SIF30313 Certificate III in Funeral Operations
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Modification History

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

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
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| Two     | Imported units from the following training packages updated:  
          |   • BSB Business Services |
| One     | Revised qualification. Reflects the Standards for Training Packages. |

Qualification Description

This qualification reflects the role of individuals who are employed to perform a range of skilled operations in funeral homes or mortuaries.

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, work requirements 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:

- mortuaries, carrying out support activities and body preparation procedures under supervision
- funeral homes, carrying out funeral and burial sales activities and assisting with the conduct of funerals.

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:
  - 1 unit from Group A: Work Health and Safety
  - a minimum of 5 elective units must be selected from the General elective units listed below
  - a maximum of 4 elective units, first packaged at AQF level 3 or 4, may be selected 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

SIFXCSS001 Provide service to clients
SIFXIND002 Work effectively in the funeral services industry
SIFXIND003 Deal with grief responses
SIFXWHS002 Follow infection and contamination control procedures

Elective units

Group A: Work Health and Safety

SIFEWHS001 Follow mortuary work health and safety procedures
SIFXWHS001 Follow work health and safety procedures

General 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

Burials and Cremations
SIFCBCR010 Exhume burial sites

Cemetery and Crematoria Administration and Coordination
SIFCCAC005 Coordinate chapel 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

Funeral Operations
SIFFFNL003 Transfer coffins and caskets
SIFFFNL004 Arrange and oversee viewings
SIFFFNL005 Arrange funerals
SIFFFNL006 Arrange intrastate and interstate repatriations
SIFFFNL007 Arrange international repatriations

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 presentation to community groups
SITXMPR401 Coordinate production of brochures and marketing material

Mortuary Work and Embalming
SIFEMWK001 Encoffin deceased persons
SIFEMWK002  Clean and sterilise mortuary items and equipment
SIFEMWK003  Determine body preparation requirements
SIFEMWK004  Coordinate mortuary operations
SIFEMWK005  Cleanse and disinfect deceased persons
SIFEMWK006  Set facial features
SIFEMWK007  Treat abdominal and thoracic cavities
SIFEMWK008  Dress the deceased and apply cosmetics

**Sustainability**
BSBSUS201  Participate in environmentally sustainable work practices

**Training and Education**
TAEDELF01A  Provide work skill instruction

**Work Health and Safety**
SIFCWHS001  Identify hazards and assess risks in a cemetery or crematorium
SIFCWHS002  Work in confined spaces
SIFXWHS003  Implement and monitor work health and safety procedures
SISXEMR201A  Respond to emergency situations

**Qualification Mapping Information**
SIF30308 Certificate III in Funeral Operations

**Links**