



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR003A Manufacture vault lids

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to manufacture concrete vault lids using moulds.
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Application of the Unit

Application of the unit	This unit applies to cemetery and crematorium staff involved in burial works, and involves working under supervision as part of a team with some responsibility.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil
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Employability Skills Information

Employability skills	This unit contains employability skills.
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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 Plan and prepare vault lid production work.	1.1 Liaise with <i>appropriate staff</i> to identify and confirm work requirements. 1.2 Identify, prepare and use <i>personal protective equipment</i> according to <i>workplace policies and procedures</i>, and <i>relevant legislation</i>. 1.3 Select and assemble <i>tools and equipment</i> according to job requirements. 1.4 Check tools and equipment for serviceability and report faults according to workplace policies and procedures, and relevant legislation. 1.5 Identify and assemble required mould parts according to job specifications. 1.6 Check mould parts for cleanliness and leakage and take <i>corrective action</i> as required. 1.7 Check mould dimensions against specifications or drawings. 1.8 Prepare concrete for use in mould according to workplace policies and procedures, and relevant legislation.
2 Manufacture vault lids using moulds.	2.1 Place reinforcement and fittings in mould as required. 2.2 Pour concrete into mould to create vault lid according to workplace policies and procedures, and relevant legislation. 2.3 Vibrate and finish lid according to manufacturing requirements, workplace policies and procedures, and relevant legislation.

ELEMENT	PERFORMANCE CRITERIA
	2.4 Store lid according to workplace policies and procedures.
3 Clean up equipment and work area.	3.1 Disassemble, clean and store mould according to workplace policies and procedures. 3.2 Clean, maintain and store tools and equipment according to workplace policies and procedures, and relevant legislation. 3.3 Clean work site according to workplace policies and procedures, and relevant legislation. 3.4 Complete lid manufacture documentation according to workplace policies and procedures, and relevant legislation.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- safe concrete construction techniques, including appropriate use of personal protective equipment
- communication skills, including clear and direct communication to establish work requirements and report equipment faults or defects
- literacy and numeracy skills to identify and interpret work requirements, interpret and complete written documentation, follow plans and drawings, make measurements and perform calculations
- organisational and self-management skills to complete required tasks according to customer requirements and workplace policies and procedures
- problem-solving skills to identify and solve problems.

Required knowledge

- concrete construction
- materials relating to concreting process
- material handling techniques
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and the manufacture of vault lids
- workplace policies and procedures regarding concrete construction
- 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, use, maintain and clean the required tools and equipment according to supervisor instructions, workplace policies and procedures, and manufacturer's instructions

EVIDENCE GUIDE

- the safe and efficient production of vault lids according to work specifications
- manufacturing vault lids 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 for the manufacture of a range of vault lids using moulds
- access to personal protective equipment and concreting tools and equipment used in the manufacture of vault lids
- access to relevant documentation, such as vault lid specifications.

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 planning work, preparing and applying tools and products to create required vault lids, and applying finishing and clean up procedures
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures with regard to manufacturing vault lids
- 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.

Appropriate staff may include:

- supervisor
- manager.

Personal protective equipment may include:

- overalls
- steel-capped boots
- jacket
- long sleeves
- gloves
- safety glasses or goggles
- hat or cap
- ear plugs or muffs.

Workplace policies and procedures may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures, such as:
 - use of personal protective equipment
 - manual handling procedures
 - use of tools and equipment
- emergency procedures, including fire and accident procedures.

RANGE STATEMENT

Relevant legislation and regulations may include:

- OHS
- workplace environment and safety
- material handling, including hazardous materials.

Tools and equipment may include:

- concrete mixer
- brooms
- chisels
- hammers
- measuring tapes
- pliers
- spanners and wrenches
- spatulas
- putty knives.

Corrective action may include:

- cleaning moulds
- reporting damage.

Unit Sector(s)

Sector

Funeral Services

Competency field

Competency field

Burials and Cremations