

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 firms. A key element of the course is the opportunity for participants to interact, share experience and gain practical knowledge

The course is delivered and examined by qualified funeral professionals, with long experience both of funeral service and teaching. The seminars provide ample opportunity to interact with the tutor and fellow students

The course requires a commitment of 12 weeks, involving eleven seminars and some private study time, followed by a 90-minute written examination, formed of short answer and multiple-choice questions. Seminars are held weekly, in the evening, from 6.30 to 9pm

Topics covered include:

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

Booking is open for a course starting in September 2023

This course is offered via fully interactive Zoom seminars

To undertake the virtual seminars, applicants should ensure access to a reliable broadband connection, a screen with microphone and camera facility and a quiet space to participate

The final examination is held, in the evening, in Central London

The course fee (just £745 per student) includes 11 tutored sessions, course materials and examination

Course dates:

Course 32

- 1 Thursday 14th September
- 2 Thursday 21st September
- 3 Thursday 28th September
- 4 Thursday 5th October
- 5 Thursday 12th October
- 6 Thursday 19th October
- 7 Thursday 26th October
- 8 Thursday 2nd November
- 9 Thursday 9th November
- 10 Thursday 16th November
- 11 Thursday 23rd November

(compulsory)

Examination

Thursday 30th November

There is an attendance requirement of at least 9 of the 11 seminars, to include the compulsory mock exam (session 9)

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

Application Forms are available from the Course Administrator / LAFD Secretary, to whom enquiries and completed applications should be directed

email: secretary@lafd.org.uk

tel: 07776 995335

Applications for future courses also are invited – waiting list candidates have priority for booking if you would prefer to attend a classroom based course, please register your interest