



Australian Government

SIFCCAC010 Supervise burials

Release: 1

SIFCCAC010 Supervise burials

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify and communicate burial procedures to staff, other personnel, clients and general supervisory cemetery and crematorium staff who ensure that all work is carried out 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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Supervise staff in preparation for burials.	1.1 Liaise with appropriate personnel to confirm burial requirements. 1.2 Advise relevant staff of relevant legislation and workplace policies and procedures for carrying out burials as required. 1.3 Review and communicate burial schedules to appropriate personnel. 1.4 Advise appropriate personnel of special requirements and burial procedures as required.
2. Oversee conduct of burials.	2.1 Monitor burial schedules to assist with efficient operations. 2.2 Assist staff to resolve scheduling difficulties and deal with contingencies. 2.3 Monitor burials according to schedules. 2.4 Address problems that may arise during and after burial and

assist staff in their resolution as appropriate.

2.5 Identify potential or actual breaches of relevant legislation or workplace policies and procedures and take appropriate action.

2.6 Monitor relevant documentation and take corrective action as required.

2.7 Evaluate burials for to inform continuous improvement processes.

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

SIFBCR010A Supervise burials.

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 SIFCCAC010 Supervise burials

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- communicate legislative and burial requirements and schedules to appropriate personnel
- coordinate required personnel, tools, equipment and machinery and monitor operations to ensure all burial works are conducted safely and efficiently and in accordance with work specifications and burial schedules
- supervise the safe and efficient burial of remains and reinstate the good presentation of burial site.

Evidence of performance of supervising staff on the conduct of five or more burials is required to demonstrate consistency of performance and ability to respond to different situations.

Knowledge Evidence

Demonstrated knowledge of:

- federal, state or territory, and local government legislation and regulations relating to work health and safety/occupational health and safety and conduct of burials
- workplace policies and procedures regarding conduct of burials
- standard cemetery operating procedures, including gravedigging
- cemetery or crematorium records and booking systems
- social, religious and cultural differences and traditions in relation to burials
- professional funeral services industry parameters and protocols in dealing with the deceased and the bereaved
- roles and duties of cemetery and crematorium personnel
- effective strategies for dealing with breaches in relation to:
 - inappropriate staff behaviour
 - inappropriate response to client behaviour
 - inefficient work performance
- documentation in relation to supervising burials, including but not restricted to:
 - burial documentation
 - council permits
 - schedule running sheets
- cemetery plan or map.

Assessment Conditions

Skills must be demonstrated in a cemetery or crematoria workplace:

- using suitable equipment and resources, including:
 - burial schedules and funeral booking systems
- 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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