

# **SIF FUNERAL SERVICES TRAINING PACKAGE**

**Version 2.1**

## **WA NOMINAL HOURS GUIDE**

**Western Australian Department of Training and Workforce  
Development**

**July 2015**

## Introduction

This Guide has been generated to enable the stakeholders in the business services industry in Western Australia to participate in the managed implementation of the National BSB Business Services Training Package.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the endorsed components of the Training Package

**Version 2.1** of the SIF Funeral Services Training Package was released by Training.Gov.Au (TGA) on the **9 July 2015**.

**Version 2** of the SIF Funeral Services Training Package was released by Training.Gov.Au (TGA) on the **10 October 2013**.

## Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications within 12 months of the release date of the Training Package on to Training.gov.au (TGA).

Students currently enrolled in an existing version of the Training Package qualification should be permitted to complete the program they enrolled in initially, unless the move to the related qualification from a Training Package can be made without disadvantage to a student.

## Nominal Hours

The Commonwealth Department of Employment, Education and Workplace Relations' definition of nominal hours states:

***“The value assigned to a structured program of study that nominally represents the anticipated hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with the program of study”***

Source: National Quality Council Training Package Glossary Version V2.1 17/03/2010

<http://www.deewr.gov.au/Skills/Overview/Policy/TPDH/Downloads/Documents/TrainingPackGlossary.pdf>

Nominal hours are identified for each Training Package qualification. Total nominal hours may vary within a qualification depending on the units of competency.

In Western Australia, nominal hours are used as a mechanism for funding allocation.

## Contact Details

Department of Training and Workforce Development  
Training Sector Services  
1 Prospect Place  
West Perth WA 6005  
Phone: (08) 6212 9777

## Version Modification History

The version details of this endorsed Training Package are in the table below.  
The latest information is at the top of the table.

Version	TGA Release Date	Modification History
2.1	9 July 2015	ISC upgrade  Imported units from the following training packages updated: <ul style="list-style-type: none"> <li>• BSB Business Services</li> <li>• HLT Health</li> </ul> ICT Information and Communications Technology
2.0	10 October 2013	Addition of: <ul style="list-style-type: none"> <li>• SIF40213 Certificate IV in Embalming</li> <li>• SIFEMWK009 Apply anatomy and physiology principles to embalming</li> <li>• SIFEMWK010 Restore minor body damage</li> <li>• SIFEMWK011 Treat the head and body after autopsies</li> <li>• SIFEMWK012 Restore and set eyes after eye donations</li> <li>• SIFEMWK013 Determine embalming requirements</li> <li>• SIFEMWK014 Perform arterial embalming of natural cases</li> <li>• SIFEMWK015 Perform arterial embalming of autopsied cases</li> <li>• SIFEMWK016 Treat complex ante mortem cases</li> <li>• SIFEMWK017 Treat complex post mortem cases</li> <li>• SIFEMWK018 Supervise mortuary operations</li> <li>• SIFEMWK019 Design a mortuary</li> </ul>
1.1	2 July 2013	Addresses editorial corrections and upload errors in: <ul style="list-style-type: none"> <li>• Qualification Descriptions</li> <li>• Packaging Rules</li> </ul>
1.0	21 June 2013	Primary release of SIF Funeral Services Training Package SIF replaces SIF08 Funeral Services Training Package

## Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the SIF Funeral Services Training Package

*Note: the new qualification in version 2 is highlighted in red text*

<b>National Code</b>	<b>National Title</b>	<b>Nominal Hours</b>
SIF10113	Certificate I in Funeral Services	120
SIF20113	Certificate II in Funeral Operations	380
SIF30113	Certificate III in Cemetery and Crematorium Operations	540
SIF30213	Certificate III in Gravedigging, Grounds and Maintenance	500
SIF30313	Certificate III in Funeral Operations	415
SIF40113	Certificate IV in Funeral Services	490
<b>SIF40213</b>	<b>Certificate IV in Embalming</b>	<b>830</b>
SIF50113	Diploma of Funeral Services Management	500

## Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the SIF Funeral Services Training Package.

*Note: the new units of competency in version 2 are highlighted in red text*

National Code	National Title	Nominal Hours
SIFBCR001	Bury coffins and caskets	10
SIFBCR002	Backfill and make good graves	10
SIFBCR003	Dig graves manually	25
SIFBCR004	Cremate coffins and caskets	60
SIFBCR005	Memorialise cremated remains	20
SIFBCR006	Prepare for gravedigging	10
SIFBCR007	Dig graves using machinery	25
SIFBCR008	Consolidate collapsed graves	30
SIFBCR009	Remove ledgers and concrete lids	10
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
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	10
SIFCBGM006	Construct signs	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
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	20
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	10
SIFEMWK001	Encoffin deceased persons	10
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	20
SIFEMWK007	Treat abdominal and thoracic cavities	60
SIFEMWK008	Dress the deceased and apply cosmetics	50
SIFEMWK009	Apply anatomy and physiology principles to embalming	50
SIFEMWK010	Restore minor body damage	60
SIFEMWK011	Treat the head and body after autopsies	50
SIFEMWK012	Restore and set eyes after eye donations	15
SIFEMWK013	Determine embalming requirements	30
SIFEMWK014	Perform arterial embalming of natural cases	65
SIFEMWK015	Perform arterial embalming of autopsied cases	65

National Code	National Title	Nominal Hours
SIFEMWK016	Treat complex ante mortem cases	45
SIFEMWK017	Treat complex post mortem cases	45
SIFEMWK018	Supervise mortuary operations	40
SIFEMWK019	Design a mortuary	50
SIFEWHS001	Follow mortuary work health and safety procedures	25
SIFEWHS002	Review and develop mortuary work health and safety policies and procedures	30
SIFFFNL001	Assist with the conduct of funerals	10
SIFFFNL002	Transfer deceased persons	20
SIFFFNL003	Transfer coffins and caskets	10
SIFFFNL004	Arrange and oversee viewings	30
SIFFFNL005	Arrange funerals	50
SIFFFNL006	Arrange intrastate and interstate repatriations	20
SIFFFNL007	Arrange international repatriations	40
SIFFFNL008	Coordinate funeral operations	40
SIFFFNL009	Conduct funerals	30
SIFFFNL010	Plan and conduct funeral ceremonies	40
SIFXADQ001	Control and order goods	35
SIFXADQ002	Conduct internal quality audits	20
SIFXADQ003	Monitor contracted services and supplies	30
SIFXCSS001	Provide service to clients	30
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	25
SIFXIND002	Work effectively in the funeral services industry	25
SIFXIND003	Deal with grief responses	40
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	40
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	30
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

## Mapping Qualifications

The following table provides an overview of the qualification from **version 2** of the SIF Funeral Services which replaces a qualification from the existing version of the SIF08 Funeral Services Training Package.

SIF08 Current Qualification				SIF Version 2 Replacement Qualification		
National Code	National Title	Nominal Hours	E/NE	National Code	National Title	Nominal Hours
SIF40208	Certificate IV in Embalming	750	E	SIF40213	Certificate IV in Embalming	830

## Mapping Units of Competency

The following table provides an overview of the units of competency from the SIF08 Funeral Services Training Package which are replaced by the units of competency from **version 2** of the SIF Funeral Services Training Package.

SIF08 Current Unit				SIF Version 2 Replacement Unit		
National Code	National Title	Nominal Hours	E/NE	National Code	National Title	Nominal Hours
	No previous equivalent		-	SIFEMWK009	Apply anatomy and physiology principles to embalming	50
SIFMWK008A	Restore minor body damage	60	E	SIFEMWK010	Restore minor body damage	60
SIFMWK009A	Restore head damage on autopsied cases	50	NE	SIFEMWK011	Treat the head and body after autopsies	50
SIFMWK010A	Restore and set eyes after eye donations	15	E	SIFEMWK012	Restore and set eyes after eye donations	15
SIFMWK013A	Determine embalming requirements	30	E	SIFEMWK013	Determine embalming requirements	30
SIFMWK014A	Treat the arterial system	150	NE	SIFEMWK014	Perform arterial embalming of natural cases	65
				SIFEMWK015	Perform arterial embalming of autopsied cases	65
	No previous equivalent		-	SIFEMWK016	Treat complex ante mortem cases	45
	No previous equivalent		-	SIFEMWK017	Treat complex post mortem cases	45
SIFMWK012A	Supervise mortuary operations	40	E	SIFEMWK018	Supervise mortuary operations	40
SIFMWK017A	Design a mortuary	50	E	SIFEMWK019	Design a mortuary	50
<b>Deleted Units</b>						
SIFMWK016A	Treat tissue gas			Deleted unit. The content is included in SIFEMWK017 Treat complex post mortem cases		

## Traineeship

The following table provides a summary of the qualification in version 2 of the SIF Funeral Services Training Package and the accredited traineeship course it will replace.

SIF08 Current Qualification				SIF Version 2 Replacement Qualification		
National Code	National Title	Traineeship	Nominal Hours	National Code	National Title	Nominal Hours
SIF40208	Certificate IV in Embalming	Funeral Services (Embalmer) Level 4	750	SIF40213	Certificate IV in Embalming	830