**Victorian Purchasing Guide**

**for**

**SIF Funeral Services Training Package Release No 2**

**February 2014**



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Victorian Purchasing Guide ⎯ Version History

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| --- | --- | --- |
| Training Package Version  | Date VPGReleased | Comments |
| SIF Funeral ServicesTraining PackageRelease 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 PackagePlease 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.auFor 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 |
| 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 |
| SIFCBCR001 | Bury coffins and caskets | 10 |
| SIFCBCR002 | Backfill and make good graves | 10 |
| SIFCBCR003 | Dig graves manually | 50 |
| SIFCBCR004 | Cremate coffins and caskets | 60 |
| SIFCBCR005 | Memorialise cremated remains | 20 |
| SIFCBCR006 | Prepare for gravedigging | 20 |
| SIFCBCR007 | Dig graves using machinery | 50 |
| SIFCBCR008 | Consolidate collapsed graves | 30 |
| SIFCBCR009 | Remove ledgers and concrete lids | 20 |
| SIFCBCR010 | Exhume burial sites | 30 |
| SIFCBCR011 | Manufacture vault lids | 40 |
| SIFCBCR012 | Install burial vaults | 60 |
| SIFCBCR013 | Prepare vaults or crypts for burials | 20 |
| SIFCBCR014 | Reinstate vaults or crypts | 20 |
| SIFCBCR015 | 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 |
| 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 |
| 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

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| **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, SydneyPhone: 0282431200Email: info@serviceskills.com.auWeb: 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 IndustryThe National Skills Standards Council (NSSC) | 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.The NSSC develops the Standards for Training Packages, endorses Training Packages, develops related policy and oversees quality assurance activities. | Web: [www.industry.gov.au](http://www.industry.gov.au) Web:[www.nssc.natese.gov.au](http://www.nssc.natese.gov.au) |
| **State Government** |
| Department of Education and Early Childhood DevelopmentHigher 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](http://www.education.vic.gov.au) Address: GPO Box 4367Melbourne VIC 3001Phone: 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 HollandsPhone: 0399198351 Email: Alison.hollands@vu.edu.au Web:<http://trainingsupport.skills.vic.gov.au/cmminf.cfm> |

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