



Australian Government

SIFXMPR002 Make presentations to community groups

Release: 1

SIFXMPR002 Make presentations to community groups

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to prepare, deliver and review presentations on funeral services topics to a range of target audiences. It applies to funeral home and cemetery and crematorium staff who present to various student and community groups 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

Marketing and Public Relations

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare presentations.	1.1 Liaise with appropriate staff to identify presentation requirements. 1.2 Select presentation strategies to meet presentation requirements. 1.3 Select and prepare aids and materials to support delivery of presentations according to presentation strategies and audience requirements.
2. Address student and community groups.	2.1 Schedule presentations according to client requirements. 2.2 Provide client groups with general information about the funeral services industry as required. 2.3 Address client groups according to workplace policies and procedures. 2.4 Identify and use instruction and communication techniques

appropriate for client group.

- 3. Evaluate liaison activities.
 - 3.1 Apply feedback and review processes according to workplace policies and procedures.
 - 3.2 Undertake self-assessment of performance.
 - 3.3 Respond to feedback from audience.

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

SIFCCS003A Liaise with community.

Links

Companion Volume implementation guides are found in VETNet -

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