qualification Description

This qualification reflects the role of individuals who perform a range of skilled operations in a cemetery or crematorium.

Individuals in these roles work relatively autonomously, participate in teams and may coordinate and supervise others. They require discretion and judgement in the provision of service and contingency measures. Knowledge and application of funeral services industry protocols is required when dealing with the bereaved.

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

• cemeteries or crematorium, providing sales and customer services and scheduling burial or cremation operations  
• cemeteries, coordinating staff in the preparation and reinstatement of burial sites and associated burial works  
• crematorium, performing cremations.

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

14 units must be completed:

- 4 core units
- 10 elective units consisting of:
  - a minimum of 6 elective units must be selected from the elective units listed below
  - a maximum of 4 elective units, first packaged at AQF level 2, 3 or 4, 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

- SIFXCCS001 Provide service to clients
- SIFXIND002 Work effectively in the funeral services industry
- SIFXIND003 Deal with grief responses
- SIFXWHS003 Implement and monitor work health and safety procedures

Elective units

**Administration and Quality**

- SIFXADQ001 Control and order goods
- SIFXADQ002 Conduct internal quality audits
- BSBFIA301 Maintain financial records
- BSBRKG304 Maintain business records
- BSBWOR204 Use business technology

**Burial and Cremation**

- SIFCBCR001 Bury coffins and caskets
- SIFCBCR004 Cremate coffins and caskets
- SIFCBCR005 Memorialise cremated remains

**Cemetery and Crematoria Administration and Coordination**

- SIFCCAC001 Coordinate burial site preparation and reinstatement
SIFCCAC002 Schedule burials or cremations
SIFCCAC003 Coordinate the collection or memorialisation of cremated remains
SIFCCAC004 Maintain and care for historical records
SIFCCAC005 Coordinate chapel operations
SIFCCAC006 Manage lift and reposition or deepen operations

**Client Service and Sales**
SIFXCSS002 Advise on funeral and burial products and services
SIFXCSS003 Advise on pre-need funeral and burial products and services
SIFXCSS004 Coordinate interaction with clients

**Working in Industry**
SIFXIND004 Participate in industry networks

**Management and Leadership**
SIFXMGT001 Coordinate teams
SIFXMGT002 Coordinate staff

**Marketing and Public Relations**
SIFXMPR001 Implement marketing and promotional activities
SIFXMPR002 Make presentations to community groups

**Training and Education**
TAEDEL301A Provide work skill instruction

**Work Health and Safety**
HLTAKID003 Provide first aid
SIFCWHS001 Identify hazards and assess risks in a cemetery or crematorium
SISXEMR201A Respond to emergency situations
Qualification Mapping Information
SIF30108 Certificate III in Cemetery and Crematoria Operations

Links