



Australian Government

Department of Education, Employment and Workplace Relations

SIF50108 Diploma of Mortuary Management

Revision Number: 1

SIF50108 Diploma of Mortuary Management

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent in a range of management activities requiring planning, implementing and monitoring mortuary practices and procedures. This qualification requires knowledge and application of funeral services industry protocols when dealing with the deceased. Work would be undertaken in a mortuary.

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

This qualification is not suitable for an Australian apprenticeship pathway.

Job roles

Graduates with this qualification could work in a funeral home mortuary overseeing all aspects of the operation of the mortuary, including developing, monitoring and evaluating mortuary OHS practices.

Possible job title includes:

- mortuary manager.

Prerequisite requirements

Those wishing to gain entry into the Diploma of Mortuary Management will be recognised as competent, through a recognised training program or recognition process, in the following units of competency:

SIFIND001B	Work effectively in the funeral services industry
SIFIND002A	Deal with grief and trauma
SIFMWK001A	Encoffin the deceased person
SIFMWK005A	Determine body preparation requirements
SIFMWK006A	Cleanse and disinfect deceased bodies
SIFMWK007A	Set facial features
SIFMWK008A	Restore minor body damage
SIFMWK009A	Restore head damage on autopsied cases
SIFMWK010A	Restore and set eyes after eye donation
SIFMWK011A	Dress bodies and apply cosmetics
SIFMWK012A	Supervise mortuary operations
SIFMWK013A	Determine embalming requirements
SIFMWK014A	Treat the arterial system

SIFIND001B	Work effectively in the funeral services industry
SIFMWK015A	Treat abdominal and thoracic cavities
SIFMWK016A	Treat tissue gas
SIFOHS002A	Follow infection and contamination control procedures
SIFOHS003A	Follow mortuary OHS procedures

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

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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.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Research, read, analyse and communicate workplace information to team members and other managers. Write reports and complete business documentation in the context of own job role. Provide written or verbal feedback to staff on work performance.
Problem solving	Identify and analyse business operations and apply strategic thinking to develop practical and sustainable solutions. Evaluate solutions and ideas and anticipate and address the implications of and consequences of decisions. Review results and provide feedback to relevant team members and external customers as required.
Initiative and enterprise	Monitor business operations and identify areas for improvement. Maintain knowledge of current industry trends and directions. Translate ideas into actions by implementing improvement strategies as required.
Teamwork	Lead a mortuary business team; mentoring and supporting team members. Effectively participate in wider funeral services industry teams and networks; working independently to complete own tasks and also supporting other managers and team members where appropriate.
Planning and organising	Establish and communicate clear goals and deliverables for self and team members within the context of the individual mortuary or broader organisational objectives. Coordinate resources to ensure that work is carried out according to timelines and priorities. Coordinate and implement changes arising from continuous improvement processes.
Self-management	Understand and apply legislative requirements and responsibilities. Maintain own knowledge of the job role, review own performance, actively seek and build effective professional networks and act upon advice and guidance.
Learning	Take responsibility for ongoing learning and source and assess information sources. Support the learning of other staff through sharing knowledge and skills in the workplace and identifying appropriate professional development opportunities for staff. Establish and use industry networks to maintain and improve own knowledge.
Technology	Select and use appropriate business, information and communications

Employability skill	Industry/enterprise requirements for this qualification include:
	technology to support efficient business operations.

Packaging Rules

QUALIFICATION RULES

To achieve a Diploma of Mortuary Management, 12 units must be completed:

- all 8 core units
- 4 elective units:
 - a minimum of 2 elective units must be chosen from the elective units listed below
 - a maximum of two 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

BSBFLM506B	Manage workplace information systems
BSBFLM511B	Develop a workplace learning environment
SIFGLC004A	Monitor contracted services and supplies
SIFMGT003A	Supervise staff
SIFOHS008A	Review and develop mortuary OHS policies and procedures
SIRXMGT003A	Lead and manage people
SIRXOHS003A	Provide a safe working environment
TDTJ197B	Apply quality procedures

ELECTIVE UNITS	
Governance and Legal Compliance	
SIFGLC002A	Control and order goods
SIFGLC003A	Conduct internal quality audits
Marketing and Public Relations	
SIFMPR002A	Prepare and conduct tours
Mortuary Work and Embalming	
SIFMWK017A	Design a mortuary
Imported units of competency	
BSBCMN403A	Establish business networks
BSBEBUS508A	Build a virtual community
BSBFLM405B	Implement operational plan
BSBFLM409B	Implement continuous improvement
BSBFLM513A	Manage budgets and financial plans within the work team
BSBFLM514A	Manage people
BSBMGT503A	Prepare budgets and financial plans
BSBMGT504A	Manage budgets and financial plans
SRXEMR001A	Respond to emergency situations