**Victorian Purchasing Guide**

**for**

**SIF Funeral Services
Training Package**

**Release 2.2**

**February 2022**

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Victorian Purchasing Guide ⎯ Release History

**Note**: RTOs should refer to the National Register for the detail of changes made in each Release. (See [National Register](https://training.gov.au/Home/Tga) for more information)

| Training Package Release  | **Date VPGApproved** | Comments |
| --- | --- | --- |
| SIF Funeral ServicesTraining PackageRelease No 2.2 | 14 February 2022 | VPG updated to remove Deleted qualifications and units of competency as part of the AISC **Streamlining of national training products: Revised lists of products for deletion*** 2 qualifications deleted
* 6 qualifications updated to removed deleted elective units of competency
* 29 units of competency deleted
 |
| 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. |
| 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 Release 2.2
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 in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of **SIF Funeral Services Training Package Release 2.2** is provided in theTraining PackageCompanionVolume Implementation Guide. (See [Companion Volumes](https://vetnet.education.gov.au/Pages/default.aspx) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **SIF Funeral Services Training Package Release 2.2** is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| --- | --- | --- | --- |
| SIF20113 | Certificate II in Funeral Operations | 255 | 268 |
| SIF30113 | Certificate III in Cemetery and Crematorium Operations | 364 | 383 |
| SIF30213 | Certificate III in Gravedigging, Grounds and Maintenance | 478 | 503 |
| SIF30313 | Certificate III in Funeral Operations | 404 | 425 |
| SIF40113 | Certificate IV in Funeral Services | 413 | 435 |
| SIF40213  | Certificate IV in Embalming | 888 | 935 |

UNITS OF COMPETENCY AND NOMINAL HOURS

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| 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 |
| SIFCBCR010 | Exhume burial sites | 30 |
| SIFCBCR013 | Prepare vaults or crypts for burials | 20 |
| SIFCBCR014 | Reinstate vaults or crypts | 20 |
| SIFCBCR015 | 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 | 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 |
| 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 |
| SIFXADQ001 | Control and order goods | 35 |
| 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 |
| 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 |
| 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 | 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 |

CONTACTS AND LINKS

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| **Curriculum Maintenance Manager (CMM)** |
| Service IndustriesCMM | The CMM Service is provided on behalf of Higher Education and Skills.CMM Service Executive Officers can assist with questions on payable and nominal hours. | Alison HollandsVictoria UniversityPO Box 14428,Melbourne VIC 8001Phone: (03) 9919-8351Alison.Hollands@vu.edu.au |
| **Service Skills Organisation (SSO)** |
| Skills IQ | This SSO is responsible for developing this **SIF Funeral Services Training Package** and can be contacted for further information.  | Phone: (02) 9392 8100Email: enquiries@skillsiq.com.auSee  [SkillsIQ](https://www.skillsiq.com.au/) website for more information. |
| **National Register of VET in Australia** |
| Training.gov.au (TGA) | TGA is the Australian government’s official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | See the [National Register](http://training.gov.au/) for more information. |
| **Australian Government** |
| Department of Education, Skills and Employment | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.  | See the [Commonwealth Department of Education, Skills and Employment website](https://www.dese.gov.au/) for more information.  |
| **State Government** |
| Department of Education and Training (DET)  | DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria.  | (03) 9637 2000See the [Victorian Department of Education and Training website](http://www.education.vic.gov.au/) for more information. |
| **National VET Regulatory Authority** |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector.  | Info line: 1300 701 801 See the [ASQA website](http://www.asqa.gov.au/) for more information. |
| **Victorian State VET Regulatory Authority** |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. | (03) 9637 2806 See the [VRQA website](http://www.vrqa.vic.gov.au/) for more information.  |

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 Skills First funding 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 reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration. |
| **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. |
| **Nominal Hours** | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria. |