

The London Association of Funeral Directors

Certificate in Funeral Arranging & Administration 2019

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.

**Course fees, only £645 per student, cover 10 tutored sessions, course materials, text book and examination.
Course sessions are held in London, near Farringdon / Chancery Lane tube stations**

The course consists of nine evening seminars, a compulsory Saturday session and an examination.

Timetable of 2019 courses

January to March 2019 - Course S			April to June 2019 Course T		
1	Wednesday 16 th January	6pm – 9pm	1	Wednesday 24 th April	6pm – 9pm
2	Wednesday 23 rd January	6.30 – 9pm	2	Wednesday 1 st May	6.30 – 9pm
3	Wednesday 30 th January	6.30 – 9pm	3	Wednesday 8 th May	6.30 – 9pm
4	Tuesday 5 th February	6.30 – 9pm	4	Wednesday 15 th May	6.30 – 9pm
5	Wednesday 13 th February	6.30 – 9pm	5	Wednesday 22 nd May	6.30 – 9pm
6	Wednesday 20 th February	6.30 – 9pm	6	Wednesday 29 th May	6.30 – 9pm
7	Saturday 2nd March	9.30am – 2pm	7	Saturday 1st June	9.30am – 2pm
8	Wednesday 6 th March	6.30 – 9pm	8	Thursday 6th June	6.30 – 9pm
9	Wednesday 13 th March	6.30 – 9pm	9	Wednesday 12 th June	6.30 – 9pm
10	Wednesday 20 th March	6.30 – 9pm	10	Wednesday 19 th June	6.30 – 9pm
Exam	Wednesday 27 th March	6.30 – 9pm	Exam	Wednesday 26 th June	6.30 – 9pm

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

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>