

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 Tuesday 24th March, the course consists of nine evening seminars and a compulsory Saturday session and will culminate in an examination on Tuesday 26th May.

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>

Timetable

1	Tuesday 24 th March	6pm – 9pm
2	Tuesday 31 st March	6.30 – 9pm
3	Tuesday 7 th April	6.30 – 9pm
4	Tuesday 14 th April	6.30 – 9pm
5	Tuesday 21 st April	6.30 – 9pm
6	Tuesday 28 th April	6.30 – 9pm
7	Tuesday 5 th May	6.30 – 9pm
8	Saturday 9 th May	9.30am – 2.30pm
9	Tuesday 12 th May	6.30 – 9pm
10	Tuesday 19 th May	6.30 – 9pm
Exam	Tuesday 26 th May	6.30 – 9pm