

# 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 in central London seminars are held near Farringdon / Chancery Lane tube stations**

Commencing on Wednesday 16<sup>th</sup> January, the course consists of nine evening seminars and a compulsory Saturday session and will culminate in an examination on Wednesday 27<sup>th</sup> March.

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

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

### Timetable

1	Wednesday 16 <sup>th</sup> January	6pm – 9pm
2	Wednesday 23 <sup>rd</sup> January	6.30 – 9pm
3	Wednesday 30 <sup>th</sup> January	6.30 – 9pm
4	<b>Tuesday 5<sup>th</sup> February</b>	6.30 – 9pm
5	Wednesday 13 <sup>th</sup> February	6.30 – 9pm
6	Wednesday 13 <sup>th</sup> February	6.30 – 9pm
7	<b>Saturday 2<sup>nd</sup> March</b>	<b>9.30am – 2pm</b>
8	Wednesday 6 <sup>th</sup> March	6.30 – 9pm
9	Wednesday 13 <sup>th</sup> March	6.30 – 9pm
10	Wednesday 20 <sup>th</sup> March	6.30 – 9pm
Exam	Wednesday 27 <sup>th</sup> March	6.30 – 9pm