



Australian Government

SIFCCAC010 Supervise burials

Release: 1

SIFCCAC010 Supervise burials

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify and communicate burial procedures to staff, other personnel, clients and general supervisory cemetery and crematorium staff who ensure that all work is carried out 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. Supervise staff in preparation for burials.

2. Oversee conduct of burials.

PERFORMANCE CRITERIA

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

- 1.1 Liaise with appropriate personnel to confirm burial requirements.
- 1.2 Advise relevant staff of relevant legislation and workplace policies and procedures for carrying out burials as required.
- 1.3 Review and communicate burial schedules to appropriate personnel.
- 1.4 Advise appropriate personnel of special requirements and burial procedures as required.
- 2.1 Monitor burial schedules to assist with efficient operations.
- 2.2 Assist staff to resolve scheduling difficulties and deal with contingencies.
- 2.3 Monitor burials according to schedules.
- 2.4 Address problems that may arise during and after burial and assist staff in their resolution as appropriate.
- 2.5 Identify potential or actual breaches of relevant legislation or workplace policies and procedures and take appropriate action.
- 2.6 Monitor relevant documentation and take corrective action as required.
- 2.7 Evaluate burials for to inform continuous improvement processes.

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

SIFBCR010A Supervise burials.

Links

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