



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR009A Reinstate vaults or crypts

Revision Number: 1

SIFBCR009A Reinstate vaults or crypts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to close and seal mausoleum crypts or below ground burial vaults after burials.

Application of the Unit

Application of the unit

This unit applies to cemetery and crematorium staff involved in burial works, and involves working with some level of autonomy or under limited supervision and guidance from others.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

- SIFOHS004A Work in confined spaces
- SIFOHS007A Identify hazards and assess risks in a cemetery or crematorium

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 close vault or crypt.	<p>1.1 Liaise with <i>appropriate staff</i> to identify and confirm work requirements.</p> <p>1.2 Identify and confirm correct vault or crypt to close.</p> <p>1.3 Identify, prepare and use <i>personal protective equipment</i> according to <i>workplace policies and procedures</i>, and <i>relevant legislation</i>.</p> <p>1.4 Select and assemble <i>tools and equipment</i> according to job requirements.</p> <p>1.5 Check tools and equipment for serviceability and report faults according to workplace policies and procedures, and relevant legislation.</p> <p>1.6 Identify <i>safety hazards</i> and take <i>corrective action</i> according to workplace policies and procedures, and relevant legislation.</p> <p>1.7 Place <i>lifting device or equipment</i> for safe access to vault or crypt according to workplace policies and procedures, and relevant legislation.</p> <p>1.8 Remove flowers from top of coffin or casket according to <i>client requirements</i>.</p> <p>1.9 Fill vaults or move coffin or casket to rear of crypt</p>

ELEMENT	PERFORMANCE CRITERIA
	according to workplace policies and procedures, and relevant legislation.
	1.10 Enter and exit vaults or crypts according to workplace policies and procedures, and relevant legislation.
2 Close and seal vault or crypt.	2.1 Release internal drainage and ventilation seals between rear and front crypt as required.
	2.2 Place vault or crypt lid for sealing and seal lid according to workplace policies and procedures and future access requirements.
	2.3 Reinstate face plate according to workplace policies and procedures, and relevant legislation.
	2.4 Use tools and equipment according to workplace policies and procedures and manufacturer guidelines.
3 Clean up vault or crypt.	3.1 Clean exterior of vault or crypt according to workplace policies and procedures, and relevant legislation.
	3.2 Remove, clean and store tools and equipment according to workplace policies and procedures.
	3.3 Present vault or crypt according to client requirements and workplace policies and procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- safe manual handling techniques
- communication skills, including clear and direct communication and active listening and questioning techniques to work with other staff and report faults or hazards
- literacy and numeracy skills to identify and interpret work requirements and follow manufacturer guidelines
- organisational and self-management skills to complete required tasks according to client requirements and workplace policies and procedures.

Required knowledge

- concrete reinstatement
- use, care and maintenance of hand tools and equipment
- site presentation
- drain and air vent clearance requirements
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and reinstatement of vaults or crypts
- workplace policies and procedures regarding preparation and reinstatement of vaults or crypts
- 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 and safely use, the required equipment and lifting devices according to supervisor instructions, workplace policies and procedures, and manufacturer's instructions
- the safe and efficient reinstatement and good

EVIDENCE GUIDE

presentation of vaults and crypts post burial according to work specifications and client's requirements

- use of safe manual handling techniques
- reinstating vaults or crypts 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 a cemetery environment containing vaults or crypts that can be closed and sealed after burials
- access to personal protective equipment and tools and equipment required to reinstate vaults or crypts
- access to lifting devices or equipment.

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, identifying vault or crypt for closure, closing and sealing vault or crypt and cleaning up work site
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures with regard to reinstating vaults or crypts
- 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.

Appropriate staff may include:

- manager
- supervisor
- co-workers.

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:
 - workplace environment and safety
 - use of personal protective equipment
 - manual handling procedures
 - use of tools and equipment
 - material handling procedures, including hazardous materials
 - working in confined spaces
- emergency procedures, including fire and accident procedures.

Relevant legislation and regulations may include:

- OHS
- workplace environment and safety
- material handling, including hazardous materials
- cemetery Acts and by-laws
- local government regulations
- Lands Act
- Public Health Act
- Environment Protection Act
- Australian standards
- Worksafe Australia certification and standards.

Tools and equipment may include:

- spade
- shovel
- crowbar
- auger
- sledgehammer
- drill
- ladder that complies with requirements of current Australian standard
- pump
- small plant.

RANGE STATEMENT

- Safety hazards* may include:
- slippery surfaces
 - water
 - overhead obstacles
 - ground pressure, such as:
 - machinery
 - people
 - soil
 - previously dug graves
 - monument collapse
 - drains
 - cables
 - sprinklers
 - pipes.

- Corrective action* may include:
- reporting hazards
 - evacuating area.

- Lifting device or equipment* may include:
- scissor lift
 - ladder.

- Client requirements* may include:
- social, cultural and religious requirements, such as:
 - cultural rituals to assist grieving
 - burial procedures.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Burials and Cremations

