



Australian Government

SIF30313 Certificate III in Funeral Operations

Release 2

SIF30313 Certificate III in Funeral Operations

Modification History

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

Release	Comments
Two	Imported units from the following training packages updated: <ul style="list-style-type: none">• 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

SIFBCR010 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

SIFFNL003 Transfer coffins and caskets

SIFFNL004 Arrange and oversee viewings

SIFFNL005 Arrange funerals

SIFFNL006 Arrange intrastate and interstate repatriations

SIFFNL007 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
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Training and Education

TAEDEL301A	Provide work skill instruction
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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

Companion Volume Implementation Guide - <http://www.serviceskills.com.au/resources>