

SIF FUNERAL SERVICES

TRAINING PACKAGE

Version 2.3

WA NOMINAL HOURS GUIDE

Introduction

This Guide has been generated to enable the stakeholders in this Industry in Western Australia to participate in the managed implementation of the National SIF 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 2.3 of the SIF Funeral Services was released by Training.Gov.Au (TGA) on the 4/4/2022

Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications in accordance with the Standards for RTOs. For further information visit the Training Accreditation Council website www.tac.wa.gov.au

Nominal Hours

Nominal hours are the hours of training notionally required to achieve the outcomes of units of competency.

Nominal hours are identified for nationally endorsed qualifications. Nominal hours may vary for a qualification depending on the selection of units of competency.

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

Contact Details

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Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the training package.

National Code	National Title	Nominal Hours
SIF20113	Certificate II in Funeral Operations	380
SIF30113	Certificate III in Cemetery and Crematorium Operations	540
SIF30213	Certificate III in Gravedigging, Grounds and Maintenance	480
SIF30313	Certificate III in Funeral Operations	415
SIF40113	Certificate IV in Funeral Services	490
SIF40213	Certificate IV in Embalming	830

Skill Sets and Nominal Hours

The following table provides a summary of the skill sets and nominal hours in the training package.

National Code	National Title	Nominal Hours
SIFSS00003	Induction to the Funeral Services Industry	95
SIFSS00004	Safe Gravedigging	190
SIFSS00005	Safe Exhumation of Burial Sites	60

Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the training package.

National Code	National Title	Nominal Hours
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
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	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
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
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
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
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
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	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 qualifications from version 2.3 which replace qualifications from the existing version of the SIF Funeral Services Training Package.

Current Qualification			Replacement Qualification			
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions 2.2 and 2.3.

Mapping Skill Sets

The following table provides an overview of the skill sets from version 2.3 which replace skill sets from the existing version of the SIF Funeral Services Training Package.

Current Skill Set				Replacement Skill Set		
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions 2.2 and 2.3.

Mapping Units of Competency

The following table provides an overview of the units of competency from version 2.3 which replace units of competency from the existing version of the SIF Funeral Services Training Package

Current Unit			Replacement Unit			
National Code	National Title	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions 2.2 and 2.3.

Apprenticeships

The following table provides a summary of the apprenticeships that have been affected by changes in this SIF Funeral Services Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

Current Qualification					Replacement Qualification		
National Code	National Title	Apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions 2.2 and 2.3.

Traineeships

The following table provides a summary of the traineeships that have been affected by changes in this SIF Funeral Services Training Package update.

Please refer to the current *Register of Class A and B qualifications* found on the Department of Training and Workforce Development website for the official list of apprenticeships in Western Australia.

Current Qualification					Replacement Qualification		
National Code	National Title	Traineeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions 2.2 and 2.3.

Pre-apprenticeships

The following table provides a summary of the pre-apprenticeships that have been affected by changes in this SIF Funeral Services Training Package update.

Please refer to the current *list of pre-apprenticeship courses* found on the Department of Training and Workforce Development website for the official list of pre-apprenticeships in Western Australia.

Current Qualification					Replacement Qualification		
National Code	National Title	Pre-apprenticeship	Nominal Hours	E / NE	National Code	National Title	Nominal Hours

No changes occurred between versions 2.2 and 2.3.