



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR004A Bury coffins and caskets

Revision Number: 1

SIFBCR004A Bury coffins and caskets

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to bury coffins and caskets using appropriate lowering or lifting devices and equipment.
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Application of the Unit

Application of the unit	This unit applies to cemetery and funeral home staff. It requires the application of planning, organisational, communication and manual handling skills to bury coffins and caskets according to customer, workplace and legislative requirements.
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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.

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 Prepare for burials.	1.1 Identify <i>work requirements</i> according to <i>workplace policies and procedures</i>. 1.2 Liaise with <i>team members</i> as required to establish sequencing of tasks and responsibilities of team members.
2 Consign coffin or casket to burial location.	2.1 Transport coffin or casket to burial location. 2.2 Place coffin or casket into position using appropriate <i>lowering or lifting device</i>. 2.3 Conduct burial according to <i>client requirements</i>, workplace policies and procedures, and <i>relevant legislation</i>.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills, including active listening and questioning techniques to establish and confirm work sequence and team member responsibilities
- safe manual handling techniques
- customer service skills, including ability to maintain confidentiality of client information
- literacy and numeracy skills to identify and interpret work requirements
- interpersonal skills to relate to people from a range of social, cultural, religious and ethnic backgrounds and with a range of physical and mental abilities
- organisational and self-management skills to complete required tasks according to client requirements and workplace policies and procedures.

Required knowledge

- burial procedures
- social, religious and cultural practices and traditions in relation to burials
- professional funeral services industry parameters in dealing with the bereaved
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and the conduct of burials
- workplace policies and procedures regarding the conduct of burials
- operating requirements of relevant lifting devices and equipment
- manual handling techniques.

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 and safely use, the required equipment and lifting devices according to supervisor instructions, workplace policies and procedures, and manufacturer's instructions
- the safe and efficient burial of coffins and caskets

EVIDENCE GUIDE

according to work specifications and client's requirements

- use of sensitive and empathetic verbal and non-verbal communication with the bereaved and clear and accurate communication with colleagues
- use of safe manual handling techniques
- burying coffins and caskets 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 a range of burial requirements, including transportation of coffins or caskets from funeral service facilities to burial locations
- access to coffins or caskets
- access to funeral transport vehicles
- access to lowering and lifting devices.

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 carrying out burials according to work requirements and relevant policies, procedures and legislation
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures regarding burials
- 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, for example:

- SIFBCR002A Transfer coffins and caskets.

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.

Work requirements may include:

- time of burial
- location of burial, such as:
 - monumental cemeteries
 - lawn cemeteries
 - mausoleum crypts
 - memorial gardens
 - cemeteries with historical or cultural significance
 - at sea
- transport requirements
- client requirements
- required staff.

Workplace policies and procedures may include:

- OHS
- manual handling
- personal presentation
- communication protocols
- required equipment
- transport.

Team members may include:

- manager
- supervisor
- co-worker.

RANGE STATEMENT

Lowering or lifting device may include:

- lowering straps
- mats
- scissor lift
- protective restraints.

Client requirements may include:

- social, cultural, religious beliefs and customs, such as:
 - funeral rites according to religious denomination
 - cultural rituals to assist grieving
 - spiritual symbolism
 - burial procedures
 - time required between death and burial
 - taboos regarding death.

Relevant legislation and regulations may include:

- OHS
- cemetery Acts
- local government by-laws.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Burials and Cremations