

The London Association of Funeral Directors

Certificate in Funeral Arranging & Administration

Launched in 2007, the LAFD Certificate in Funeral Arranging & Administration has been designed specifically as a qualification for those in the frontline of funeral service.

Course alumni have been drawn from a variety of funeral service backgrounds; from those with several years of experience to relatively new staff, and from the smallest to the largest member firms.

Taught by David Hall DipFD (NAFD Approved Tutor), the class-based course requires a commitment of 11 weeks, involving ten seminars and some private study time, followed by a 90-minute written examination formed of short answer and multiple choice questions.

Topics covered include:

- The First Call and care of the Deceased
- Registration and Coroners' procedures
- Law and practice of cremation and of burial
- Diverse funeral rites and funerals of Children
- Funeral finance, including DWP arrangements
- Arranging the funeral
- Client care skills

Successful students are presented with a display Certificate and are permitted to use the post-nominal 'CertFAA' to indicate their qualification.

NB: Students must comply with minimum attendance requirements to be eligible for the examination
(* 8 of 10 seminars, including the compulsory Saturday session *)*

**The course cost, of only £645 per student, includes
all 10 tutored sessions, all course materials, a text book and the examination.**

**The next course will be held at Hallmark Hotel, 680 Purley Way, Croydon CR9 4LT
Applications are welcomed from staff of NAFD member firms across the SouthEast**

Commencing on Wednesday 29th August at 6pm, subsequent seminars will be held from 6.30 - 9pm on Wednesdays 5th September, 12th September, 26th September, 3rd October, 10th October, 17th October, 24th October and 31st October. The compulsory Saturday session, to include Client care skills and a mock examination will be from 9.30am – 2pm on Saturday 13th October.

The course will culminate in an examination at 6.30pm on Wednesday 7th November.

Enquiries, and applications, should be directed to the Course Administrator, LAFD Secretary,
Judith Williams: secretary@lafd.org.uk tel: 07776 995335

Application forms may be downloaded from the LAFD website <http://lafd.org.uk/education>