



Australian Government

SIFCCAC001 Coordinate burial site preparation and reinstatement

Release: 2

SIFCCAC001 Coordinate burial site preparation and reinstatement

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to locate burial sites, arrange their preparation, conduct final inspection prior to burial, and arrange and carry out reinstatement requirements. It applies to cemetery staff responsible for coordinating burial sites 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. Coordinate burial site preparation.

2. Conduct final inspection of burial site.

PERFORMANCE CRITERIA

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

- 1.1 Locate burial sites according to documentation using neighbouring sites and locators.
- 1.2 Report inconsistencies in documentation to manager.
- 1.3 Schedule preparation of burial site for an appropriate time.
- 1.4 Liaise with grounds staff to carry out burial site preparation.

- 2.1 Inspect burial site and general area to ensure safety and appropriate presentation.
- 2.2 Check burial site in relation to the safe deployment of lowering or lifting devices and other equipment.

2.3 Report problems to appropriate personnel.

3. Coordinate burial site reinstatement and marking.

- 3.1 Arrange for the removal and storage of lowering or lifting devices and equipment after burial.
- 3.2 Plan for burial location to be filled or sealed.
- 3.3 Place burial marker on filled or sealed burial site.
- 3.4 Establish presentation of burial site and take corrective action.
- 3.5 Test safety of burial site according to relevant legislation.

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

SIFBCR001B Coordinate burial site preparation and reinstatement.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for SIFCCAC001 Coordinate burial site preparation and reinstatement

Modification History

The details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
Two	Formatting error corrected in the Performance Evidence.
One	Reflects the Standards for Training Packages.

Performance Evidence

Evidence of the ability to:

- locate and arrange preparation for burial sites with grounds staff
- conduct the final inspection of burial sites prior to burials for equipment and safety requirements
- arrange for the safe deployment, removal and storage required equipment
- coordinate reinstatement of burial sites and ensure that the site is marked and well presented on conclusion of the work.

Evidence of performance of coordinating preparations and reinstatement of burial sites on two or more occasions is required to demonstrate consistency of performance and ability to respond to different situations.

Knowledge Evidence

Demonstrated knowledge of:

- burial sites and burial procedures
- documentation in relation to burial site preparation and reinstatement, including:
 - standard operating procedure guidelines
 - burial documentation
 - work orders
 - council permits
 - schedule running sheets
 - site identification details
 - cemetery map or plan

- safe use of equipment for burial site preparation and reinstatement
- social, religious and cultural differences and traditions in relation to burial site preparation and reinstatement
- federal, state or territory, and local government legislation and regulations relating to work health and safety/occupational health and safety and the conduct of burials
- environmental impacts in relation to coordinating burial site preparation and reinstatement and minimal impact practices to reduce these
- environmentally sound disposal methods for all types of waste and to particular for hazardous substances
- workplace policies and procedures regarding burial site preparation and reinstatement
- operating and maintenance requirements of lowering or lifting devices and other equipment.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that is as industry realistic as possible. In a simulated environment, it is essential that assessment is conducted:

- using suitable facilities, equipment and resources, including:
 - a range of burial sites within a cemetery or other burial environment
 - lowering or lifting equipment, burial markers and personal protective equipment
 - documentation, including work orders and site identification details
- under industry operating conditions where there is:
 - integration of tasks with possible interruptions to work typical of the job role
 - speed and timing requirements that reflect commercial operating conditions
 - interaction with relevant personnel

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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