

**Victorian Purchasing Guide**  
**for**  
**SIF Funeral Services**  
**Training Package**  
**Release 2.2**

**February 2022**

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## Victorian Purchasing Guide — Release History

**Note:** RTOs should refer to the National Register for the detail of changes made in each Release. (See [National Register](#) for more information)

Training Package Release	Date VPG Approved	Comments
SIF Funeral Services Training Package Release No 2.2	14 February 2022	VPG updated to remove Deleted qualifications and units of competency as part of the AISC Streamlining of national training products: Revised lists of products for deletion <ul style="list-style-type: none"> <li>• 2 qualifications deleted</li> <li>• 6 qualifications updated to removed deleted elective units of competency</li> <li>• 29 units of competency deleted</li> </ul>
SIF Funeral Services Training Package Release No 2	7 February 2014	This Victorian Purchasing Guide reflects the changes made from Maximum Nominal Hours to Maximum and Minimum Payable Hours. Updated May 2014 with units inadvertently omitted.
SIF Funeral Services Release No 2	15 November 2013	Addition of: SIF40213 Certificate IV in Embalming SIFEMWK009 Apply anatomy and physiology principles to embalming SIFEMWK010 Restore minor body damage SIFEMWK011 Treat the head and body after autopsies SIFEMWK012 Restore and set eyes after eye donations SIFEMWK013 Determine embalming requirements SIFEMWK014 Perform arterial embalming of natural cases SIFEMWK015 Perform arterial embalming of autopsied cases SIFEMWK016 Treat complex ante mortem cases SIFEMWK017 Treat complex post mortem cases SIFEMWK018 Supervise mortuary operations SIFEMWK019 Design a mortuary
SIF Funeral Services Release No 1	12 September 2013	This Victorian Purchasing Guide reflects the changes made to SIF Funeral Services Training Package version 1.1 Primary release of SIF Funeral Services Training Package replaces SIF08 Funeral Services Training Package Please note: The revised Certificate IV in Embalming is not currently included in SIF. RTOs are advised to enroll in the SIF40208 Certificate IV in Embalming from the SIF08 Funeral Services Training Package. Refer to <a href="http://training.gov.au">training.gov.au</a> For information on nominal duration of SIF40208 Certificate IV in Embalming and nominal hours for embalming units refer to the Victorian Purchasing Guide for SIF08 Funeral Services Training Package.

<b>Training Package Release</b>	<b>Date VPG Approved</b>	<b>Comments</b>
SIF08 Funeral Services Training Package Version 1.1	6 March 2012	This Victorian Purchasing Guide reflects the changes made to SIF08 Funeral Services Training Package 1.1

# SIF Funeral Services Training Package Release 2.2 Victorian Purchasing Guide

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## INTRODUCTION

### ***What is a Victorian Purchasing Guide?***

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

### ***Registration***

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

### ***Transition***

The relationship between new units and any superseded or replaced units from the previous version of **SIF Funeral Services Training Package Release 2.2** is provided in the Training Package Companion Volume Implementation Guide. (See [Companion Volumes](#) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **SIF Funeral Services Training Package Release 2.2** is conducted against the Training Package units of competency and complies with the assessment requirements.

## QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
SIF20113	Certificate II in Funeral Operations	255	268
SIF30113	Certificate III in Cemetery and Crematorium Operations	364	383
SIF30213	Certificate III in Gravedigging, Grounds and Maintenance	478	503
SIF30313	Certificate III in Funeral Operations	404	425
SIF40113	Certificate IV in Funeral Services	413	435
SIF40213	Certificate IV in Embalming	888	935

## UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
SIFBCR002	Backfill and make good graves	10
SIFBCR003	Dig graves manually	50
SIFBCR004	Cremate coffins and caskets	60
SIFBCR005	Memorialise cremated remains	20
SIFBCR006	Prepare for gravedigging	20
SIFBCR007	Dig graves using machinery	50
SIFBCR008	Consolidate collapsed graves	30
SIFBCR010	Exhume burial sites	30
SIFBCR013	Prepare vaults or crypts for burials	20
SIFBCR014	Reinstate vaults or crypts	20
SIFBCR015	Operate a backhoe, front-end loader or excavator	80
SIFCBGM001	Provide general grounds care	20
SIFCBGM002	Maintain property and structures	20
SIFCBGM007	Evaluate building and grounds maintenance and development needs	40
SIFCBGM008	Coordinate building and grounds maintenance and development	40
SIFCCAC001	Coordinate burial site preparation and reinstatement	25
SIFCCAC003	Coordinate the collection or memorialisation of cremated remains	30
SIFCWHS001	Identify hazards and assess risks in a cemetery or crematorium	20
SIFCWHS002	Work in confined spaces	30
SIFEMWK001	Encoffin deceased persons	15
SIFEMWK002	Clean and sterilise mortuary items and equipment	25



Unit Code	Unit Title	Nominal Hours
SIFEMWK003	Determine body preparation requirements	20
SIFEMWK004	Coordinate mortuary operations	40
SIFEMWK005	Cleanse and disinfect deceased persons	20
SIFEMWK006	Set facial features	30
SIFEMWK007	Treat abdominal and thoracic cavities	60
SIFEMWK008	Dress the deceased and apply cosmetics	50
SIFEMWK009	Apply anatomy and physiology principles to embalming	60
SIFEMWK010	Restore minor body damage	60
SIFEMWK011	Treat the head and body after autopsies	60
SIFEMWK012	Restore and set eyes after eye donations	15
SIFEMWK013	Determine embalming requirements	30
SIFEMWK014	Perform arterial embalming of natural cases	75
SIFEMWK015	Perform arterial embalming of autopsied cases	75
SIFEMWK016	Treat complex ante mortem cases	50
SIFEMWK017	Treat complex post mortem cases	50
SIFEMWK018	Supervise mortuary operations	40
SIFEMWK019	Design a mortuary	60
SIFEWHS001	Follow mortuary work health and safety procedures	50
SIFEWHS002	Review and develop mortuary work health and safety policies and procedures	40
SIFFFNL003	Transfer coffins and caskets	10
SIFFFNL004	Arrange and oversee viewings	30
SIFFFNL005	Arrange funerals	60

Unit Code	Unit Title	Nominal Hours
SIFFFNL006	Arrange intrastate and interstate repatriations	20
SIFFFNL007	Arrange international repatriations	40
SIFFFNL008	Coordinate funeral operations	40
SIFFFNL009	Conduct funerals	50
SIFFFNL010	Plan and conduct funeral ceremonies	50
SIFXADQ001	Control and order goods	35
SIFXCSS001	Provide service to clients	40
SIFXCSS002	Advise on funeral and burial products and services	20
SIFXCSS003	Advise on pre-need funeral and burial products and services	20
SIFXCSS004	Coordinate interaction with clients	20
SIFXIND002	Work effectively in the funeral services industry	40
SIFXIND003	Deal with grief responses	20
SIFXIND004	Participate in industry networks	20
SIFXMGT001	Coordinate teams	20
SIFXMGT003	Supervise staff	35
SIFXMPR002	Make presentations to community groups	40
SIFXMPR003	Prepare and conduct tours	40
SIFXMPR004	Liaise with the media	40
SIFXVHC002	Inspect and maintain vehicles and equipment	20
SIFXWHS001	Follow work health and safety procedures	40
SIFXWHS002	Follow infection and contamination control procedures	20
SIFXWHS003	Implement and monitor work health and safety procedures	30
SIFXWHS004	Implement and monitor infection and contamination control practices	20

## CONTACTS AND LINKS

<b>Curriculum Maintenance Manager (CMM)</b>		
Service Industries CMM	The CMM Service is provided on behalf of Higher Education and Skills.  CMM Service Executive Officers can assist with questions on payable and nominal hours.	Alison Hollands Victoria University PO Box 14428, Melbourne VIC 8001 Phone: (03) 9919-8351 <a href="mailto:Alison.Hollands@vu.edu.au">Alison.Hollands@vu.edu.au</a>
<b>Service Skills Organisation (SSO)</b>		
Skills IQ	This SSO is responsible for developing this <b>SIF Funeral Services Training Package</b> and can be contacted for further information.	Phone: (02) 9392 8100 Email: <a href="mailto:enquiries@skillsiq.com.au">enquiries@skillsiq.com.au</a> See <a href="#">SkillsIQ</a> website for more information.
<b>National Register of VET in Australia</b>		
Training.gov.au (TGA)	TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	See the <a href="#">National Register</a> for more information.
<b>Australian Government</b>		
Department of Education, Skills and Employment	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	See the <a href="#">Commonwealth Department of Education, Skills and Employment website</a> for more information.
<b>State Government</b>		
Department of Education and Training (DET)	DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria.	(03) 9637 2000 See the <a href="#">Victorian Department of Education and Training website</a> for more information.
<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 See the <a href="#">ASQA website</a> for more information.
<b>Victorian State VET Regulatory Authority</b>		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.	(03) 9637 2806 See the <a href="#">VRQA website</a> for more information.

## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Maximum Payable Hours</b>	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
<b>Scope of Registration</b>	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
<b>Nominal Hours</b>	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.