

London Association of Funeral Directors



Advanced Certificate in Funeral Arranging & Administration

Course Syllabus & Information

London Association of Funeral Directors

Advanced Certificate in Funeral Arranging & Administration

Syllabus

1. The history of funeral service (1 session)

The student should have knowledge and understanding of:

1. The emergence of the first undertaker in the eighteenth century.
2. The development of the funeral industry during the nineteenth century.
3. The development of cemeteries, cremation and embalming.
4. The changing face of funerals in the twentieth century.

2. Conducting the funeral (3 sessions)

The student should have knowledge and understanding of:

1. The role of the funeral conductor including traditions and perception, style and leadership when conducting funerals.
2. Contact with the client prior to the funeral.
3. The full range of checks that need to take place prior to the day of the funeral.
4. Awareness of issues involving large coffins/caskets.
5. The need and procedures to carry out a risk assessment for some funerals.
6. Good practice when conducting funerals.
7. Dealing with problems on funerals.
8. Specific requirements concerning occasional tasks.

3. Bereavement from the perspective of the funeral director (1 session)

Students should have a basic understanding of:

1. The theories of loss.
2. Bereavement implications for funeral directors.

4. Occasional tasks involving the funeral director (4 sessions)

The student should have knowledge and understanding of:

- 4a Documents and procedures for transporting a coffin outside England & Wales.
- 4a Documents and procedures for transporting a coffin into England & Wales.
- 4a Documents and procedures for transporting ashes abroad.
- 4b The documents and procedures required for bequeathing a deceased person for anatomical research.
- 4b The documentation required for the burial and cremation of a deceased person bequeathed for anatomical research.
- 4c The reasons for exhumation of a coffin and ashes.
- 4c Obtaining the documentary permission for exhumation

4c The procedures for the exhumation of coffins and ashes followed by reburial, cremation, transportation in England and Wales or overseas.

4d Obtaining the permission for burial of a coffin at sea.

4d Issues concerning the deceased and coffin along with transportation to burial location and practical arrangements including ceremonial aspects.

5. Current Issues in Funeral Service (1 session)

Students should have knowledge and understanding of:

1. Contemporary issues concerning the disposal of the dead including Resomation (alkaline hydrolysis/water cremation); the reuse and reclaiming of graves; developments concerning cremation; the impact of technology on funerals; issues concerning family-managed funerals.
2. Emerging trends concerning funerals including personalisation and alternative approaches to ceremonies.
3. The Competition and Markets Authority report on funerals.
4. Other funeral price and service reports.
5. Research into funeral service and obtaining information about changes.

General points

- All sessions delivered online.
- The examination will be class-based.
- Comprehensive course notes will be provided for each session.
- Any of the units can be taken individually for CPD purposes. CPD certificates will be issued by the course administrator, if requested.
- Only candidates possessing the LAFD Cert FAA can be entered for the exam.

Coursework and the examination

- Completion of one report concerning a funeral that has been conducted or observed by the candidate. This must be word-processed and a maximum of 800 words. The report must be submitted double-spaced typed, saved as a PDF by email by the date of the examination.
- Completion of the bereavement workbook by the date of the examination.
- A 45-minute written paper comprising questions requiring short answers on units 2 & 4 only.

Course Tutors

Brian Parsons, David Hall, Jason Downing

Cost

- The cost of the taught course with examination (and one retake) and course notes is £745.00
- The first session is on Tuesday 10 September
- The sessions last from 6.30pm to 8.30pm

Course dates

Session	Tutor	Date
The history of funeral service	BP	Tuesday 10 September
Conducting the funeral	BP & JD	Tuesday 17 September
Conducting the funeral	BP & JD	Tuesday 24 September
Conducting the funeral	BP & JD	Tuesday 1 October
Bereavement	BP	Tuesday 8 October
International transportation of human remains and ashes	DH	Tuesday 15 October
Exhumation	DH	Tuesday 22 October
Bequeathal	DH	Tuesday 29 October
Burial at Sea	DH	Tuesday 5 November
Current issues in funeral service	BP	Tuesday 12 November
Course work to be submitted by date of the examination. Examination		Thursday 21 November 6.30pm

All enquiries to the LAFD Secretary and course administrator, Angela Allen.

secretary@lafd.org.uk