



Australian Government

Department of Education, Employment and Workplace Relations

SIFBGM005A Place and finish concrete for cemetery or crematorium structures

Revision Number: 1

SIFBGM005A Place and finish concrete for cemetery or crematorium structures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to place and finish concrete correctly according to job requirements and OHS requirements.
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Application of the Unit

Application of the unit	This unit applies to cemetery and crematorium staff involved in building and grounds maintenance and involves working under supervision 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.

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 Plan concrete work. | 1.1 Identify and clarify <i>job requirements</i> according to <i>workplace policies and procedures</i> . |
| | 1.2 Select and assemble <i>tools, equipment</i> and materials according to job requirements. |
| | 1.3 Check tools and equipment for serviceability and report faults according to workplace policies and procedures, and <i>relevant legislation</i> . |
| | 1.4 Liaise with <i>relevant staff</i> to identify and clarify actual or potential <i>hazards</i> and corrective actions. |
| 2 Prepare and place concrete. | 2.1 Assist in concrete tests according to workplace policies and procedures. |
| | 2.2 <i>Transport</i> and pour concrete according to job requirements and workplace policies and procedures. |
| | 2.3 Compact concrete according to job requirements. |
| | 2.4 Screed concrete according to specified levels, grades and job requirements. |
| | 2.5 Finish concrete surface according to job requirements. |
| | 2.6 Apply <i>curing methods</i> according to manufacturer |

ELEMENT**PERFORMANCE CRITERIA**

instructions.

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|---|-------------|-----|--|
| 3 | Clean site. | 3.1 | Remove waste and debris according to workplace policies and procedures, and relevant legislation. |
| | | 3.2 | Clear work site according to workplace policies and procedures, and relevant legislation. |
| | | 3.3 | Clean, maintain and store tools and equipment according to 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

- safe manual handling techniques
- planning and organisational skills to assemble and prepare required tools, equipment and materials
- literacy and numeracy skills to interpret job requirements and calculate materials
- communication skills, including clear and direct communication to report safety hazards, and active listening and questioning techniques to clarify job requirements.

Required knowledge

- properties and characteristics of concreting materials
- operation, use and maintenance of relevant hand and power tools and other equipment
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and concrete construction
- workplace policies and procedures regarding concrete construction.

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
- the safe and efficient finishing of concrete works with minimal spillage and according to job specifications
- placing and finishing different types of concrete for cemetery or crematorium structures on multiple occasions to ensure consistency of performance and ability to respond to different situations.

EVIDENCE GUIDE

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in a cemetery or crematorium facility where concreting works, such as concrete lid repair or replacement and monument repair can be applied
- access to concreting tools and equipment, including personal protective equipment
- access to concreting materials.

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, preparing and carrying out a range of concrete works in a cemetery or crematorium
- written or verbal questioning to assess knowledge and understanding of workplace policies and procedures and legislation relevant to concrete works
- 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:

- SIFBGM004A Install basic masonry structures.

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.

Job requirements may include:

- foundations
- slab on ground
- concrete lid repair or replacement
- monument repair.

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
 - personal protective clothing and equipment
 - use of tools and equipment
 - handling of materials
- waste disposal.

RANGE STATEMENT

Tools and equipment may include:

- shovels and rakes
- wooden floats
- steel floats
- bull floats
- immersion vibrator or vibrating table
- tarpaulins
- curing agent applicator
- steam generator
- wheelbarrow
- concrete kibble
- tamping rods
- screed boards
- edging tools
- brooms
- personal protective clothing and equipment, such as:
 - steel-capped boots
 - safety glasses or goggles
 - ear protection
 - dust masks
 - respirators
 - gloves
 - cap
 - hard hat.

Relevant legislation and regulations may include:

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

Relevant staff may include:

- leading hand
- supervisor
- manager.

RANGE STATEMENT

- Hazards** may include:
- hazardous materials
 - unstable ground or structures
 - other work activities in vicinity.
- Transport** may include:
- directly from pre-mix truck
 - crane and kibble
 - wheelbarrow.
- Curing methods** may include:
- applied moisture
 - steam or applied agents.
- Waste and debris** may include:
- timber
 - empty containers
 - concrete spillage.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Building and Grounds Maintenance