

# **SYLLABUS FOR THE DIPLOMA IN FUNERAL DIRECTING**

## **THE DIPLOMA IN FUNERAL DIRECTING – MODULE ONE**

### **UNIT ONE – THE HISTORY, STRUCTURE, AIMS AND OBJECTIVES OF FUNERAL SERVICE.**

- a) The student should have knowledge of the Aims and Objectives of NAFD, BIFD, SAIF and BIE and be aware of other organisations allied to funeral service.
- b) The student should be aware of the benefits of membership of the organisations of the above.
- c) The student should have knowledge of the role of the Funeral Director in depth.

#### **PRACTICAL ELEMENT FOR THE UNIT**

- i. Collect information on the various organisations in funeral service.
- ii. Collect newspaper items dealing with the image of the Funeral Director.

### **UNIT TWO - THE FUNERAL DIRECTOR AND PUBLIC HEALTH**

The student should have knowledge of the following:-

- a) The planning, facilities, layout and staffing of a funeral home.
- b) The Health and Safety Code for funeral service. Regulations concerning notifiable diseases. The handling of infectious cases. Compulsory removal of a deceased person. Personal hygiene. Disinfectants. The disposal of soiled clothing and bedding.

#### **PRACTICAL ELEMENT FOR THE UNIT**

- i. Obtain a copy of the Health & Safety Code for the Funeral Service.
- ii. Check on the First Aid procedures used in your place of work.

### **UNIT THREE – REGISTRATION AND CORONER’S PROCEDURES**

The student should be able to:-

- a) Define the function of the Registrar and his area of jurisdiction.
- b) Explain the liability to register a death, including ‘Registration by Declaration’ and time scale allowed.
- c) State who can act as informant to the Registrar.
- d) Understand the relevance of the Medical Certificate of Cause of Death and who issues it.
- e) Define the registrar’s duty to report a death to the Coroner.
- f) Describe the various forms a Registrar may issue and their functions.
- g) Describe the origin of the office of Coroner and its importance.
- h) Describe all forms issued by the Coroner and their relevance.
- i) Understand the role of the Coroner’s Officer and his procedures for the removal of deceased persons.
- j) Describe the various courses of action a Coroner might take including inquest procedures.

#### **PRACTICAL ELEMENT FOR THE UNIT**

- i. Collect samples of all relevant forms used by the Registrar and Coroner.
- ii. Compile a list of Registrars, Coroners, Coroner’s Officers, hospitals and mortuaries in your area.
- iii. Follow up and/or attend a Coroner’s case.

## **UNIT FOUR – PROCEDURES FOR THE FUNERALS OF CHILDREN**

The student should have a working knowledge of the following:-

- a) The types of death which can be encountered, including, pre-viable, stillbirth, peri-natal, neo-natal, post-natal and infant.
- b) Documentation, registration and Coroner's procedure for children.
- c) Funeral procedures for children.

### **PRACTICAL ELEMENT FOR THE UNIT**

- i. Collect information of organisations dealing with stillbirths, cot deaths etc.
- ii. What facilities are available in your area for the interment or cremations of foetal remains and stillbirths?

### **Course work assessment Reports for Module One. – See tutor for details**

EITHER            i.        Follow up and write a detailed report on a case in which a Coroner/Procurator Fiscal has ordered a post - mortem examination to be carried out.

OR

- ii.        Write a detailed report on a funeral for a child with which you have been involved, from first call to the completion of the funeral.

## **THE DIPLOMA IN FUNERAL DIRECTING – MODULE TWO**

### **UNIT ONE – THE LAW AND PRACTICE OF CREMATION**

The student should:

- a) Be able to outline the regulations governing cremation.
- b) Be able to describe all the documentation required for cremation – statutory and non-statutory.
- c) Know what to do when a body has been fitted with a pacemaker or is radioactive.
- d) Be aware of the various types of service which can be held before cremation.
- e) Be aware of the various methods of disposal of cremated remains.
- f) Be aware of the various methods of memorialisation of cremated remains
- g) Be able to outline The Code of Cremation Practice and general guidelines issued by the Federation of British Cremation Authorities.

### **PRACTICAL ELEMENT FOR THE UNIT**

- i.        Collect samples of statutory and non-statutory forms for cremation.

### **UNIT TWO – THE LAW AND PRACTICE OF BURIAL**

The student should be able to:

- a) Distinguish between Churchyards, Cemeteries, Private and Woodland grounds.
- b) Define the various rights of burial for parishioners.
- c) Describe the various types of grave available.
- d) Understand the various laws appertaining to the burial of deceased persons, including the issue of grants and facilities. Be aware of the various instruction forms and permissions required for burial.
- e) Appreciate the problems and restrictions involved with memorialisation.
- f) Outline differentials in fees payable.

PRACTICAL ELEMENT FOR THE UNIT

- i. Compile a list of cemeteries and churchyards in your area, including fees charged.
- ii. Obtain copies of memorial regulations for churchyards and cemeteries in your area.

**UNIT THREE – INTERNATIONAL TRANSPORTATION OF HUMAN REMAINS.**

The student should have a working knowledge of the following:

- a) Legal and technical requirements when importing a deceased person into England and Wales, including the options for authorising burial or cremation.
- b) Regulations and documentation for the export of human remains, including cremated remains, out of England and Wales.
- c) Registration requirements and options for the import/export of human remains.

PRACTICAL ELEMENT FOR THE UNIT

- i. Find out of the location of the nearest consular offices to you.
- ii. Obtain a copy of registrar's Certificate of No Liability to Register.

**UNIT FOUR – BURIAL AT SEA**

The student should have a working knowledge of the following:

- a) The legal, documentary and practical requirements necessary to carry out a Burial at sea.
- b) The disposal of the cremated remains at sea.

PRACTICAL ELEMENT FOR THE UNIT

- i. Find out the location of the nearest District Inspector of Fisheries and a site for a burial at sea.

**Course Work Assessment Reports for Module Two – see tutor for more details.**

- i) Attend a funeral with a service in church followed by an interment. Prepare a report on the funeral making suggestions for the improvement of the procedures, if felt necessary.
- ii) Attend a funeral service and committal at a crematorium, observing committal and procedures following committal, inc. choices available for disposal and memorialisation of cremated remains.

**THE DIPLOMA IN FUNERAL DIRECTING – MODULE THREE**

**UNIT ONE – EXHUMATION**

The student should have a working knowledge of the following:

- a) Who may request exhumation and for what purpose.
- b) Who may authorise an exhumation and on what authority.
- c) The procedures for making an application for exhumation.
- d) The process and practical requirements of exhumation.

PRACTICAL ELEMENT FOR UNIT

- i. Obtain a copy of an Application for a Licence for the removal of human remains.
- ii. Look up the records of the last exhumation carried out by your firm.

## **UNIT TWO – BEQUEATHAL**

The student should have a working knowledge of the following:

- a) The procedure to be adopted by a prospective donor.
- b) Necessary documentation at all stages.
- c) The disposal of the remains following anatomical examination.

### **PRACTICAL ELEMENT FOR THE UNIT**

- i. Find out the nearest teaching hospital in your area which accepts bodies for scientific research.
- ii. Obtain a set of forms necessary for bequeathal.

## **UNIT THREE – FUNERAL RITES**

The student should be able to describe the various elements involved in:

- a) A Church of England service and committal.
- b) A Roman Catholic Funeral Mass/Service and committal.
- c) Nonconformist services and committals.
- d) Procedures involved in funerals for members of various religious faiths.
- e) Non religious funerals.

The student should also be aware of the use of hymns and music at funerals.

### **PRACTICAL ELEMENT FOR THE UNIT.**

- i. Make a list of popular hymns and music suitable for a funeral service, including secular songs and music.

## **UNIT FOUR – LIABILITY AND ENTITLEMENT OF CLIENT**

The student should have knowledge of the following:

- a) Liability for funeral expenses including client liability.
- b) The administration and settlement of estates inc. – where a will exists – where no will exists or where a will names executor(s) previously deceased – where there are no known heirs or next of kin.
- c) The pre-arrangement and prepayment of funerals and the role of insurance in such plans.
- d) How assistance can be found for the payment of a funeral account, inc. the criteria for a grant from the Social Fund.

### **PRACTICAL ELEMENT FOR THE UNIT**

- i. Complete or advise on completion of Social Fund Form SF200.
- ii. Collect and compare literature on at least two prepayment Funeral Plans.

## **UNIT FIVE – SCOTTISH AND NORTHERN IRELAND PROCEDURES**

- a) The student should be aware of the differences in procedures with regards to registration and the involvement of the Coroner and Procurator Fiscal with those in England and Wales.
- b) The student should be able to outline differences with regards to burial and cremation procedures and funeral rites.
- c) The student should be aware of the differences in procedures with regards to Exhumation, Estates and repatriation.

**Course Work Assessment Reports for Module Three – see tutor for more details**

- i. Obtain at least three pre-need schemes, including the NAFD scheme, comparing each scheme including benefits and safeguards to the public.

**AND EITHER**

- i. Visit your local DWP office and write a report on the role of the DWP/Benefits Agency following a death.

**OR**

- ii. A report on Funeral Rites, visiting an officiant of a religious or non religious faith.

**THE DIPLOMA IN FUNERAL DIRECTING – MODULE FOUR**

**UNIT ONE – THE FIRST CALL AND REMOVAL**

The student should be aware of:

- a. What is meant by the ‘First Call’ and the information required at such a time.
- b. The types of death which can be encountered.

The student should have a working knowledge of the following:

- a) Removal of the deceased from home, nursing home, hospital, nursing home or from the scene of death, including: vehicles, equipment and requirements under Health, Safety and Welfare at Work.
- b) The procedures involved with receiving a deceased into the funeral director’s premises, including identification, personal belongings and recording of same.
- c) Removal to the family home.

**PRACTICAL ELEMENT FOR THE UNIT**

- i. Prepare a ‘first call’ sheet.
- ii. How is the deceased identified and how are personal belongings cared for at your funeral home.

**UNIT TWO - CARE AND PRESENTATION OF THE DECEASED.**

The student should have a working knowledge of the following:

- a) The signs and tests for death.
- b) Carrying out ‘first offices’.
- c) Hygienic treatment and embalming – procedures – legal requirements.
- d) Coffining the deceased.
- e) Presentation for viewing.
- f) Viewing of the deceased by relatives, friends etc.

**PRACTICAL ELEMENT FOR THE UNIT**

The required course work assessments will be found at the end of the module.

**UNIT THREE - ARRANGING THE FUNERAL**

The student should have a working knowledge of the following:

- a) What is involved in the making of a funeral arrangement and offering a comprehensive service.
- b) How the interview is carried out.
- c) The correct order in which to make an arrangement.
- d) How to give an estimate and confirmation of arrangements.

Office procedures:

- e) How to contact the clergy, cemeteries, crematoria etc.
- f) How to contact local and national newspapers including the preparation of 'death' notices and acknowledgements.
- g) How to order service sheets and acknowledgement cards.
- h) How to render accounts.
- i) Flowers – ordering, reception, handling, listing and displaying – at all stages of the funeral.
- j) Charity donations – how to handle donations received by the funeral director.

**PRACTICAL ELEMENT FOR THE UNIT**

- i. Prepare and forward a confirmation of arrangements to an officiating minister.
- ii. Receive, display, list and forward list of flowers to family.

**UNIT FOUR – CONDUCTING THE FUNERAL**

The student should:

- a) Have the ability or the knowledge as to how to conduct a funeral to the full satisfaction of the client.
- b) Have the ability or the knowledge as to how to control staff competently throughout the funeral.
- c) Be aware of the alternative procedures for the assembly of the cortege.
- d) Be able to control and direct mourners at all stages of the funeral.
- e) Be aware of all committal procedures wherever they may take place.

The student should have a working knowledge of:

- a. The responsibilities and procedures involved with the movement of deceased persons within the UK.
- b. The arranging and conducting of multiple funerals.

The student should:

Be aware that Military Funerals may be encountered.

**Course Work assessments reports for Module Four. (See tutor for more details)**

Carry out, or observe as indicated and submit reports on TWO of the following four tasks:

- i. Demonstration of first offices (Carry out)
- ii. An embalming (Observe or carry out)
- iii. Prepare a coffin and coffin deceased for viewing (Carry out)
- iv. Show relatives into chapel of rest (Carry out)

AND

Carry out or observe and submit a report on:

Prepare a timetable for a funeral which you are about to conduct or observe at a local church followed by a committal elsewhere and following the funeral, prepare a report on the funeral and actual proceedings and timings.

**NB The student is also required to study the Glossary in The Manual of Funeral Directing.**