



**Australian Government**

# **SIF30313 Certificate III in Funeral Operations**

**Release 3**

## SIF30313 Certificate III in Funeral Operations

### Modification History

Release	Comments
Release 3	<p>Release 3. SIF30313 Certificate III in Funeral Operations supersedes and is equivalent to Release 2. SIF30313 Certificate III in Funeral Operations.</p> <p>Modifications include removal of unused units of competency in response to Skills Reform Ministerial Statement – 9 October 2020.</p> <p>Elective units removed:</p> <ul style="list-style-type: none"> <li>• SIFCCAC005 Coordinate chapel operations</li> <li>• SIFXADQ002 Conduct internal quality audits</li> <li>• SIFXMGT002 Coordinate staff</li> <li>• SIFXMPR001 Implement marketing and promotional activities</li> </ul>
Release 2	<p>Release 2. SIF30313 Certificate III in Funeral Operations supersedes and is equivalent to Release 1. SIF30313 Certificate III in Funeral Operations.</p> <p>Imported units from the following training packages updated:</p> <ul style="list-style-type: none"> <li>• BSB Business Services</li> </ul>
Release 1	<p>Release 1. SIF30313 Certificate III in Funeral Operation supersedes and is equivalent to SIF30308 Certificate III in Funeral Operations.</p> <p>Revised qualification. Reflects the Standards for Training Packages</p>

### 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
BSBFIA301	Maintain financial records
BSBRKG304	Maintain business records
BSBWOR204	Use business technology

***Burials and Cremations***

SIFCBCR010	Exhume burial sites
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***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
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***Management and Leadership***

SIFXMGT001	Coordinate teams
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***Marketing and Public Relations***

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**

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## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>