



Australian Government

SIFCCAC005 Coordinate chapel operations

Release: 1

SIFCCAC005 Coordinate chapel operations

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to arrange chapel bookings, receive and transfer coffins and caskets, and ensure the ongoing maintenance of chapels. It applies to funeral home, cemetery and crematorium staff working with relative autonomy according to work health and safety, relevant legislation and workplace policies and procedures.

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

Competency Field

Cemetery and Crematoria Administration and Coordination

Unit Sector

Cemetery and Crematoria

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Operate a chapel.

2. Maintain a chapel.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Establish daily work requirements to assist with efficient chapel operations.

1.2 Review and communicate daily chapel schedules to funeral personnel and relevant staff.

1.3 Maintain operating hours for chapel each day according to schedules.

1.4 Receive, place and transfer coffins and caskets according to special requirements.

1.5 Check coffin and casket nameplates against chapel register.

1.6 Assist funeral personnel and external suppliers as required.

2.1 Maintain cleanliness of chapel according to daily schedules.

2.2 Conduct regular maintenance checks.

2.3 Undertake minor repair and report maintenance issues as required.

2.4 Document maintenance and repair activities.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SIFBCR006A Coordinate chapel operations.

Links

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