SIF40113 Certificate IV in Funeral Services

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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| 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 perform a broad range of specialised activities and functions in relation to a funeral home, cemetery or crematorium.

These individuals work autonomously, with responsibility for own outputs and those of others in a team.

These individuals, depending on their expertise, may work in:
  • funeral homes, as a funeral director responsible for all aspects of the conduct of funerals and the coordination and supervision of their team  
  • cemeteries or crematorium, managing burials, burial works and cremation services or managing grounds and maintenance works and activities.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.
Packaging Rules
14 units must be completed:
- 5 core units
- 9 elective units comprised of:
  - a minimum of 5 elective units must be selected from the elective units listed below
  - a maximum of 4 elective units, first packaged at AQF level 3, 4 or 5 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
- SIFXIND002 Work effectively in the funeral services industry
- SIFXIND003 Deal with grief responses
- SIFXMGT001 Coordinate teams
- SIFXMGT003 Supervise staff
- SIFXWHS003 Implement and monitor work health and safety procedures

Elective units

Administration and Quality
- SIFXADQ001 Control and order goods
- SIFXADQ002 Conduct internal quality audits
- SIFXADQ003 Monitor contracted services and supplies

Building and Grounds Maintenance
- SIFCBGM007 Evaluate building and grounds maintenance and development needs
- SIFCBGM008 Coordinate building and grounds maintenance and development

Cemetery and Crematoria Administration and Coordination
- AHCWRK305A Coordinate work site activities
SIFCCAC002 Schedule burials or cremations
SIFCCAC005 Coordinate chapel operations
SIFCCAC006 Manage lift and reposition or deepen operations
SIFCCAC007 Arrange and oversee viewings of cremations
SIFCCAC008 Coordinate burial works
SIFCCAC009 Coordinate monument installations
SIFCCAC010 Supervise burials
SIFCCAC011 Supervise cremations
SIFCCAC012 Supervise exhumations

Client Service and Sales
SIFXCSS002 Advise on funeral and burial products and services
SIFXCSS003 Advise on pre-need funeral and burial products and services
SIFXCSS005 Lead customer service teams

Contract Management
TLIR4002A Source goods/services and evaluate contractors
TLIR4003A Negotiate a contract

Event Management
SITXEVT504 Organise event infrastructure
SITXEVT505 Manage on-site event operations

Funeral Operations
SIFFFN004 Arrange and oversee viewings
SIFFFN005 Arrange funerals
SIFFFN006 Arrange intrastate and interstate repatriations
SIFFFN007 Arrange international repatriations
SIFFFNL008 Coordinate funeral operations
SIFFFNL009 Conduct funerals
SIFFFNL010 Plan and conduct funeral ceremonies

**Human Resources**
SIRXHRM001A Administer human resources policy
SIRXHRM002A Recruit and select personnel

**Industry**
SIFXIND004 Participate in industry networks

**Marketing and Public Relations**
SIFXMPR002 Make presentations to community groups
SIFXMPR003 Prepare and conduct tours
SIFXMPR004 Liaise with the media
SIFXMPR005 Develop marketing strategies and activities
SITXMPR401 Coordinate production of brochures and marketing material

**Small Business Management**
BSBSMB402 Plan small business finances
BSBSMB404 Undertake small business planning
BSBSMB405 Monitor and manage small business operations
BSBSMB406 Manage small business finances

**Sustainability**
BSBSUS301 Implement and monitor environmentally sustainable work practices

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

**Work Health and Safety**
SIFCWHS001   Identify hazards and assess risks in a cemetery or crematorium

SIFEWHS002   Review and develop mortuary work health and safety policies and procedures

SIFXWHS004   Implement and monitor infection and contamination control practices

**Qualification Mapping Information**

SIF40108 Certificate IV in Funeral Services

**Links**