



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR022A Coordinate monument installation

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 oversee the installation of monuments by monumental stonemasons and ensure that correct procedures and cemetery specifications are followed.

Application of the Unit

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This unit applies to cemetery and crematorium supervisory staff and involves taking responsibility for communicating work requirements to monumental stonemasons and monitoring the installation of monuments.

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 required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify and confirm monument installation requirements.	1.1 Liaise with <i>appropriate personnel</i> to confirm <i>monument installation requirements</i>. 1.2 Advise <i>relevant staff</i> of <i>workplace policies and procedures</i>, and <i>relevant legislation</i> for carrying out monument installation as required. 1.3 Issue permits for installation of monuments to stonemasons according to workplace policies and procedures.
2 Oversee installation of monuments.	2.1 Monitor monument installations according to workplace policies and procedures, and relevant legislation. 2.2 Liaise with monumental stonemasons using appropriate communication techniques. 2.3 Address problems that arise during and after monument installations and assist staff in their resolution as appropriate. 2.4 Identify <i>potential or actual breaches</i> of relevant legislation or workplace policies and procedures and take appropriate action.

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 and clear and direct communication to liaise with relevant staff and confirm and communicate monument installation requirements
- literacy and numeracy skills to read and interpret workplace policies, procedures and permits
- planning and organisational skills to advise stonemasons of monument installation requirements and monitor completion of tasks
- 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
- teamwork skills to coordinate and supervise staff in performance of required tasks
- problem-solving skills to identify and resolve problems that arise during or after monument installation.

Required knowledge

- monument installation procedures
- basic construction techniques applying to forming and reinforcing
- concrete strengths, behaviours and mixing techniques
- in-depth knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and monument installation
- relevant workplace policies and procedures regarding installation of monuments
- roles and duties of stonemasons.

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.

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to communicate work requirements to monumental stonemasons, including workplace policies and procedures, and relevant legislation
- use of clear and accurate communication with colleagues and supervision of the safe and efficient installation of monuments and good presentation of burial sites
- coordinating monument installation 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 or crematorium environment where funeral monuments can be installed and potential or actual safety breaches can be identified and corrected
- access to relevant documentation, such as work permits.

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 communicating work requirements for monument installations to stonemasons, monitoring monument installation procedures and identifying and resolving problems
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures with regard to monument installation
- 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:

- SIFBCR019A Coordinate burial works
- SIFMGT001A Coordinate a team.

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.

RANGE STATEMENT

Appropriate personnel may include:

- customer service staff
- sales consultants
- sales coordinators
- managers
- supervisors
- cemetery or crematorium managers
- grounds people
- gardeners
- horticulturalists
- leading hands.

Monument installation requirements may include:

- location of monument
- timeframe of installation
- installation procedures, such as:
 - size and design of monument
 - selection of material used
 - engineering specifications.

Relevant staff may include:

- leading hands
- supervisors
- cemetery or crematorium managers.

Workplace policies and procedures may include:

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

RANGE STATEMENT

Relevant legislation and regulations may include:

- OHS
- cemetery Acts and by-laws
- local government regulations
- Lands Act
- Environment Protection Act
- Australian standards
- Worksafe Australia certification and standards.

Potential or actual breaches may include:

- inappropriate staff behaviour
- inefficient work performance
- unsafe work practices.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Burials and Cremations