



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR007A Prepare vaults or crypts for burials

Revision Number: 1

SIFBCR007A Prepare vaults or crypts for burials

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to open mausoleum crypts or below ground burial vaults, check their condition and prepare them for burials.

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.

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 Open vault or crypt.	1.1 Liaise with <i>appropriate staff</i> to identify and confirm work requirements. 1.2 Identify and confirm vault or crypt for opening. 1.3 Identify, prepare and use <i>personal protective equipment</i> according to <i>workplace policies and procedures</i>, and <i>relevant legislation</i>. 1.4 Select, assemble and use <i>tools and equipment</i> according to job requirements, workplace policies and procedures, and relevant legislation. 1.5 Check tools and equipment for serviceability and report faults according to workplace policies and procedures, and relevant legislation. 1.6 Identify <i>safety hazards</i> and take <i>corrective action</i> according to workplace policies and procedures, and relevant legislation. 1.7 Remove face plate if appropriate according to workplace policies and procedures, and relevant legislation. 1.8 Break sealant strip sealing the vault or crypt according to workplace policies and procedures, and relevant legislation. 1.9 Remove vault or crypt lid according to workplace policies and procedures, and relevant legislation.

ELEMENT	PERFORMANCE CRITERIA
2 Check condition of vault or crypt.	2.1 Inspect vault or crypt to determine condition and identify fluid seepage. 2.2 Remove fluid using appropriate equipment according to workplace policies and procedures, and relevant legislation. 2.3 Enter and exit vaults or crypts according to workplace policies and procedures, and relevant legislation. 2.4 Create ridges where appropriate according to workplace policies and procedures. 2.5 Place <i>lifting or lowering devices and equipment</i> in preparation for burial according to workplace policies and procedures, and relevant legislation. 2.6 Prepare burial service area according to <i>special requirements</i> and workplace policies and procedures.
3. Clean vault or crypt and surrounding area.	3.1 Clean vault or crypt and surrounds according to workplace policies and procedures, and relevant legislation. 3.2 Remove, clean and store tools and equipment according to workplace policies and procedures. 3.3 Present vault or crypt according to client requirements 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, including active listening and questioning techniques to identify and confirm work requirements and report faults or hazards
- literacy and numeracy skills to identify and interpret work requirements, interpret plans and drawings, make measurements and perform calculations
- organisational and self-management skills to complete required tasks according to client requirements and workplace policies and procedures.

Required knowledge

- concrete removal techniques
- site presentation standards
- drain and air vent clearance requirements
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and preparation of vaults or crypts for burials
- workplace policies and procedures regarding preparation of vaults or crypts
- 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 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 inspection and preparation of vaults and crypts for burial according to work specifications and client's requirements
- use of safe manual handling techniques

EVIDENCE GUIDE

- preparing vaults or crypts for burial 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 in a cemetery environment containing vaults or crypts which may be prepared for burials
- access to personal protective equipment, and tools and equipment required to prepare vaults or crypts
- access to lifting and lowering equipment.

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 completing appropriate planning and preparation for work, identifying vault or crypt for opening, inspecting vault or crypt, and cleaning up work site
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures with regard to preparing vaults or crypts for burial
- 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:

- SIFBCR009A Reinstate vaults or crypts.

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:

- manager
- supervisor
- co-worker.

Personal protective equipment may include:

- overalls
- steel-capped boots
- jacket
- long sleeves
- gloves
- safety glasses or goggles
- hat or cap
- gumboots
- ear plugs or muffs
- sun protection
- two-way radio.

Workplace policies and procedures may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures
- 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
- cemetery Acts and by-laws
- Environment Protection Act
- Australian standards
- Worksafe Australia certification and standards.

Tools and equipment may include:

- spade
- shovel
- crowbar
- auger
- sledgehammer
- drill
- ladder that complies with requirements of current Australian standard
- pump
- small plant.

Safety hazards may relate to:

- slippery surfaces
- water
- overhead obstacles
- ground pressure, such as:
 - machinery
 - people
 - soil
- previously dug graves
- monument collapse
- drains
- cables
- sprinklers
- pipes.

Corrective action may include:

- reporting hazards.

RANGE STATEMENT

Lifting or lowering devices and equipment may include:

- scissor lift
- bars
- tapes.

Special requirements may include:

- social, cultural and religious requirements, such as:
 - cultural rituals to assist grieving
 - burial procedures.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Burials and Cremations