

Funeral Director

ANZSCO: 451311

Group C

Job description

Funeral Director's plans and coordinates arrangements for funerals according to the wishes of the deceased or their relatives. Registration or licensing may be required.












About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Funeral Director is a VETASSESS Group C occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher.

Applicants must have fulfilled at least one of the following four criteria (1–4):

GROUP C	Criteria for a positive Skills Assessment						
	Minimum comparable Diploma or higher AQF level		With highly relevant major field of study		Additional highly relevant qualifications*		Highly relevant employment duration**
1		+		+	N/A	+	
2		+	No highly relevant major	+	 Minimum AQF Certificate IV level with highly relevant major	+	
3		+	No highly relevant major	+	No additional highly relevant qualifications	+	
Pre-qualification methodology can apply to Group C occupations							
	Highly relevant employment duration**		With or without highly relevant major field of study		Additional highly relevant qualifications*		Minimum comparable Diploma or higher AQF level
4	 +  Within last 5 years	+	N/A	+	N/A	+	

* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- > AQF Diploma
- > AQF Advanced Diploma
- > AQF Associate Degree or
- > AQF Graduate Diploma

** Highly relevant paid employment duration (20 hours or more per week)

1-3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4

minimum 4 years of relevant employment required – three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining three years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

Qualification

Highly relevant fields of study include Funeral Services and Funeral Operations.

This occupation requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation.

Employment Criteria

Highly relevant tasks include, but are not limited to:

- Interviewing families and associates of the deceased to assist with funeral arrangements such as the selection of coffin, type of service and publication of death notices
- Advising on funeral costs and welfare provisions
- Collecting bodies from mortuaries
- Ensuring death certificates have been issued, burial and cremation certificates processed and that other legal requirements are met
- Preparing bodies for viewing and burial by washing, draining body fluids, applying padding and cosmetics, dressing bodies and placing them in coffins
- Liaising with clergy and cemetery and crematorium staff
- Coordinating the movement of coffins and funeral cars, arranging floral displays and collecting attendance and tribute cards
- Arranging the placement of coffins at funeral sites, and placing and adjusting floral displays and lighting
- Keeping records and accounts of transactions and services performed
- May arrange the construction of memorials and the disposal of ashes

