



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SIF30208 Certificate III in Gravedigging, Grounds and Maintenance**

**Revision Number: 1**

## SIF30208 Certificate III in Gravedigging, Grounds and Maintenance

### Modification History

Not applicable.

### Description

This qualification provides the skills and knowledge for an individual to be competent in a range of cemetery operations requiring specialised practical skills and knowledge in either gravedigging or grounds and maintenance activities. All qualification outcomes require knowledge and application of funeral services industry protocols when dealing with the bereaved. Work would be undertaken in a cemetery.

This qualification is designed to reflect the role of employees who work relatively autonomously and may coordinate and supervise others. It involves the use of a broad knowledge base incorporating some theoretical concepts and requires the identification, analysis and evaluation of information from a variety of sources.

This qualification is suitable for an Australian apprenticeship pathway.

#### Job roles

Graduates with this qualification who undertake the specialist gravedigging stream could work in a cemetery preparing, digging and backfilling graves.

Graduates with this qualification who undertake the specialist grounds maintenance stream could work in a cemetery carrying out grounds and garden care, general maintenance activities and limited construction works.

Possible job titles include:

- gravedigger
- grounds maintenance worker.

#### Prerequisite requirements

There are no prerequisites for entry to this qualification. A number of units within this qualification have prerequisites. In many cases these prerequisite units form part of the core of this qualification.

### Pathways Information

Not applicable.

### Licensing/Regulatory Information

Not applicable.

### Entry Requirements

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS SUMMARY

#### SIF30208 Certificate III in Gravedigging, Grounds and Maintenance

The following table contains a summary of the employability skills required by the funeral services industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

<b>Employability skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<b>Communication</b>	Use written and verbal communication skills to determine and confirm work requirements and client needs and to share workplace-related information with internal and external personnel. Read and interpret workplace documentation and complete written documentation to meet workplace and regulatory requirements. Provide risk advice and feedback to OHS practitioners to contribute to risk management improvements. Conduct all communications according to funeral services industry communication protocols for dealing with the bereaved.
<b>Problem solving</b>	Identify and assess hazards and risks and develop solutions using information sourced from existing workplace policies and procedures and through consultation with other staff. Recognise and refer issues beyond own scope of authority for resolution by a supervisor or manager, depending on workplace policy and procedure.
<b>Initiative and enterprise</b>	Identify opportunities to make risk management improvements. Take positive action to report hazards or risk situations to supervisors and recommend possible treatments. Take proactive responsibility for own areas of work performance and actively apply workplace policies and procedures to work roles.
<b>Teamwork</b>	Work collaboratively with other team members and external personnel according to workplace policy and procedures and within the boundaries of own work responsibilities. Support the team by taking responsibility for own work, providing feedback to and acting on instructions from supervisor or manager.
<b>Planning and organising</b>	Understand scope of own work based on relevant workplace information. Use and maintain required resources and contribute to risk management in the context of job role, established authorities and workplace policy and procedures.
<b>Self-management</b>	Understand and follow legislative and workplace requirements relevant to scope of work. Monitor own grief responses. Take responsibility for own work performance according to workplace policy and procedures and established workplace practices. Take responsibility for the use of equipment and resources.

<b>Employability skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<b>Learning</b>	Take responsibility for formal and informal ongoing learning. Identify and assess sources of funeral services industry information. Share skills and knowledge in the workplace through the provision of feedback to other staff, including managers and supervisors.
<b>Technology</b>	Prepare use and maintain OHS equipment and recognise and report faulty equipment. Apply OHS knowledge when operating equipment.

Due to the variations in job outcomes related to the specialist streams required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

## Packaging Rules

### QUALIFICATION RULES

To achieve a Certificate III in Gravedigging, Grounds and Maintenance, 19 units must be completed:

- all 7 core units
- all 7 units from one of the following Specialist Streams:
  - Specialist Stream A: Gravedigging
  - Specialist Stream B: Grounds Maintenance
- 5 elective units:
  - a minimum of two elective units must be selected from the elective units listed below
  - a maximum of three elective units not appearing in the list below may be selected from any endorsed Training Package or accredited course.
  - 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)
  - elective units must be additional to those already counted towards a lower level qualification within this Training Package.

### CORE UNITS

SIFIND001B	Work effectively in the funeral services industry
SIFIND002A	Deal with grief and trauma

SIFOHS001A	Follow OHS procedures
SIFOHS007A	Identify hazards and assess risks in a cemetery or crematorium
SIFTVM002A	Inspect and maintain vehicles and equipment
RTE2308A	Operate ride on vehicles
TLIC107C	Drive vehicle

## **SPECIALIST STREAM UNITS**

### **Specialist Stream A: Gravedigging**

SIFBCR017A	Prepare for gravedigging
SIFBCR018A	Backfill and make good graves
SIFBCR020A	Dig a grave manually
SIFBCR021A	Consolidate collapsed graves
SIFBCR025A	Exhume a burial site
SIFCCS001B	Provide service to clients
SIFOHS004A	Work in confined spaces

### **Specialist Stream B: Grounds Maintenance**

SIFBGM001B	Provide general grounds care
SIFBGM002A	Maintain property and structures
SIFBGM005A	Place and finish concrete for cemetery or crematorium structures
RTC2012A	Plant trees and shrubs
RTF2017A	Prune shrubs and small trees
RTF3203A	Construct brick and/or block structures and features
RTF3208A	Install metal structures and features

**ELECTIVE UNITS****Burials and Cremations**

SIFBCR002A	Transfer coffins and caskets
SIFBCR003A	Manufacture vault lids
SIFBCR005B	Install burial vaults
SIFBCR006A	Coordinate chapel operations
SIFBCR007A	Prepare vaults or crypts for burials
SIFBCR009A	Reinstate vaults or crypts
SIFBCR015A	Memorialise cremated remains
SIFBCR017A	Prepare for gravedigging
SIFBCR018A	Backfill and make good graves
SIFBCR020A	Dig a grave manually
SIFBCR023A	Dig a grave using machinery
SIFBCR024A	Remove ledger and concrete lid
SIFBCR026A	Manage lift and reposition or deepen operations

**Building and Grounds Maintenance**

SIFBGM001B	Provide general grounds care
SIFBGM002A	Maintain property and structures
SIFBGM003B	Clean and maintain public conveniences and amenities
SIFBGM004A	Install basic masonry structures
SIFBGM005A	Place and finish concrete for cemetery or crematorium structures
SIFBGM008A	Construct signs

**Client and Customer Service**

SIFCCS001B Provide service to clients

**Governance and Legal Compliance**

SIFGLC001A Maintain and care for historical records

SIFGLC002A Control and order goods

**Occupational Health and Safety**

SIFOHS004A Work in confined spaces

**Tools, Vehicles and Machinery**

SIFTVM003A Operate a backhoe, front-end loader or excavator

**Imported units of competency**

BCCPO3016B	Conduct dump truck operations
BCGCM1001B	Follow OH&S policies and procedures
BCGCM2007B	Use explosive power tools
HLTFA301B	Apply first aid
RTC2012A	Plant trees and shrubs
RTC2404A	Treat plant pests, diseases and disorders
RTE3601A	Install irrigation systems
RTE3603A	Install drainage systems
RTE3611A	Operate pressurised irrigation systems
RTF2017A	Prune shrubs and small trees
RTF3203A	Construct brick and/or block structures and features
RTF3208A	Install metal structures and features