

# **FUNERAL SERVICES TRAINING PACKAGE**

## **SIF08**

### **Version 1.1**

# **WA NOMINAL HOURS GUIDE**

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

**May 2013**

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## Foreword

This WA Nominal Hours Guide has been generated to enable the stakeholders in the Funeral Services Industry in Western Australia to participate in the managed implementation of version 1.1 of the SIF08 Funeral 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 1.1 of the SIF08 Funeral Services Training Package was released on training.gov.au (TGA) on the **19 February 2009**.

## Obtaining the Training Package

The AHC10 Agriculture, Horticulture and Conservation and Land Management Training Package can be purchased from:



Office: Level 10, 171 Clarence Street  
Sydney NSW 2000

Postal: PO Box 4194  
Sydney NSW 2001

E: [info@serviceskills.com.au](mailto:info@serviceskills.com.au)

W: [www.serviceskills.com.au](http://www.serviceskills.com.au)

Information on National Training Packages is also available through Training.Gov (TGA), which can be located on the Internet at: [www.training.gov.au](http://www.training.gov.au)

**All RTOs who have Training Package qualifications on their Scope of Delivery must have access to the relevant Training Package.**

## 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) [www.training.gov.au](http://www.training.gov.au) .

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.

## 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.

<b>Version</b>	<b>TGA Release Date</b>	<b>Modification History</b>
1.1	19 February 2009	<p>Qualification rules for all qualifications, except SIF40208 Certificate IV in Embalming updated to comply with recent NQC flexibility rules.</p> <p>Aspects of sustainability added to Required Knowledge and Range Statement sections to relevant units. Version identifiers changed from A to B for the following units:</p> <ul style="list-style-type: none"> <li>• SIFBCR005A Install burial vaults</li> <li>• SIFBGM001A Provide general grounds care</li> <li>• SIFBGM003A Clean and maintain public conveniences and amenities</li> <li>• SIFBCR001A Coordinate burial site preparation and reinstatement</li> <li>• SIFCCS001A Provide service to clients</li> <li>• SIFFNL008A Coordinate funeral operations</li> <li>• SIFIND001A Work effectively in the funeral services industry</li> <li>• SIFMWK004A Coordinate mortuary operations</li> </ul> <p>AQTF information updated.</p>
1	21 July 2008	Primary release – replaces WFS02

## Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the SIF08 Funeral Services Training Package

<b>National ID</b>	<b>Qualification Title</b>	<b>Nominal Hours</b>
SIF20108	Certificate II in Funeral Operations	185
SIF30108	Certificate III in Cemetery and Crematorium Operations	385
SIF30208	Certificate III in Gravedigging, Grounds and Maintenance	500
SIF30308	Certificate III in Funeral Operations	400
SIF40108	Certificate IV in Funeral Services	475
SIF40208	Certificate IV in Embalming	750
SIF50108	Diploma of Mortuary Management	500

## Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the industry SIF08 Funeral Services Training Package

National ID	Unit Title	Nominal Hours
SIFBCR001B	Coordinate burial site preparation and reinstatement	25
SIFBCR002A	Transfer coffins and caskets	10
SIFBCR003A	Manufacture vault lids	40
SIFBCR004A	Bury coffins and caskets	10
SIFBCR005B	Install burial vaults	60
SIFBCR006A	Coordinate chapel operations	20
SIFBCR007A	Prepare vaults or crypts for burials	20
SIFBCR008A	Schedule burials or cremations	20
SIFBCR009A	Reinstate vaults or crypts	20
SIFBCR010A	Supervise burials	40
SIFBCR011A	Cremate coffins and caskets	60
SIFBCR012A	Arrange and oversee viewings of cremations	30
SIFBCR013A	Coordinate the collection or memorialisation of cremated remains	30
SIFBCR014A	Supervise cremations	40
SIFBCR015A	Memorialise cremated remains	20
SIFBCR016A	Supervise exhumations	30
SIFBCR017A	Prepare for gravedigging	10
SIFBCR018A	Backfill and make good graves	10
SIFBCR019A	Coordinate burial works	40
SIFBCR020A	Dig a grave manually	25
SIFBCR021A	Consolidate collapsed graves	30
SIFBCR022A	Coordinate monument installation	40
SIFBCR023A	Dig a grave using machinery	25
SIFBCR024A	Remove ledger and concrete lid	10
SIFBCR025A	Exhume a burial site	30
SIFBCR026A	Manage lift and reposition or deepen operations	20
SIFBGM001B	Provide general grounds care	20
SIFBGM002A	Maintain property and structures	20
SIFBGM003B	Clean and maintain public conveniences and amenities	10
SIFBGM004A	Install basic masonry structures	40
SIFBGM005A	Place and finish concrete for cemetery or crematorium structures	10
SIFBGM006A	Evaluate building and grounds maintenance and development needs	40
SIFBGM007A	Coordinate building and grounds maintenance and development	40
SIFBGM008A	Construct signs	20
SIFCCS001B	Provide service to clients	30
SIFCCS002A	Prepare and present finger food	20
SIFCCS003A	Liaise with community	40
SIFCCS004A	Coordinate interaction with clients	20
SIFFNL001A	Transfer deceased persons	20
SIFFNL002A	Assist with the conduct of a funeral	10
SIFFNL003A	Arrange funerals	50
SIFFNL004A	Arrange and oversee viewings	30
SIFFNL005A	Arrange intrastate and interstate repatriations	20
SIFFNL006A	Arrange international repatriations	40
SIFFNL007A	Conduct a funeral	30
SIFFNL008B	Coordinate funeral operations	40
SIFFNL009A	Plan and conduct a funeral ceremony	40
SIFGLC001A	Maintain and care for historical records	20
SIFGLC002A	Control and order goods	35



National ID	Unit Title	Nominal Hours
SIFGLC003A	Conduct internal quality audits	20
SIFGLC004A	Monitor contracted services and supplies	30
SIFIND001B	Work effectively in the funeral services industry	25
SIFIND002A	Deal with grief and trauma	20
SIFIND003A	Participate in industry networks	20
SIFMGT001A	Coordinate a team	20
SIFMGT002A	Coordinate staff	20
SIFMGT003A	Supervise staff	35
SIFMPR001A	Implement marketing and promotional activities	30
SIFMPR002A	Prepare and conduct tours	40
SIFMPR003A	Liaise with the media	40
SIFMPR004A	Develop marketing strategies and activities	50
SIFMWK001A	Encoffin the deceased person	10
SIFMWK002A	Maintain linen supplies	15
SIFMWK003A	Clean and sterilise mortuary items and equipment	25
SIFMWK004B	Coordinate mortuary operations	40
SIFMWK005A	Determine body preparation requirements	20
SIFMWK006A	Cleanse and disinfect deceased bodies	20
SIFMWK007A	Set facial features	20
SIFMWK008A	Restore minor body damage	60
SIFMWK009A	Restore head damage on autopsied cases	50
SIFMWK010A	Restore and set eyes after eye donation	15
SIFMWK011A	Dress bodies and apply cosmetics	50
SIFMWK012A	Supervise mortuary operations	40
SIFMWK013A	Determine embalming requirements	30
SIFMWK014A	Treat the arterial system	150
SIFMWK015A	Treat abdominal and thoracic cavities	60
SIFMWK016A	Treat tissue gas	40
SIFMWK017A	Design a mortuary	50
SIFOHS001A	Follow OHS procedures	30
SIFOHS002A	Follow infection and contamination control procedures	20
SIFOHS003A	Follow mortuary OHS procedures	25
SIFOHS004A	Work in confined spaces	10
SIFOHS005A	Implement and monitor infection and contamination control practices	20
SIFOHS006A	Implement and monitor OHS procedures	30
SIFOHS007A	Identify hazards and assess risks in a cemetery or crematorium	20
SIFOHS008A	Review and develop mortuary OHS policies and procedures	30
SIFSL001A	Sell funeral and burial products and services	20
SIFSL002A	Sell pre-need funeral and burial products and services	20
SIFSL003A	Lead a sales team	30
SIFTVM001A	Drive funeral vehicles	30
SIFTVM002A	Inspect and maintain vehicles and equipment	20
SIFTVM003A	Operate a backhoe, front-end loader or excavator	80

## Mapping Qualifications

The following table provides an overview of the qualifications from the SIF08 Funeral Services Training Package which replaces qualifications from the existing version of the WFS02 Funeral Services Training Package.

WFS02 Current Qualification			SIF08 Replacement Qualification		
National ID	Qualification Title	Hours	National ID	Qualification Title	Hours
WFS20202	Certificate II in Funeral Services (Funeral Operations)	0	SIF20108	Certificate II in Funeral Operations	185
WFS30202	Certificate III in Funeral Services (Funeral Operations)	0	SIF30108	Certificate III in Cemetery and Crematorium Operations	385
WFS30302	Certificate III in Funeral Services (Cemetery/Crematoria Operations)	0	SIF30108	Certificate III in Cemetery and Crematorium Operations	385
WFS30402	Certificate III in Funeral Services (Gravedigging, Grounds and Maintenance)	0	SIF30208	Certificate III in Gravedigging, Grounds and Maintenance	500
WFS30202	Certificate III in Funeral Services (Funeral Operations)	0	SIF30308	Certificate III in Funeral Operations	400
WFS40102	Certificate IV in Funeral Services	0	SIF40108	Certificate IV in Funeral Services	475
WFS40202	Certificate IV in Funeral Services (Embalming)	890	SIF40208	Certificate IV in Embalming	750
	No Previous Equivalent		SIF50108	Diploma of Mortuary Management	500

## Mapping Units of Competency

The following table provides an overview of the units of competency from the version 1 of the SIF08 Funeral Services Training Package which are replaced by the units of competency from version 1.1.

SIF08 Version 1			SIF08 Version 1.1		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
SIFBCR001A	Coordinate burial site preparation and reinstatement	25	SIFBCR001B	Coordinate burial site preparation and reinstatement	25
SIFBCR005A	Install burial vaults	60	SIFBCR005B	Install burial vaults	60
SIFBGM003A	Clean and maintain public conveniences and amenities	10	SIFBGM003B	Clean and maintain public conveniences and amenities	10
SIFCCS001A	Provide service to clients	30	SIFCCS001B	Provide service to clients	30
SIFFNL008A	Coordinate funeral operations	40	SIFFNL008B	Coordinate funeral operations	40
SIFIND001A	Work effectively in the funeral services industry	25	SIFIND001B	Work effectively in the funeral services industry	25
SIFMWK004A	Coordinate mortuary operations	40	SIFMWK004B	Coordinate mortuary operations	40

The following table provides an overview of the units of competency from the WFS02 Funeral Services Training Package which are replaced by the units of competency from the SIF08 Funeral Services Training Package.

WFS02			SIF08		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
WFSBCR302A	Coordinate burial site preparation and reinstatement	0	SIFBCR001A	Coordinate burial site preparation and reinstatement	25
WFSBCR201A	Carry out the transfer of coffins and caskets	0	SIFBCR002A	Transfer coffins and caskets	10
WFSBCR306A	Manufacture vault lids	0	SIFBCR003A	Manufacture vault lids	40
WFSBCR202A	Carry out burials	0	SIFBCR004A	Bury coffins and caskets	10
WFSBCR307A	Perform vault installation	0	SIFBCR005A	Install burial vaults	60
WFSBCR203A	Carry out chapel operation procedures	0	SIFBCR006A	Coordinate chapel operations	20
WFSBCR308A	Prepare vaults/crypts for burials	0	SIFBCR007A	Prepare vaults or crypts for burials	20
WFSBCR301A	Schedule burials/cremations	0	SIFBCR008A	Schedule burials or cremations	20
WFSBCR309A	Reinstate vaults/crypts	0	SIFBCR009A	Reinstate vaults or crypts	20
WFSBCR401A	Oversee burials	0	SIFBCR010A	Supervise burials	40
WFSBCR303A	Perform cremations	0	SIFBCR011A	Cremate coffins and caskets	60
WFSBCR402A	Arrange and oversee viewings of cremations	0	SIFBCR012A	Arrange and oversee viewings of cremations	30
WFSBCR304A	Coordinate the collection or memorialisation of	0	SIFBCR013A	Coordinate the collection or memorialisation of	30

WFS02			SIF08		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
	cremated remains			cremated remains	
WFSBCR403A	Oversee cremations	0	SIFBCR014A	Supervise cremations	40
WFSBCR305A	Perform the memorialisation of cremated remains	0	SIFBCR015A	Memorialise cremated remains	20
WFSBCR404A	Supervise exhumations	0	SIFBCR016A	Supervise exhumations	30
WFSBCR310A	Perform grave probes	0	SIFBCR017A	Prepare for gravedigging	10
WFSBCR311A	Prepare for gravedigging	0			
WFSBCR314A	Backfill and make good graves	0	SIFBCR018A	Backfill and make good graves	10
WFSBCR405A	Oversee burial works	0	SIFBCR019A	Coordinate burial works	40
WFSBCR312A	Perform manual gravedigging	0	SIFBCR020A	Dig a grave manually	25
WFSBCR316A	Re-open a grave	0			
WFSBCR315A	Perform a grave collapse consolidation	0	SIFBCR021A	Consolidate collapsed graves	30
WFSBCR406A	Oversee monument installations	0	SIFBCR022A	Coordinate monument installation	40
WFSBCR313A	Perform gravedigging using machinery	0	SIFBCR023A	Dig a grave using machinery	25
WFSBCR316A	Re-open a grave	0			
	No Previous Equivalent		SIFBCR024A	Remove ledger and concrete lid	10
WFSBCR317A	Perform exhumations	0	SIFBCR025A	Exhume a burial site	30
	No Previous Equivalent		SIFBCR026A	Manage lift and reposition or deepen operations	20
WFSBGM201A	Provide general grounds care	0	SIFBGM001A	Provide general grounds care	20
WFSBGM204A	Carry out general maintenance activities	0	SIFBGM002A	Maintain property and structures	20
WFSBGM205A	Clean and maintain public conveniences and amenities	0	SIFBGM003A	Clean and maintain public conveniences and amenities	10
WFSBGM304A	Carry out masonry work	0	SIFBGM004A	Install basic masonry structures	40
	No Previous Equivalent		SIFBGM005A	Place and finish concrete for cemetery or crematorium structures	10
WFSBGM401A	Evaluate building and grounds maintenance and development needs	0	SIFBGM006A	Evaluate building and grounds maintenance and development needs	40
WFSBGM402A	Coordinate building and grounds maintenance and development activities	0	SIFBGM007A	Coordinate building and grounds maintenance and development	40
WFSBGM203A	Carry out signage construction	0	SIFBGM008A	Construct signs	20
WFSCCR101A	Communicate appropriately with colleagues and clients	40	SIFCCS001A	Provide service to clients	30
WFSCCR201A	Provide service to customers	20			
WFSCCR203A	Prepare and present finger food	0	SIFCCS002A	Prepare and present finger food	20
WFSCCR302A	Perform community liaison	0	SIFCCS003A	Liaise with community	40
WFSCCR303A	Coordinate interaction with customers	0	SIFCCS004A	Coordinate interaction with clients	20
WFSFNL201A	Carry out the transfer of a deceased person	0	SIFFNL001A	Transfer deceased persons	20

WFS02			SIF08		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
WFSFNL202A	Assist with the conduct of a funeral	0	SIFFNL002A	Assist with the conduct of a funeral	10
WFSFNL301A	Perform general funeral arrangements	0	SIFFNL003A	Arrange funerals	50
WFSFNL401A	Coordinate full funeral arrangements	0			
WFSFNL402A	Arrange and oversee viewings	0	SIFFNL004A	Arrange and oversee viewings	30
WFSFNL403A	Arrange intrastate/interstate repatriations	0	SIFFNL005A	Arrange intrastate and interstate repatriations	20
WFSFNL404A	Arrange international repatriations	0	SIFFNL006A	Arrange international repatriations	40
WFSFNL204A	Lead a funeral procession on foot	0	SIFFNL007A	Conduct a funeral	30
WFSFNL405A	Conduct a funeral	0			
WFSFNL406A	Coordinate funeral operations	0	SIFFNL008A	Coordinate funeral operations	40
WFSFNL407A	Perform general funeral celebrancy	0	SIFFNL009A	Plan and conduct a funeral ceremony	40
WFSABO304A	Maintain and care for historical records	0	SIFGLC001A	Maintain and care for historical records	20
WFSABO301A	Perform goods control procedures	0	SIFGLC002A	Control and order goods	35
WFSABO303A	Conduct internal quality audits	0	SIFGLC003A	Conduct internal quality audits	20
WFSABO401A	Monitor contracted services and supplies	0	SIFGLC004A	Monitor contracted services and supplies	30
WFSABO101A	Process funeral services industry documentation	20	SIFIND001A	Work effectively in the funeral services industry	25
WFSPCS101A	Work effectively in the funeral services industry	30			
WFSCCR102A	Deal with grief and trauma	20	SIFIND002A	Deal with grief and trauma	20
WFSPCS301A	Participate in industry networks	0	SIFIND003A	Participate in industry networks	20
WFSPMG301A	Coordinate a team	0	SIFMGT001A	Coordinate a team	20
WFSPMG302A	Coordinate staff	0	SIFMGT002A	Coordinate staff	20
WFSPMG401A	Supervise staff	35	SIFMGT003A	Supervise staff	35
WFSCCR304A	Implement marketing and promotional activities	0	SIFMPR001A	Implement marketing and promotional activities	30
WFSCCR402A	Prepare tours	0	SIFMPR002A	Prepare and conduct tours	40
WFSCCR403A	Conduct tours	0			
WFSCCR404A	Perform media liaison	0	SIFMPR003A	Liaise with the media	40
WFSCCR405A	Develop marketing strategies and activities	0	SIFMPR004A	Develop marketing strategies and activities	50
WFSMWK201A	Encoffin the deceased person	10	SIFMWK001A	Encoffin the deceased person	10
WFSMWK203A	Maintain linen supplies	0	SIFMWK002A	Maintain linen supplies	15
WFSMWK204A	Clean reusable mortuary items and equipment	0	SIFMWK003A	Clean and sterilise mortuary items and equipment	25
WFSMWK205A	Sterilise mortuary items and equipment	25			
WFSMWK301A	Perform mortuary procedures	40	SIFMWK004A	Coordinate mortuary operations	40
WFSMWK302A	Prepare to perform body preparation	20	SIFMWK005A	Determine body preparation requirements	20
WFSMWK303A	Cleanse and disinfect deceased bodies	20	SIFMWK006A	Cleanse and disinfect deceased bodies	20
WFSMWK304A	Set facial features	20	SIFMWK007A	Set facial features	20
WFSMWK305A	Perform minor body restoration work	60	SIFMWK008A	Restore minor body damage	60
WFSMWK306A	Perform head treatment on autopsied cases	50	SIFMWK009A	Restore head damage on autopsied cases	50

WFS02			SIF08		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
WFSMWK307A	Perform eye restoration and setting after eye donation	15	SIFMWK010A	Restore and set eyes after eye donation	15
WFSMWK308A	Perform cosmetic body preparation	50	SIFMWK011A	Dress bodies and apply cosmetics	50
WFSMWK401A	Oversee the operation of a mortuary	40	SIFMWK012A	Supervise mortuary operations	40
WFSMWK402A	Perform pre-embalming case analyses	30	SIFMWK013A	Determine embalming requirements	30
WFSMWK403A	Perform arterial embalming	150	SIFMWK014A	Treat the arterial system	150
WFSMWK404A	Perform abdominal and cavity treatment	60	SIFMWK015A	Treat abdominal and thoracic cavities	60
WFSMWK405A	Perform tissue gas treatment	40	SIFMWK016A	Treat tissue gas	40
	No Previous Equivalent		SIFMWK017A	Design a mortuary	50
WFSPCS102A	Carry out general OHS procedures	0	SIFOHS001A	Follow OHS procedures	30
WFSPCS103A	Carry out gravedigging and grounds maintenance OHS procedures	0			
WFSPCS201A	Carry out infection and contamination control practices	20	SIFOHS002A	Follow infection and contamination control procedures	20
WFSABO302A	Store and handle hazardous and dangerous substances	0	SIFOHS003A	Follow mortuary OHS procedures	25
WFSPCS203A	Carry out mortuary OHS procedures	30			
	No Previous Equivalent		SIFOHS004A	Work in confined spaces	10
WFSPCS302A	Implement and monitor infection and contamination control practices	20	SIFOHS005A	Implement and monitor infection and contamination control practices	20
WFSPCS303A	Implement and monitor OHS procedures	0	SIFOHS006A	Implement and monitor OHS procedures	30
	No Previous Equivalent		SIFOHS007A	Identify hazards and assess risks in a cemetery or crematorium	20
	No Previous Equivalent		SIFOHS008A	Review and develop mortuary OHS policies and procedures	30
WFSCCR305A	Provide funeral and burial sales services	0	SIFSLS001A	Sell funeral and burial products and services	20
WFSCCR306A	Provide pre-need sales services	0	SIFSLS002A	Sell pre-need funeral and burial products and services	20
WFSCCR406A	Lead a sales team	0	SIFSLS003A	Lead a sales team	30
WFSTVM202A	Drive funeral vehicles	0	SIFTVM001A	Drive funeral vehicles	30
WFSTVM203A	Inspect and maintain vehicles and equipment	0	SIFTVM002A	Inspect and maintain vehicles and equipment	20
WFSTVM301A	Operate a backhoe/front-end loader/excavator	0	SIFTVM003A	Operate a backhoe, front-end loader or excavator	80

## Traineeship

The following table provides a summary of the qualification in the SIF08 Funeral Services Training Package and the accredited traineeship courses it will replace.

WFS02 Current Qualification				SIF08 Replacement Qualification		
National ID	Qualification Title	Traineeship	Hours	National ID	Qualification Title	Hours
WFS40202	Certificate IV in Funeral Services (Embalming)	Funeral Services (Embalmer) Level 4	890	SIF40208	Certificate IV in Embalming	750