

# 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 commencing in September 2022**

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 cost, of only £695 per student, includes all 11 tutored sessions, course materials 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.

**Course dates:**

Course Sept - Dec

- 1 Thursday 15<sup>th</sup> September 2022
- 2 Thursday 22<sup>nd</sup> September 2022
- 3 Thursday 29<sup>th</sup> September 2022
- 4 Thursday 6<sup>th</sup> October 2022
- 5 Thursday 13<sup>th</sup> October 2022
- 6 Thursday 20<sup>th</sup> October 2022
- 7 Thursday 27<sup>th</sup> October 2022
- 8 Thursday 3<sup>rd</sup> November 2022
- 9 Thursday 10<sup>th</sup> November 2022
- 10 Thursday 17<sup>th</sup> November 2022
- 11 Thursday 24<sup>th</sup> November 2022

(compulsory)

**Examination**

Thursday 1<sup>st</sup> December 2022

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

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

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**