

## Purpose & Description

This qualification provides the skills and knowledge for an individual to be competent in a range of funeral services activities and functions requiring funeral services industry management knowledge and skills.

## Suitability

- People who would like to improve their skills
- People who would like to improve their job possibilities
- People who work and would like to have more knowledge of funeral services
- People wanting to pursue a career in funeral management



This course is conducted in conjunction with the Independent Funeral Directors Association of Australia Inc.

## you will learn how to

### Course Outcomes

This course is for people who want to develop the knowledge and skills to work in a funeral home as a funeral director responsible for all aspects of the conduct of funerals and the coordination and management of staff involved. Possible job titles relevant to this qualification include Funeral Director, Cemetery Manager and Crematorium Manager

### Course Content:

You will learn about leading work teams and developing teams and individuals, dealing with grief and trauma, arranging funerals including planning and conducting a ceremony, arranging interstate and international repatriations. You will acquire the skills to work effectively in the funeral services industry.

### Assessment

Assessment process may consist of written assignments, projects, observation, supervisor reports, Question & Answers, Recognition of Prior Learning and any other method of assessment by consultation.

### Information for Students

Students need to be either working in the workplace or utilise our training facilities for workplace exercises. To address group activities and individual presentations when needed. If you are employed, your supervisor or workplace coach needs to advise that you are enrolling in a course as reports may be needed to identify that particular units or elements are addressed.

**Electives:** to be tailored to specific business needs of employer with consultation.

**Delivery modes:** Flexible Work based or Institution Based

**Meta Dynamics Investments Pty Ltd**

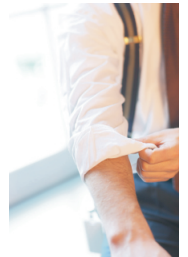
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Meta Dynamics is a Registered Training Organisation  
Provider No: 31803



## Units of Competency

### Core Units

SIFIND001A Work effectively in the funeral services industry  
SIFMGT001A Coordinate a team  
SIFIND002A Deal with grief and trauma  
SIFMGT003A Supervise staff  
BSBLED401A Develop teams and individuals  
BSBCUS501A Manage quality customer service  
SIRXOHS003A Provide a safe working environment  
SIFFNL003A Arrange funerals

### Elective units to be completed

SIFFNL009A Plan and conduct a funeral ceremony  
SIFIND003A Participate in industry networks  
SIFFNL004A Arrange and oversee viewings  
SIFFNL005A Arrange intrastate and interstate repatriations  
SIFMPR002A Prepare and conduct tours  
SIFFNL006A Arrange international repatriations



### Recognition:

Meta Dynamics recognises the skills and knowledge you have gained through previous studies, work and life experiences. We call this Recognition of Prior Learning.

If you are given recognition for a unit/module you do not need to do it. In some cases recognition may allow you to complete your course faster.

If you want to apply for recognition for any unit/module in your course you should obtain a copy of the Recognition Guide for that unit/module and discuss it with your trainer & assessor.

***Participants will need to complete 14 units for qualification.***

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