

# 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 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. 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 \**

### **TWO COURSES NOW HAVE BEEN ARRANGED FOR EARLY 2022**

Both upcoming courses are offered via fully interactive Zoom seminars. 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. 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 during the evening in Central London.

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

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

<b>Course dates:</b>	<b>Course Jan – Mar *</b>	<b>Course Apr - Jun</b>
	1 Thursday 6th January 2022	Thursday 7th April 2022
	2 Thursday 13th January 2022	Thursday 14th April 2022
	3 Thursday 20th January 2022	Thursday 21st April 2022
	4 Thursday 27th January 2022	Thursday 28th April 2022
	5 Thursday 3rd February 2022	Thursday 5th May 2022
	6 Thursday 10th February 2022	Thursday 12th May 2022
	7 Thursday 17th February 2022	Thursday 19th May 2022
<b>(compulsory)</b>	8 Thursday 24th February 2022	Thursday 26th May 2022
	9 Thursday 3rd March 2022	<b>Wednesday</b> 1st June 2022
	10 Thursday 10th March 2022	Thursday 9th June 2022
<b>Examination</b>	<b>Wednesday</b> 16th March 2022	Thursday 15th June 2022

*a few places remain available \**

*There is an attendance requirement of at least 8 of the 10 seminars, to include the compulsory client care unit*

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

*Please indicate your preferred dates.*

email: [secretary@lafd.org.uk](mailto: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.**