



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR001B Coordinate burial site preparation and reinstatement

Release: 1

SIFBCR001B Coordinate burial site preparation and reinstatement

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to locate burial sites, arrange for their preparation, conduct the final inspection of burial sites prior to burials, and arrange for and carry out reinstatement requirements.

Application of the Unit

Application of the unit

This unit applies to cemetery staff.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

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 Coordinate burial site preparation.	1.1 Locate <i>burial sites</i> according to <i>documentation</i> and <i>workplace policies and procedures</i>, using neighbouring sites and locators. 1.2 Report inconsistencies in documentation to <i>appropriate personnel</i> according to workplace policies and procedures. 1.3 Schedule preparation of burial site for an appropriate time. 1.4 Liaise with <i>grounds staff</i> to carry out burial site preparation.
2 Conduct final inspection of burial site.	2.1 Inspect burial site and general area to ensure safety and appropriate <i>visual presentation</i> according to relevant legislation and workplace policies and procedures. 2.2 Check burial site in relation to the safe deployment of <i>lowering or lifting devices and other equipment</i> according to <i>relevant legislation</i> and workplace policies and procedures. 2.3 Report problems to appropriate personnel according to workplace policies and procedures.
3 Coordinate burial site reinstatement and marking.	3.1 Remove and store lowering or lifting devices and equipment after burial according to relevant legislation and workplace policies and procedures. 3.2 Plan for burial location to be filled or sealed according to

ELEMENT**PERFORMANCE CRITERIA**

- workplace policies and procedures.
- 3.3 Place burial marker on filled or sealed burial site according to workplace policies and procedures.
 - 3.4 Check presentation of burial site and take corrective action according to workplace policies and procedures.
 - 3.5 Check safety of burial site according to relevant legislation 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

- communication skills to clearly report inconsistencies and problems and to liaise with other staff members to Bury coffins and caskets
- customer service skills, including ability to maintain confidentiality of client information
- planning and organisational skills to coordinate burial site preparation and reinstatement
- problem-solving skills to take corrective action when required
- literacy and numeracy skills to interpret written documentation and follow cemetery maps or plans.

Required knowledge

- burial procedures
- gravedigging procedures
- 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
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and the conduct of burials
- environmental impacts in relation to coordinating burial site preparation and reinstatement 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 burial site preparation and reinstatement
- operating and maintenance requirements of lowering or lifting devices and other equipment
- professional funeral services industry parameters in preparing and reinstating burial sites.

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 Evidence of the following is essential:

EVIDENCE GUIDE

and evidence required to demonstrate competency in this unit

- ability to locate burial sites through correct interpretation of documentation, arrange for their preparation, conduct the final inspection of burial sites prior to burials for equipment and safety requirements, and safely reinstate the site post burial
- ability to safely deploy, remove and store required equipment and ensure that the site is marked and well presented on conclusion of the work
- coordinating burial site preparation and reinstatement 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 across a range of burial sites within a cemetery or other burial environment
- access to relevant documentation, such as work orders and site identification details
- access to lowering or lifting equipment and burial markers.

EVIDENCE GUIDE

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 identifying and applying procedures for the coordination of burial site preparation, conducting a final inspection of burial site, coordinating burial site reinstatement and marking while applying relevant workplace policies, procedures and legislation
- written or verbal questioning to assess knowledge and understanding of relevant procedures with regard to coordinating burial site preparation and reinstatement
- review of workplace documents completed by candidate
- 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.

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.

RANGE STATEMENT

Burial sites may include:

- monumental cemeteries
- lawn cemeteries
- mausoleum crypts
- memorial gardens
- cemeteries with historical or cultural significance
- at sea.

Documentation may include:

- standard operating procedure guidelines
- burial documentation
- work orders
- council permits
- schedule running sheets
- site identification details
- cemetery map or plan.

Workplace policies and procedures may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures, including manual handling techniques
- visual presentation procedures for burial sites
- emergency procedures, including fire and accident procedures
- security procedures.
- workplace practices in regard to environmental considerations.

Appropriate personnel may include:

- manager
- supervisor.

Grounds staff may include:

- gravediggers
- gardeners
- horticulturalists
- leading hands.

RANGE STATEMENT

Visual presentation may include:

- cleanliness.

Lowering or lifting devices and other equipment may include:

- lowering straps
- mats
- scissor lift
- protective restraints
- seats
- portable chapel
- masking deodorant.

Relevant legislation may include:

- OHS
- cemetery Acts and by-laws
- Public Health Act
- Environment Protection Act
- Worksafe Australia certification and standards.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Burials and Cremations