

**Victorian Purchasing Guide
for
SIF Funeral Services Training Package Release No 2**

February 2014





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Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Released	Comments
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 training.gov.au 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. http://trainingsupport.skills.vic.gov.au/default.cfm
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 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 for Victoria responsible for the registration of education and training providers in VET who provide courses to domestic students only and who only offer training in Victoria only or Victoria and Western Australia only.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
SIF10113	Certificate I in Funeral Services	124	130
SIF20113	Certificate II in Funeral Operations	240	253
SIF30113	Certificate III in Cemetery and Crematorium Operations	305	321
SIF30213	Certificate III in Gravedigging, Grounds and Maintenance	378	398
SIF30313	Certificate III in Funeral Operations	288	303
SIF40113	Certificate IV in Funeral Services	318	335
SIF40213	Certificate IV in Embalming	836	880
SIF50113	Diploma of Funeral Services Management	442	465

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package (Companion Volume) that describes the relationship between new units and superseded or replaced units from the previous version of **SIF Funeral Services Training Package**. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **SIF Funeral Services Training Package** is conducted against the Training Package units of competency and complies with the assessment requirements.

List of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
SIFXADQ001	Control and order goods	35
SIFXADQ002	Conduct internal quality audits	20
SIFXADQ003	Monitor contracted services and supplies	30
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
SIFXCSS005	Lead customer service teams	30
SIFXIND001	Plan a career in the funeral services industry	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
SIFXMGT002	Coordinate staff	20
SIFXMGT003	Supervise staff	35
SIFXMGT004	Support people dealing with grief and trauma	30
SIFXMPR001	Implement marketing and promotional activities	30
SIFXMPR002	Make presentations to community groups	40
SIFXMPR003	Prepare and conduct tours	40
SIFXMPR004	Liaise with the media	40
SIFXMPR005	Develop marketing strategies and activities	50
SIFXVHC001	Drive funeral vehicles	30
SIFXVHC002	Inspect and maintain vehicles and equipment	20

Unit Code	Unit Title	Nominal Hours
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
SIFCBGM001	Provide general grounds care	20
SIFCBGM002	Maintain property and structures	20
SIFCBGM003	Clean and maintain public conveniences and amenities	10
SIFCBGM004	Install basic masonry structures	40
SIFCBGM005	Place and finish concrete for cemetery or crematorium structures	20
SIFCBGM006	Construct signs	20
SIFCBGM007	Evaluate building and grounds maintenance and development needs	40
SIFCBGM008	Coordinate building and grounds maintenance and development	40
SIFBCR001	Bury coffins and caskets	10
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
SIFBCR009	Remove ledgers and concrete lids	20
SIFBCR010	Exhume burial sites	30
SIFBCR011	Manufacture vault lids	40
SIFBCR012	Install burial vaults	60
SIFBCR013	Prepare vaults or crypts for burials	20
SIFBCR014	Reinstate vaults or crypts	20
SIFBCR015	Operate a backhoe, front-end loader or excavator	80
SIFCCAC001	Coordinate burial site preparation and reinstatement	25
SIFCCAC002	Schedule burials or cremations	20
SIFCCAC003	Coordinate the collection or memorialisation of cremated remains	30

Unit Code	Unit Title	Nominal Hours
SIFCCAC004	Maintain and care for historical records	20
SIFCCAC005	Coordinate chapel operations	20
SIFCCAC006	Manage lift and reposition or deepen operations	30
SIFCCAC007	Arrange and oversee viewings of cremations	30
SIFCCAC008	Coordinate burial works	40
SIFCCAC009	Coordinate monument installations	40
SIFCCAC010	Supervise burials	40
SIFCCAC011	Supervise cremations	40
SIFCCAC012	Supervise exhumations	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
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

Unit Code	Unit Title	Nominal Hours
SIFEWHS001	Follow mortuary work health and safety procedures	50
SIFEWHS002	Review and develop mortuary work health and safety policies and procedures	40
SIFFFNL001	Assist with the conduct of funerals	15
SIFFFNL002	Transfer deceased persons	20
SIFFFNL003	Transfer coffins and caskets	10
SIFFFNL004	Arrange and oversee viewings	30
SIFFFNL005	Arrange funerals	60
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

CONTACTS AND LINKS

Industry Skills Council (ISC)		
Service Skills Australia	This ISC is responsible for developing this SIF Funeral Services Training Package and can be contacted for further information. You can also source copies of the Training Package and support material.	Address: Level 10, 171 Clarence St, Sydney Phone: 0282431200 Email: info@serviceskills.com.au Web: www.serviceskills.com.au
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	Web: http://training.gov.au
Australian Government		
The Department of Industry	The Department of Industry provides a range of services and resources to assist in delivery of Training Packages. Search the Department of Industry website for links to a range of relevant resources and publications.	Web: www.industry.gov.au
The National Skills Standards Council (NSSC)	The NSSC develops the Standards for Training Packages, endorses Training Packages, develops related policy and oversees quality assurance activities.	Web: www.nssc.natese.gov.au
State Government		
Department of Education and Early Childhood Development Higher Education and Skills Group	Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.	General information: www.education.vic.gov.au Address: GPO Box 4367 Melbourne VIC 3001 Phone: 03 9637 2000
Curriculum Maintenance Manager (CMM)		
Wholesale, Retail and Personal Services (WRAPS)	The CMM service is provided by Executive Officers, located within Victorian TAFE institutes, on behalf of Higher Education and Skills Group.	Alison Hollands Phone: 0399198351 Email: Alison.hollands@vu.edu.au Web: http://trainingsupport.skills.vic.gov.au/cmminf.cfm

State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	<p>The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.</p> <p>The VRQA is responsible for the regulation of apprenticeships and traineeships in Victoria.</p>	<p>Phone: (03) 9637 2806</p> <p>Web: www.vrqa.vic.gov.au</p>
National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	<p>ASQA is the national regulator for Australia's vocational education and training sector.</p> <p>ASQA regulates courses and training providers to ensure nationally approved quality standards are met.</p>	<p>Info line: 1300 701 801</p> <p>Web: www.asqa.gov.au</p>
Industry Regulatory Bodies		
N/A		
WorkSafe		
WorkSafe Victoria	<p>WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.</p>	<p>Info line: 1800 136 089</p> <p>Web: www.worksafe.vic.gov.au</p>
Other contacts		
N/A		

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Maximum Payable Hours	The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee 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.
Minimum Payable Hours	The number of hours the Victorian government designates as the minimum required to deliver a qualification, taking into account contextualisation and integrated delivery efficiencies.
Scope of Registration	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.