Subcontractor Request for Quote

Project: Funeral skills and capability review

Service and Creative Skills Australia (SaCSA) has received approval from the Department of Employment and Workplace Relations (DEWR) to undertake an Implementation, Promotion and Monitoring (IPM) Activity Project to identify and analyse current and emerging knowledge and skills requirements across occupations within the funeral services, cemetery and crematorium sectors.

OVERVIEW

This Activity Project responds to low enrolments and completions within the SIF Funeral Services Training Package and the limited number of Registered Training Organisations (RTOs) delivering funeral services qualifications. These challenges have made it difficult to determine the viability of updating existing qualifications without further investigation into industry practices, occupational requirements and knowledge and skill gaps. The project will provide an industry-informed evidence base to support workforce development strategies and the funeral sector's goal of greater professionalisation and self-regulation.

This review will achieve the following objectives:

- Identify primary and supporting occupations across the funeral services, cemetery and crematorium sectors, including job roles, responsibilities and workforce structures.
- Examine federal, state and territory legislation, policies and regulatory requirements that influence workforce capability and training expectations.
- Analyse current and emerging knowledge and skill requirements, including the potential impacts and opportunities associated with emerging technologies and artificial intelligence (AI).
- Assess the alignment of existing qualifications and units of competency within the SIF Funeral Services Training Package with contemporary industry practices and workforce capability requirements.
- Review non-accredited training and informal workforce development practices to identify potential gaps, duplication and opportunities for better alignment with accredited training.

Due to the low uptake of existing funeral services qualifications and limited training delivery options, there is insufficient evidence to determine whether the current SIF Funeral Services Training Package adequately reflects contemporary industry requirements. In addition, differences in occupational responsibilities, regulatory requirements and workforce development practices across the funeral services, cemetery and crematorium sectors create a need for a comprehensive national review. Without this evidence, potential changes to existing training products may not effectively address identified knowledge and skill gaps or support industry workforce development needs.

To address this gap, SaCSA is undertaking a national review involving occupational mapping, regulatory analysis, comparative skills analysis and audits of accredited and non-accredited training. The review is informed by quantitative research and consultation with industry associations, employers, RTOs, unions, government and regulatory bodies, and workforce representatives. SaCSA will deliver a final report identifying workforce capability gaps and providing evidence-based recommendations for future workforce development initiatives. These findings will inform decisions about potential updates to the SIF Funeral Services Training Package and future Activity Projects.

OBJECTIVES

This Activity Project has the following objectives:

- Identify and map primary and supporting occupations, job roles and workforce structures across Australia's funeral services, cemetery and crematorium sectors, including relevant legislative and regulatory requirements.
- Analyse current and emerging knowledge and skill requirements and identify gaps between industry workforce capability needs, existing SIF Funeral Services Training Package qualifications, skill sets and units of competency, and non-accredited training practices.
- Develop evidence-based recommendations to address identified knowledge and skill gaps and inform future workforce development strategies, potential training package updates and future Activity Projects.

To support these objectives, the subcontractor will:

- Develop a Research and Analysis Plan that clearly sets out how the subcontractor will undertake the review. The plan should identify the training products to be examined, the information and evidence required, and how the subcontractor will assess workforce skills and capabilities, including employer-supported training and non-accredited training. It should also explain how skills and training gaps will be identified, how industry consultation will inform the findings, and the proposed activities and timeframes for completing the work.
- Develop an editable SIF Training Product Currency and Gap Matrix assessing the currency and alignment of relevant qualifications, skill sets and units of competency with current and emerging industry knowledge and skill requirements.
- Complete an Industry and Non-accredited Training Analysis identifying existing workforce development practices, training gaps, duplication and opportunities for alignment with accredited training.
- Prepare draft and final Training and Workforce Capability Gap Analysis Reports, incorporating SaCSA feedback and providing evidence-based findings and recommendations.

TIMEFRAME

It is anticipated that the subcontractor will align with the following timelines (business days):

- Research and Analysis Plan framework: 20 days
- Industry consultation and non-accredited training analysis: 40 days
- Development of draft Training and Workforce Capability Gap Analysis Report: 35 days

Total subcontractor engagement: 95 days

The subcontractor engagement is expected to commence in December 2027, with the draft report completed by April 2027. Detailed dates will be agreed with SaCSA and must align with the final project reporting milestone of 7 June 2027.

IN SCOPE

- Review and analyse SaCSA research, data, survey findings, stakeholder consultation, Project Reference Group feedback, RTO feedback and other quantitative and qualitative project evidence.
- Audit employer-led, industry-led and other non-accredited training and identify where it supplements, duplicates or substitutes for nationally recognised training.
- Identify training product and workforce capability gaps, outdated or misaligned content, duplication, and capabilities not currently addressed by existing training products.

- Assess relevant contemporary units or training products elsewhere in the national training system that may address identified capability requirements.
- Examine qualification architecture, training pathways and progression, and provide evidence-based options and recommendations.

Qualifications under review:

- SIF20113 Certificate II in Funeral Operations
- SIF30313 Certificate III in Funeral Operations
- SIF30213 Certificate III in Gravedigging, Grounds and Maintenance
- SIF30113 Certificate III in Cemetery and Crematorium Operations
- SIF40213 Certificate IV in Embalming
- SIF40125 Certificate IV in Funeral Services

Skill sets

- SIFSS00003 Induction to the Funeral Services Industry
- SIFSS00004 Safe Gravedigging
- SIFSS00005 Safe Exhumation of Burial Sites

OUT OF SCOPE

Subcontractors will not be required to:

- Undertake formal Training Package Development.
- Draft or revise qualifications, units, assessment requirements or Companion Volume Implementation Guide content.
- Prepare or submit training products for endorsement.
- Develop RTO learning or assessment resources.
- Predetermine that an existing product must be retained, replaced, consolidated or updated.
- Predetermine that an identified workforce capability issue requires a nationally recognised training product response.

DELIVERABLES

As a subcontractor, you will be required to:

- Attend fortnightly project meetings with the SaCSA Training products team to provide progress updates, discuss emerging findings and address project issues.
- Provide a monthly progress report to the SaCSA Training products team outlining activities completed, progress against agreed timelines, emerging findings, risks and issues, and planned activities for the following month. The report must be submitted and accepted by SaCSA prior to acceptance of the corresponding monthly invoice.

By completion of the subcontractor engagement, the following will be delivered to SaCSA:

- Research and Analysis Plan .
- SIF training product currency and gap matrix in an editable format.
- Industry and non-accredited training analysis.
- Draft training and workforce capability gap analysis report.
- Final training and workforce capability gap analysis report incorporating SaCSA feedback.
- All technical deliverables must be submitted in editable formats, where applicable, and incorporate agreed feedback from SaCSA before final acceptance.

REPORTING MECHANISM

Role	Name	Contact
Project Sponsor	Aaron Hines Executive Director, Products & Projects	Aaron.hines@sacsa.org.au
Project Manager	Katrina Higham General Manager, Product Design and Development	Katrina.higham@sacsa.org.au P: 0417 669 724
Project Lead	Glenn Evans Product & Project Development Lead	glenn.evans@sacsa.org.au P: 0435 679 021

QUOTE/PROPOSAL REQUIREMENTS

SaCSA will require the subcontractor to provide a proposal outlining their skills, knowledge and experience to meet the requirements of the project. SaCSA will review the proposal taking into consideration the description of services provided, value for money considerations as well as the ability to provide the services in a timely manner.

As part of the proposal, the subcontractor must provide the following information:

- Full name of subcontractor, including business name
- ABN/CAN
- Type of subcontractor organisation
- Description of services
- Value for money considerations
- Copy of insurances (including public and product liability (at least $20m in respect of any claim), professional indemnity (at least $5m in respect of any claim), workers compensation)
- Three references
- Completed Interests Disclosure Form

PROPOSAL DUE

- Proposals are due by 4 December 2026
- Applications sent after this time will not be accepted.
- For further information, contact glenn.evans@sacsa.org.au

PAYMENT TERMS

Payments for this project will be made on a monthly basis, contingent on satisfactory performance, throughout the term of the contract.

Subcontractors will be required to send an invoice to:

Katrina Higham, General Manager, Product Design and Development:
Katrina.higham@sacsa.org.au

FURTHER INFORMATION

For further information about this document or project, please contact the Project Manager.