

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.

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

The class-based course requires a commitment of 11 weeks, involving ten seminars and private study time, followed by a 90-minute written examination of short answer and multiple-choice questions.

The course is now offered either by classroom attendance or via fully interactive Zoom seminars.

Course tutors have long experience both of funeral service and teaching. Both modes of study provide ample opportunity to interact with the tutor and fellow students.

Topics covered include:

- ◇ The First Call and care of the Deceased
- ◇ Registration and Coroners' procedures
- ◇ Arranging the funeral
- ◇ Client care skills
- ◇ Law and practice of cremation and of burial
- ◇ Diverse funeral rites and funerals of Children
- ◇ Funeral finance (incl. DWP arrangements)
- *NEW*** Additional content - Coronavirus and Funeral Service

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

Applicants for the virtual seminar option should ensure they have access to a reliable broadband connection, a screen with microphone and camera facility and a quiet space to participate.

The next two courses will commence shortly and will run concurrently, with classroom-based **course Y seminars delivered on **Tuesdays in central London**,
and **course Z** seminars on **Thursday evenings on Zoom****

For both courses, the examination will be held in Central London

PLEASE specify your preferred course on the application form

**The course cost, of only £695 per student,
includes all 10 tutored sessions, all course materials, a textbook and the examination.**

Timetables for both courses are detailed overleaf

Enquiries and applications should be directed to the Course Administrator:

LAFD Secretary, Judith Williams secretary@lafd.org.uk tel: 07776 995335

London Association of Funeral Directors, 8 Cross Meadow, Chesham, Bucks, HP5 2RU

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

Timetable

| <u>Course Y - classroom</u> | | | <u>Course Z - Zoom</u> | | |
|-------------------------------|------------|-------|--------------------------------|------------|--|
| Tuesday 25 th May | 6.30 – 9pm | 1 | Thursday 27 th May | 6.30 – 9pm | |
| Tuesday 1 st June | 6.30 – 9pm | 2 | Thursday 3 rd June | 6.30 – 9pm | |
| Tuesday 8 th June | 6.30 – 9pm | 3 | Thursday 10 th June | 6.30 – 9pm | |
| Tuesday 15 th June | 6.30 – 9pm | 4 | Thursday 17 th June | 6.30 – 9pm | |
| Tuesday 22 nd June | 6.30 – 9pm | 5 | Thursday 24 th June | 6.30 – 9pm | |
| Tuesday 29 th June | 6.30 – 9pm | 6 | Thursday 1 st July | 6.30 – 9pm | |
| Tuesday 6 th July | 6.30 – 9pm | 7 | Thursday 8 th July | 6.30 – 9pm | |
| Tuesday 13 th July | 6.30 – 9pm | * 8 * | Thursday 15 th July | 6.30 – 9pm | |
| Tuesday 20 th July | 6.30 – 9pm | 9 | Thursday 22 nd July | 6.30 – 9pm | |
| Tuesday 27 th July | 6.30 – 9pm | 10 | Thursday 29 th July | 6.30 – 9pm | |

Examination for both courses in London on Wednesday 4th August at 6.30pm

The Examination and all Course Z seminars will be held in London near Farringdon / Chancery Lane tube stations

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

Places on both courses are strictly limited.

Unsuccessful applications will be retained and places will be offered for the next available relevant course.