



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR005B Install burial vaults

Revision Number: 1

SIFBCR005B Install burial vaults

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to install below ground concrete burial vaults.
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Application of the Unit

Application of the unit	This unit applies to cemetery and crematorium staff involved in burial works, and involves working under supervision as part of a team with some responsibility.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	<ul style="list-style-type: none">• SIFOHS007A Identify hazards and assess risks in a cemetery or crematorium
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Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare to lay vaults.	<p>1.1 Liaise with <i>appropriate staff</i> to identify and confirm <i>work requirements</i>.</p> <p>1.2 Identify, prepare and use <i>personal protective equipment</i> according to <i>workplace policies and procedures</i>, and <i>relevant legislation</i>.</p> <p>1.3 Select and assemble tools and equipment according to work requirements.</p> <p>1.4 Check tools and equipment for serviceability and report faults according to workplace policies and procedures, and relevant legislation.</p> <p>1.5 Identify <i>safety hazards</i> and take <i>corrective action</i> according to workplace policies and procedures, and relevant legislation.</p> <p>1.6 Install drainage provisions in excavated vault areas according to plan details, workplace policies and procedures, and relevant legislation.</p> <p>1.7 Install formwork in site according to workplace policies and procedures, and relevant legislation.</p> <p>1.8 Install sub-base material in site and compact area to specified level and consistency.</p>

ELEMENT	PERFORMANCE CRITERIA
	1.9 Install waterproof membrane to area as required and according to manufacturer instructions and workplace policies and procedures.
	1.10 Cut, place and tie reinforcement to area according to plan details and relevant legislation.
	1.11 Apply release agent to formwork according to manufacturer specifications and relevant legislation.
2 Mix concrete.	2.1 Calculate volume of concrete required for vaults according to work requirements.
	2.2 Determine proportions for concrete mix according to vault strength requirements.
	2.3 Determine volume of dry materials to produce final concrete mix and mix to blend all materials.
	2.4 Introduce sufficient water to produce a plastic concrete mix after making allowances for damp aggregates.
3 Place and finish concrete.	3.1 Check <i>faults</i> and take required corrective action prior to placing concrete.
	3.2 Apply release agent to formwork according to manufacturer instructions.
	3.3 Conduct concrete slump test to confirm specifications where required.
	3.4 Place concrete to designated levels in a manner that avoids segregation of materials.
	3.5 Consolidate concrete using approved vibration method according to workplace policies and procedures.
	3.6 Screed concrete according to required level.
	3.7 Prepare surface to required finish.
	3.8 Use appropriate curing agent and method according to manufacturer instructions.
	3.9 Clean equipment on completion according to workplace policies and procedures, and relevant legislation.

ELEMENT	PERFORMANCE CRITERIA
4 Complete installation.	4.1 Remove formwork and nails according to workplace policies and procedures, and relevant legislation.
	4.2 Gather and place vault lids according to requirements.
	4.3 Clean work area and store all equipment according to workplace policies and procedures, and relevant legislation.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- safe concrete construction and installation techniques, including appropriate use of personal protective equipment
- communication skills, including clear and direct communication to establish and confirm work requirements and to report equipment faults or defects
- literacy and numeracy skills to identify and interpret work requirements, interpret plans and drawings, and calculate materials
- organisational and self-management skills to complete required tasks according to work requirements and workplace policies and procedures.

Required knowledge

- concrete construction
- materials relating to concreting process
- material handling techniques
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and vault installation
- environmental impacts in relation to installing burial vaults and minimal impact practices to reduce these
- correct and environmentally sound disposal methods for all types of waste and to particular for hazardous substances
- workplace policies and procedures regarding concrete construction
- operating and maintenance requirements of relevant hand tools and equipment.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to select, prepare, use, maintain and clean the required tools and equipment according to supervisor instructions, workplace policies and procedures, and

EVIDENCE GUIDE

manufacturer's instructions

- ability to calculate volume and proportion of concrete mix and dry materials, and mix, test and place concrete
- the safe and efficient installation of burial vaults according to work specifications
- installing burial vaults on multiple occasions to ensure consistency of performance and ability to respond to different situations.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in excavated vault areas
- access to personal protective equipment and concreting tools and equipment
- access to relevant documentation, such as job specifications and plans.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate completing appropriate planning and preparation for work, placing concrete and completing installation according to work plans, workplace policies and procedures, and relevant legislation
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures with regard to performing vault installation
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIFBCR007A Prepare vaults or crypts for burials.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included. conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Appropriate staff may include:

- co-worker
- supervisor
- manager.

Work requirements may include:

- tools and equipment
- materials
- drainage provisions
- vault strength requirements.

Personal protective equipment may include:

- overalls
- steel-capped boots
- jacket
- long sleeves
- gloves
- safety glasses or goggles
- hat or cap
- gumboots
- ear plugs or muffs
- sun protection
- two-way radio.

RANGE STATEMENT

Workplace policies and procedures may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures, such as:
 - use of personal protective equipment
 - manual handling procedures
 - use of tools and equipment
- emergency procedures, including fire and accident procedures.
- workplace practices in regard to environmental considerations.

Relevant legislation may include:

- OHS
- material handling, including hazardous materials
- cemetery Acts and by-laws
- Australian standards
- Worksafe Australia certification and standards.
- Environmental Protection Act.

Safety hazards may relate to:

- air
- vibration
- water
- heat
- overhead obstacles
- loadings on top of ground, such as:
 - machinery
 - people
 - soil
- previously dug graves
- monument collapse
- drains
- cables
- sprinklers
- pipes
- trees and roots.

RANGE STATEMENT

Corrective action may include:

- reporting to manager or supervisor.

Faults may include:

- formwork stability
- reinforcement placement
- screeding point positions.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Burials and Cremations