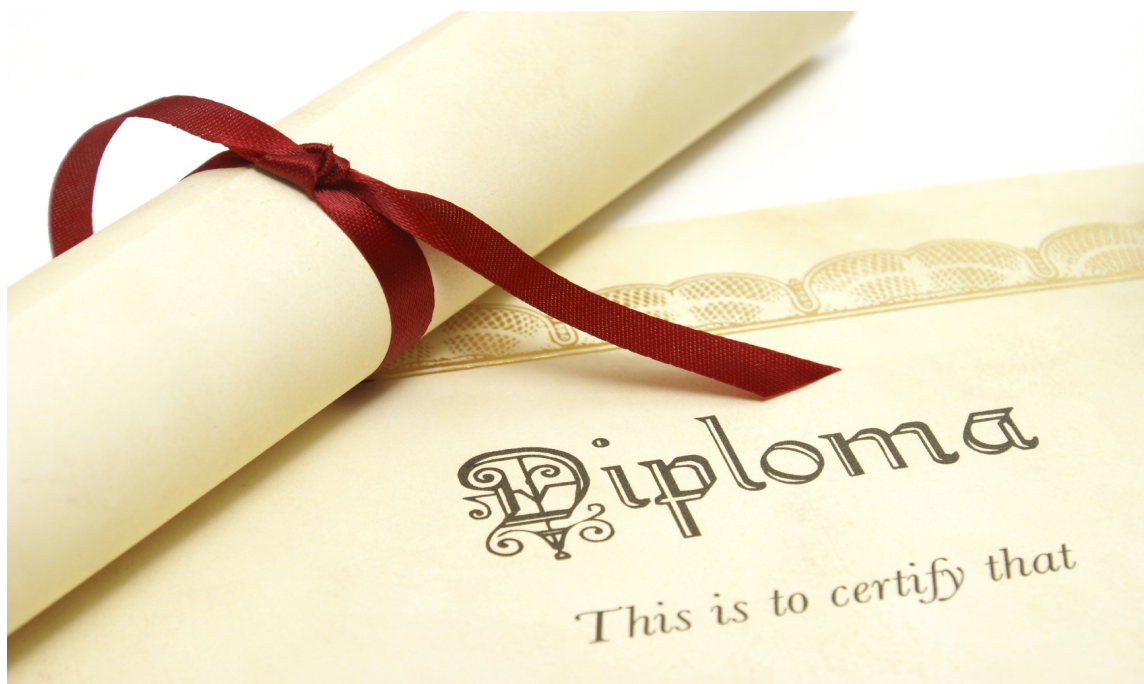




## Diploma in Funeral Directing (Dip. FD)

### Qualification Syllabus

2013 - 2015



Endorsed



Approved



This level 3 Diploma in Funeral Directing qualification is designed for employees working in the funeral service, who have been awarded the Diploma in Funeral Arranging and Administration, and wish to progress and enhance their knowledge and skills in the field of funeral directing.

## Aims of the syllabus

The aims of the qualification syllabus for the NAFD Diploma in Funeral Directing (Dip.FD) programme are to:

- enable qualification progression following successful achievement and award of the Level 2 Diploma in Funeral Arranging and Administration (Dip.FAA).
- develop the knowledge, understanding and skills of learners employed as Funeral Directors'.
- provide a development option for \*other employees working in the funeral service wishing to progress into a funeral directing role.  
\* *Note: other employees must have the support of their employer and have access to Funeral Directing responsibilities in order to be assessed for this qualification*
- enable the Association to adequately train registered learners to quality approved national qualification standards in Funeral Directing.
- enable the Association to assess registered learners to ensure they have acquired adequate knowledge, understanding and mastery of the required knowledge and skills associated with funeral directing.

## Structure of the syllabus

Level 3 Diploma in Funeral Directing			
Module Title	Unit	Units	Unit Credit Value
The Funeral Director	Unit 1	The Evolving Role of the Funeral Director	3
	Unit 2	Commercial Awareness for Funeral Directors	3
UK Funeral Service Legislation	Unit 3	UK Funeral Service Legislation	6
Funeral Service Operations	Unit 4	The Funeral Director and Public Health	3
	Unit 5	Funeral Service Operations	3
Specialist Funeral Services	Unit 6	Repatriation of the Deceased	6
	Unit 7	Bequeathal	3
	Unit 8	A Funeral with more than one Deceased	2
	Unit 9	Exhumation	4
	Unit 10	Military Funerals	3
The Funeral	Unit 11	Burial at Sea	4
	Unit 12	Preparing for the Funeral	3
	Unit 13	Managing and Conducting the Funeral	6
<b>Total Credit Value</b>			<b>49 Credits</b>



Within each module, there are a range of specific learning units and associated learning objectives, each topic benchmarked to level 3 qualification standards.

### Module 1: The Funeral Director

The aim of this module is to enable the learner to understand the evolving role of the Funeral Director; and to develop an appreciation of the commercial and financial opportunities and threats associated with funeral directing.

### Module 2: UK Legislation

The aim of this module is to enable the learners to gain UK wide working knowledge of funeral service related legislation and procedures applying directly to Registration of Death and Coroners (Procurator Fiscal) procedures; Human Cremation and Burial; requirements of Health and Safety associated with Funeral Directing.

### Module 3 Funeral Directing Operations

The aim of this module is to enable the learners to develop an understanding in regard to personal and public health, and to understand how to safely care for and prepare the deceased.

### Module 4: Specialist Funeral Services

The aim of this module is to enable the learners to develop breadth of specialist working knowledge of the requirements and procedures relating to Repatriation of the Deceased; Bequeathal; A Funeral with more than one Deceased; Exhumation; Military Funerals and Burial at Sea. Emphasis is placed on the developing both workplace and theoretical knowledge of specialist procedures.

### Module 5: The Funeral

The aim of this module is to enable the learners to understand and acquire working knowledge of the range of tasks, activities and responsibilities relating to Preparing for the Funeral, and Managing and Conducting the Funeral. This module enables the learner to develop their skills further in supervision and management.

The learning outcomes relevant to the Level 3 Diploma in Funeral Directing (Dip.FD) are benchmarked to NCQF Level 3 qualification standards and aim to develop:

KNOWLEDGE	SKILLS	BEHAVIOURS
Advanced factual process and procedure related funeral directing related knowledge	Advanced cognitive and practical skills required to use relevant information in order to carry out funeral directing tasks, and to manage and solve routine problems	Able to apply supervision and basic funeral directing team management and co-ordination.



The following range of Knowledge, Skills and Competencies will be developed as a result of achieving this qualification awarded by the NAFD.

Communication Written / Oral	Building Relationships	Creative Thinking
Equality and Diversity	Problem Solving	Flexibility
Client Care	Technical Knowledge	Attention to detail
Use of I.T	Planning and Organising	Numeracy
Health and Safety	Legislative Knowledge	Handling Conflict
Professional Image	Teamwork	Self Control
Financial Awareness	Supervisory	Commercial Awareness

## ASSESSMENT

The method of assessment for this qualification is based on a process of triangulated involvement requiring input from Student/Employer, NAFD Approved Tutor's and members the Board of Examiners.

### Initial Assessment

An initial student self-assessment is completed upon commencement of the course. The initial assessment should be completed by the student, agreed (where appropriate) with the employer and with the NAFD approved tutor.

### Individual Development Plan

Following Initial Self-Assessment, each student develops an Individual Development Plan with their tutor, which is used as an evolving document to underpin the learning and development process for each individual as the qualification progresses.

### Formative Assessment

Coursework Assessment consists of:-

- A series of Individual Learning Reports (ILR's) including research based reports( *where applicable when hands on experience cannot be evidenced*) are appropriate as assessment for each of the five Modules of the syllabus. Reports vary in word count from 1,500 to 3,500 + or – 10% for each, marked by NAFD Approved Tutors and moderated by the NAFD Board of Examiners.
- Five Individual Reflective Logs (RL's); one to be completed for each Module and signed off by the Employer/Line Manager, marked by NAFD Approved Tutors and moderated by the Board of Examiners. Module 5 consist of a final portfolio of evidence required to evidence involvement and hands on experience in the conducting and management of a minimum of ten funerals.



A pass rate of 60% applies for each Module.

Students are expected to demonstrate their learning Unit by Unit, Module by Module. Additional Unit proof of learning takes place within the training environment. Proof of learning is relevant to the assessment criteria for each of the five Modules contained within the syllabus.

### **Summative Assessment**

Final Assessment takes place following satisfactory achievement of all Individual Learning Reports, Research based reports, Reflective Logs including completion of a final Portfolio of Evidence (Module 5).

A pass rate of 60% applies to the written examination.

Final Assessment takes place following satisfactory achievement of all Individual Learning Reports and Reflective Logs from each of the five modules.

Final Assessment consists of:-

- A 2.5 hour written examination consisting of a series of technical and operational questions, including exploration of supervisory tasks and responsibilities. .

The final examination is managed by the NAFD Board of Examiners and is externally moderated.

### **Post Examination Final Reflection**

One Reflective Log is completed immediately after the written examination, to enable the student to reflect on their approach and performance during the examination. This final reflection is not formally assessed.



## MODULE 1

MODULE	TITLE	UNIT	UNITS
MODULE 1	THE FUNERAL DIRECTOR	UNIT 1	THE EVOLVING ROLE OF THE FUNERAL DIRECTOR
		UNIT 2	COMMERCIAL AWARENESS FOR FUNERAL DIRECTORS

### DEVELOPMENT OF KNOWLEDGE, SKILLS AND COMPETENCIES

This unit offers opportunities for learners to provide evidence of development and achievement of the following skills and competencies:

Communication – Oral and Written	Innovative Thinking
Technical and Operational Knowledge	Creating a Professional Image
Regulation and Legislation	Personal Development
Use of Information Technology	Commercial Awareness

### MODULE 1 ASSESSMENT INFORMATION

The following methods of assessment are appropriate to Units contained within **Module 1**

Key: M = Mandatory – this assessment method *must* be used to assess the unit.

O = Optional – this assessment method *could* be used to assess the unit.

STAGE 1	INITIAL LEARNER ASSESSMENT			
	Individual Assessment	M	Employer Feedback	M

STAGE 2	One to One LEARNER ASSESSMENT			
	Group discussion	O	Oral Question and Answer	O
	Reflective Log	M	Individual Practice File	O
	Written Q&A / Test	M	Individual Learning Report	M

STAGE 3	TUTOR Led GROUP ASSESSMENT			
	Group discussion	O	Oral Question and Answer	O
	Written Q & A / Test	M	Role Play	O

STAGE 4	FINAL INDIVIDUAL ASSESSMENT FOLLOWING COMPLETION OF MODULE 1			
	Reflective Log	M	Oral Examination	O
	Individual Learning Report	M	Written Test - Proof of Learning	M
	Portfolio	O	Case Studies	O



<b>MODULE 1</b>	<b>THE FUNERAL DIRECTOR</b>	<b>UNIT 1</b>	<b>THE EVOLVING ROLE OF THE FUNERAL DIRECTOR</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of the evolving role of funeral directing within historical, contemporary and future UK society.
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<b>LEARNING OUTCOMES</b> This unit has 5 learning outcomes.		<b>Module 1 Unit 1</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>			<b>The learner can:</b>
1	Understand the evolving role of the funeral director within the UK.	1.1.1a	Compare and contrast the role of funeral directing from the following perspectives: a) historical;
		1.1.1b	b) contemporary.
		1.1.1c	c) Describe the responsibilities that may be incumbent upon UK funeral directors in the future.
2	Understand the importance of presenting a holistic and professional image of funeral directing.	1.1.2	Explain the importance of presenting a holistic, professional image of the funeral director.
3	Understand any environmental regulation and their impact on the funeral service.	1.1.3	Analyse changing environmental factors and their impact on the funeral service.
4	Understand how the use of technology is impacting upon the funeral service.	1.1.4	Describe the increasing use of technology and its impact upon the funeral service.
5	Understand the developing range of proposed methods for future disposal of the deceased.	1.1.5	Evaluate the developing range of proposed methods for future disposal of the deceased.



<b>MODULE 1</b>	<b>THE FUNERAL DIRECTOR</b>	<b>Unit 2</b>	<b>COMMERCIAL AWARENESS FOR FUNERAL DIRECTORS</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of the broader commercial realities and financial issues relating to funeral directing.
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<b>LEARNING OUTCOMES</b>		<b>Module 1 Unit 2</b>	<b>ASSESSMENT CRITERIA</b>
This unit has 7 learning outcomes.			
<b>The learner will:</b>			<b>The learner can:</b>
1	Understand the wider financial implications of funeral directing.	1.2.1	Explain the wider financial implications of funeral directing.
2	Understand the commercial opportunities a DIY funeral may present to a funeral business.	1.2.2	Identify any commercial opportunities a DIY funeral may present to a funeral business.
3	Understand the impact of the internet upon competitive pricing.	1.2.3	Evaluate the impact of the internet upon competitive pricing.
4	Know the marketplace in which a funeral business operates.	1.2.4	Describe the marketplace in which a funeral business operates.
5	Know the opportunities for the supply of additional funeral products and services.	1.2.5	Identify the opportunities for the supply of additional funeral products and services.
6	Know what commercial contract opportunities are available to the funeral service.	1.2.6	Identify what commercial contract opportunities are available to the funeral service.
7	Know the business advantages of membership of The National Association of Funeral Directors (NAFD).	1.2.7	Outline the business advantages to a funeral business of membership of The National Association of Funeral Directors (NAFD).





## MODULE 2

MODULE	TITLE	UNITS	UNITS
MODULE 2	UK FUNERAL SERVICE LEGISLATION	UNIT 3	UK FUNERAL SERVICE LEGISLATION

### DEVELOPMENT OF KNOWLEDGE, SKILLS AND COMPETENCIES

This unit offers opportunities for learners to provide evidence of development and achievement of the following skills and competencies:

Legislative Knowledge	Attention to detail
Communication – written and oral	Gathering Information
Technical Knowledge	Building Relationships

### MODULE ASSESSMENT INFORMATION

The following methods of assessment are appropriate to Units contained within Module 2

Key: M = Mandatory – this assessment method *must* be used to assess the unit.  
O = Optional – this assessment method *could* be used to assess the unit.

STAGE 1	LEARNER ASSESSMENT			
	Individual Assessment	M	Employer Feedback	M

STAGE 2	One to One LEARNER ASSESSMENT			
	Group discussion	O	Oral Question and Answer	O
	Reflective Log	M	Individual Practice File	O
	Written Q&A / Test	O	Individual Learning Report	M

STAGE 3	TUTOR LED GROUP ASSESSMENT			
	Group discussion	O	Oral Question and Answer	O
	Written Q & A / Test	M	Practical Exercise	O

STAGE 4	ASSESSMENT FOLLOWING COMPLETION OF MODULE 2			
	Reflective Log	M	Oral Interview	O
	Individual Learning Report	M	Written Test – Proof of Learning	M



<b>MODULE 2</b>	<b>UK FUNERAL SERVICE LEGISLATION</b>	<b>UNIT 3</b>	<b>UK FUNERAL SERVICE LEGISLATION</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of the differences between the three legislative areas of the UK.
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<b>LEARNING OUTCOMES</b>		<b>Unit 3</b>	<b>ASSESSMENT CRITERIA</b>
This unit has 3 learning outcomes.			
<b>The learner will:</b>			<b>The learner can:</b>
1	Understand the key legislative requirements for Registration of Deaths and Coroner's/Procurator Fiscal procedures in the UK.	2.3.1a	Compare and contrast the key differences relating to Registration of Deaths and Coroner's / Procurator Fiscal procedures in:
		2.3.1b	a) England and Wales;
		2.3.1c	b) Scotland;
2	Understand the key legislative requirements for human Cremation practice and procedures in the UK.	2.3.2a	b) Northern Ireland.
		2.3.2b	Compare and contrast the key differences relating to human Cremation practice and procedures in:
		2.3.2c	a) England and Wales;
3	Understand the key legislative requirements for human Burial practice and procedures in the UK.	2.3.3a	b) Scotland;
		2.3.3b	c) Northern Ireland.
		2.3.3c	Compare and contrast the key differences relating to human Burial practice and procedures in:



### MODULE 3

MODULE	TITLE	UNITS 4 & 5	UNITS
MODULE 3	FUNERAL SERVICE OPERATIONS	UNIT 4	THE FUNERAL DIRECTOR AND PUBLIC HEALTH
		UNIT 5	FUNERAL SERVICE OPERATIONS

#### DEVELOPMENT OF KNOWLEDGE, SKILLS AND COMPETENCIES

This unit offers opportunities for learners to provide evidence of development and achievement of the following skills and competencies:

Attention to Detail	Leadership
Problem Solving	Client Care
Communication - written and oral	Use of equipment
Technical Knowledge	Health and Safety

#### MODULE ASSESSMENT INFORMATION

The following methods of assessment are appropriate to Module 3

Key: M = Mandatory – this assessment method *must* be used to assess the unit.  
O = Optional – this assessment method *could* be used to assess the unit.

STAGE 1	LEARNER ASSESSMENT			
	Individual Assessment	M	Employer Feedback	M
STAGE 2	One to One LEARNER ASSESSMENT			
	Group discussion	O	Oral Question and Answer	O
	Reflective Log	M	Individual Practice File	O
	Written Q&A / Test	M	Individual Learning Report	M
STAGE 3	TUTOR LED GROUP ASSESSMENT			
	Group discussion	O	Oral Question and Answer	O
	Written Q & A / Test	M	Practical Demonstration - Exercise	O
STAGE 4	FINAL ASSESSMENT FOLLOWING COMPLETION OF MODULES 3			
	Reflective Log	M	Oral Examination	O
	Individual Learning Report	M	Written Examination- Proof of Learning	M



<b>MODULE 3</b>	<b>FUNERAL DIRECTING OPERATIONS</b>	<b>UNIT 4</b>	<b>THE FUNERAL DIRECTOR AND PUBLIC HEALTH</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of the role of the funeral director with regard to personal and Public Health.
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<b>LEARNING OUTCOMES</b> This unit has 6 learning outcomes.		<b>Module 3 Unit 4</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>			<b>The learner can:</b>
1	Understand regulation relating to notifiable disease.	3.4.1	Explain the regulation relating to notifiable disease.
2	Know which diseases are notifiable under current regulations.	3.4.2	Identify which diseases are notifiable under current regulations.
3	Understand the impact of notifiable diseases upon the preparation and viewing of the deceased.	3.4.3	Explain the impact of notifiable diseases upon the preparation and viewing of the deceased.
4	Know the need for protective clothing when handling the deceased.	3.4.4	Identify the appropriate protective clothing to wear when handling the deceased.
5	Understand the use and handling of chemicals and disinfectants defined by current legislation.	3.4.5a	Explain the procedure to follow for the safe handling of chemicals and disinfectants defined by current legislation.
		3.4.5b	Outline the supervision required for the safe handling of chemicals and disinfectants.
6	Understand the safe disposal of clothing and bedding.	3.4.6a	Explain the procedure to follow for the disposal of soiled clothing and bedding.
		3.4.6b	Outline the supervision required for the disposal of soiled clothing and bedding.



<b>MODULE 3</b>	<b>FUNERAL DIRECTING OPERATIONS</b>	<b>UNIT 5</b>	<b>FUNERAL SERVICE OPERATIONS</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of funeral service operations relating to the care and preparation of the deceased.
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	<b>LEARNING OUTCOMES</b> This unit has 4 learning outcomes.	<b>Module 3 Unit 5</b>	<b>ASSESSMENT CRITERIA</b>
	<b>The learner will:</b>		<b>The learner can:</b>
1.	Know the procedures to ensure accurate identification of the deceased.	3.5.1	Describe the procedures to ensure accurate identification of the deceased.
2.	Understand the care and preparation of the deceased.	35.2a	Explain how to maintain the dignity of the deceased at all times.
		3.5.2b	Explain how to minimise bruising and marking whilst moving and handling the deceased
		3.5.2c	Explain the process of first offices.
		3.5.2d	Explain the reasons for the removal of surgical implants.
		3.5.2e	Explain how to correctly remove surgical implants
3.	Understand the purpose and use of embalming.	3.5.3a	Explain the purpose of embalming.
		3.5.3b	Explain the process of embalming.
		3.5.3c	Explain the limitations of embalming.
4.	Know how to check that a coffin has been prepared to the satisfaction of the client.	3.5.4	Describe how to check that a coffin has been prepared to the satisfaction of the client.



MODULE	TITLE	UNITS	UNITS
MODULE 4	SPECIALIST FUNERAL SERVICES	6	REPATRIATION OF THE DECEASED
		7	BEQUEATHAL
		8	A FUNERAL FOR MORE THAN ONE DECEASED
		9	EXHUMATION
		10	MILITARY FUNERALS
		11	BURIAL AT SEA

**DEVELOPMENT OF KNOWLEDGE, SKILLS AND COMPETENCIES** This unit offers opportunities for learners to provide evidence of development and achievement of the following skills and competencies:

Communication – Written and Oral	Building Relationships
Attention to Detail	Flexibility
Client Relationships	Technical Knowledge
Planning and Organising	Working Together
Leadership	Regulation and Legislation
Influencing	Information Gathering

**MODULE ASSESSMENT INFORMATION** - the following methods of assessment are appropriate to Module 4

Key: M = Mandatory – this assessment method *must* be used to assess the unit.

O = Optional – this assessment method *could* be used to assess the unit.

STAGE 1	LEARNER ASSESSMENT			
	Individual Assessment	M	Employer Feedback	M
STAGE 2	One to One LEARNER ASSESSMENT			
	Group discussion	O	Oral Question and Answer	O
	Reflective Log	M	Individual Practice File	O
	Written Q&A / Test	M	Individual Learning Report	M
STAGE 3	TUTOR LED GROUP ASSESSMENT			
	Group discussion	O	Oral Question and Answer	O
	Written Q & A / Test	O	Practical Exercises	O
STAGE 4	FINAL ASSESSMENT FOLLOWING COMPLETION OF MODULE 4			
	Reflective Log	M	Oral Examination	O
	Individual Learning Reports / Research Reports	M	Written Test – Proof of Learning	M



<b>MODULE 4</b>	<b>SPECIALIST FUNERAL SERVICES</b>	<b>UNIT 6</b>	<b>REPATRIATION OF THE DECEASED</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of repatriation with regard to the transportation of the deceased to or from the UK.
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<b>LEARNING OUTCOMES</b>		<b>Module 4 Unit 6</b>	<b>ASSESSMENT CRITERIA</b>
Unit has 8 learning outcomes.			
<b>The learner will:</b>			<b>The learner can:</b>
1	Know the required actions to take when repatriating the deceased into the UK.	4.6.1a	Describe the required actions to take when repatriating the deceased into the UK from: a) Scotland, Northern Ireland, Isle of Man and the Channel Islands;
		4.6.1b	b) other countries.
2	Know the process for registration of a death occurring outside of the UK.	4.6.2a	Describe the process for the registration of a death occurring: a) overseas;
		4.6.2b	b) at sea;
		4.6.2c	c) in the air.
3	Know the documentation required for the repatriation of the deceased from outside of the UK.	4.6.3	Identify the documentation required when repatriating the deceased into the UK.
4	Know what documentation is required to effect a disposal of the deceased who died outside of the UK.	4.6.4a	Identify the documents required to effect a disposal of the deceased who died outside of the UK for the following: a) cremation;
		4.6.4b	b) for burial.
5	Know which funeral director services could be affected when repatriating the deceased into the UK.	4.6.5a	Identify which funeral director services may not be required when repatriating the deceased into the UK.
		4.6.5b	Identify which additional funeral director services may be required.
		4.6.5c	Outline the financial implications of the circumstances identified in 4.6.5a and 4.6.5b
6	Know the actions to take for the repatriation of the deceased from the UK.	4.6.6a	Describe the actions to take when repatriating the deceased from the UK dependant upon the following: a) a body not exhumed;
		4.6.6b	b) an exhumed body;
		4.6.6c	c) cremated remains.
7	Know the documentation required for the repatriation of the deceased from the UK.	4.6.7a	Identify the documentation required for: a) a body not exhumed;
		4.6.7b	b) an exhumed body;
		4.6.7c	c) cremated remains.



<b>LEARNING OUTCOMES</b>		<b>Module 4</b>	<b>ASSESSMENT CRITERIA</b>
Unit has 8 learning outcomes.		<b>Unit 6</b>	
<b>The learner will:</b>			<b>The learner can:</b>
8	Know the factors relating to the use of caskets /coffins when repatriating the deceased.	4.6.8a	Outline the factors relating to the use of caskets /coffins when repatriating the deceased:
		4.6.8b	a) into the UK; b) out of the UK.





<b>MODULE 4</b>	<b>SPECIALIST FUNERAL SERVICES</b>	<b>UNIT 7</b>	<b>BEQUEATHAL</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of the regulation and the process of bequeathal, including the associated documentation.
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<b>LEARNING OUTCOMES</b>		<b>Unit 7</b>	<b>ASSESSMENT CRITERIA</b>
This unit has 5 learning outcomes.			
<b>The learner will:</b>			<b>The learner can:</b>
1	Understand the regulations relating to bequeathal as set out in current regulations.	4.7.1	Explain the regulations as set out in current regulations relating to bequeathal.
2	Know the pre-bequeathal procedures.	4.7.2	Describe the procedures to be followed by a prospective donor.
3	Know the post-bequeathal procedures.	4.7.3	Describe the post-bequeathal procedures.
4	Understand the process to follow for removal and disposal of the deceased.	4.7.4a	Identify the circumstances surrounding a) removal of the deceased;
		4.7.4b	b) disposal of the remains following anatomical examination.
		4.7.4c	State the restrictions regarding the embalming of the deceased.
5	Understand the documentation required for bequeathal.	4.7.5a	Identify the documentation required for bequeathal.
		4.7.5b	Explain the purpose of each document identified in 4.7.5a



<b>MODULE 4</b>	<b>SPECIALIST FUNERAL SERVICES</b>	<b>UNIT 8</b>	<b>A FUNERAL FOR MORE THAN ONE DECEASED</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of the additional responsibilities associated with managing a funeral for more than one deceased.
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<b>LEARNING OUTCOMES</b>		<b>Unit 8</b>	<b>ASSESSMENT CRITERIA</b>
This unit has 3 learning outcomes			
<b>The learner will:</b>			<b>The learner can:</b>
1	Know how to plan for the funerals for more than one deceased	4.8.1	Describe the planning required for the funerals of more than one deceased.
2	Understand how to prepare for a multiple funeral.	4.8.2a	Explain the following for a multiple funeral: a) the documentation required;
		4.8.2b	b) the procedures to follow;
		4.8.2c	c) any additional resources required.
3	Know the financial implications when costing a multiple funeral.	4.8.3	Identify the financial implications when costing a multiple funeral.



<b>MODULE 4</b>	<b>SPECIALIST FUNERAL SERVICES</b>	<b>UNIT 9</b>	<b>EXHUMATION</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of the current regulatory requirements, documentation and processes necessary to carry out an exhumation.
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<b>LEARNING OUTCOMES</b> This unit has 5 learning outcomes.		<b>Unit 9</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>			<b>The learner can:</b>
1	Know reasons for an exhumation request.	4.9.1	Identify the reasons why requests for exhumation are made.
2	Understand the limitations upon requests for exhumation.	4.9.2a	Identify all current individuals/organisations who can request an exhumation.
		4.9.2b	Identify the external authorities that are able to authorise an exhumation.
		4.9.2c	For each authority identified in 4.9.1b explain the circumstances of the authorisation.
3	Understand exhumation procedures.	4.9.3a	Describe the exhumation procedure when a licence or faculty is required.
		4.9.3b	Describe the issues to consider prior to exhumation.
		4.9.3c	Identify the risk assessments to be carried out for exhumation.
		4.9.3d	Explain the impact of each risk assessment identified in 4.9.3c.
		4.9.3e	Identify documentation required for exhumation.
		4.9.3f	Explain the purpose of the documentation identified in 4.9.3e
4	Understand the procedure for multiple exhumation.	4.9.4	Explain the procedure for multiple exhumation.
5	Know the documentation required for the re-disposal of human remains.	4.9.5	Identify the documentation required for the re-disposal of human remains.



<b>MODULE 4</b>	<b>SPECIALIST FUNERAL SERVICES</b>	<b>UNIT 10</b>	<b>MILITARY FUNERALS</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of the role and responsibility of the Ministry of Defence (MOD) Joint Casualty and Compassionate Centre (JCCC) with regard to a military funeral. Additionally, the unit aims to enable funeral directors to understand their own responsibilities.
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<b>LEARNING OUTCOMES</b>		<b>Unit 10</b>	<b>ASSESSMENT CRITERIA</b>
This unit has 7 learning outcomes.			
<b>The learner will:</b>			<b>The learner can:</b>
1	Understand the categories of military funerals.	4.10.1	Explain the differences between the current categories of military funerals.
2	Understand the role and services provided by the Ministry of Defence (MOD) Joint Casualty and Compassionate Centre (JCCC).	4.10.2a	Describe the role of the MOD JCCC.
		4.10.2b	Describe the service provided to families by the MOD JCCC
		4.10.2c	Identify the procedure for liaising with the MOD JCCC.
3	Understand the process of a military funeral.	4.10.3	Explain the process of a military funeral.
4	Understand the stipulations to be observed for burial in a Military Grave and Cemetery.	4.10.4	Explain the stipulations related to burial in a Military Grave and Cemetery.
5	Understand the limitations under No Exclusive Right of Burial.	4.10.5	Explain the limitations to observe as a result of No Exclusive Right of Burial.
6	Understand the responsibility of a funeral director regarding a military funeral.	4.10.6a	Identify the relevant point of contact in the MOD.
		4.10.6b	Explain the relationship between the MOD, relatives / family and the funeral director.
		4.10.6c	Explain the responsibility of the funeral director regarding a military funeral.
7	Understand the financial implications for arranging military and non-military funerals.	4.10.7	Compare the financial implications for arranging a military funeral with those of a non-military funeral.



<b>MODULE 4</b>	<b>SPECIALIST FUNERAL SERVICES</b>	<b>UNIT 11</b>	<b>BURIAL AT SEA</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of current regulation and processes to follow to enable a burial at sea.
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<b>LEARNING OUTCOMES</b>		<b>Unit 11</b>	<b>ASSESSMENT CRITERIA</b>
This unit has 6 learning outcomes.			
<b>The learner will:</b>			<b>The learner can:</b>
1	Know the application process for a burial at sea.	4.11.1	Describe the application process for a burial at sea.
2	Understand the licensing requirements and documentation applicable to the UK coastline.	4.11.2a	Describe the licensing requirements for burial at sea in; a) England and Wales and Northern Ireland; b) Scotland.
		4.11.2b	Explain the purpose of the licencing documentation applicable to the UK coastline: a) England and Wales, Northern Ireland b) Scotland.
3	Understand the requirements of the public register.	4.11.3	Identify the common entries relevant to the public register.
4	Understand the conditions applicable to a burial at sea.	4.11.4a	Explain the requirements to make in relation to the preparing the body of the deceased for burial at sea.
		4.11.4b	Identify the current specifications for the coffin
		4.11.4c	Explain the purpose of each specification identified in 4.11.4b
5	Understand the procedures to be followed for a burial at sea.	4.11.5a	Identify the organisations to liaise with regarding a burial at sea.
		4.11.5b	Describe the procedures to be followed for a burial at sea.
6	Understand the requirements for the scattering of cremated remains at sea.	4.11.6	Explain the requirements relating to the scattering of cremated remains at sea.



## MODULE 5

MODULE	TITLE	UNITS	UNITS
MODULE 5	THE FUNERAL	UNIT 12	PREPARING FOR THE FUNERAL
		UNIT 13	MANAGING AND CONDUCTING THE FUNERAL

### DEVELOPMENT OF KNOWLEDGE, SKILLS AND COMPETENCIES

This unit offers opportunities for learners to provide evidence of development and achievement of the following skills and competencies:

Communication – Written and Oral	Building Relationships
Attention to Detail	Flexibility
Client Relationships	Technical Knowledge
Planning and Organising	Teamwork
Leadership	Regulation and Legislation
Influencing	Information Gathering
Creative Thinking	Critical Thinking

### MODULE ASSESSMENT INFORMATION

The following methods of assessment are appropriate to Module 5

Key: M = Mandatory – this assessment method *must* be used to assess the unit.  
O = Optional – this assessment method *could* be used to assess the unit.

STAGE 1	INITIAL LEARNER ASSESSMENT			
	Individual Assessment	M	Employer Feedback	M
STAGE 2	One to One LEARNER ASSESSMENT			
	Group discussion	O	Oral Question and Answer	O
	Reflective Log	M	Individual Practice File	O
	Written Q&A / Test	M	Individual Learning Report	M
STAGE 3	TUTOR LED GROUP ASSESSMENT			
	Group discussion	O	Oral Question and Answer	O
	Written Q & A / Test	O	Practical Exercise	O
STAGE 4	FINAL ASSESSMENT FOLLOWING COMPLETION OF MODULE 5			
	Reflective Log	M	Oral Examination	N/A
	Individual Learning Report	M	Written Test – Proof of learning	M
	Portfolio of Evidence Units 12 & 13	M		



<b>MODULE 5</b>	<b>THE FUNERAL</b>	<b>UNIT 12</b>	<b>PREPARING FOR THE FUNERAL</b>
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Purpose and Aim of the Unit:	The purpose of the unit is to develop learners' knowledge and skills in preparing for the day of the funeral.
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LEARNING OUTCOMES This unit has 5 learning outcomes.		Unit 12	ASSESSMENT CRITERIA
The learner will:			The learner can:
1	Know the actions to be taken by the funeral director leading up to the day of the funeral.	5.12.1	Identify the essential actions to be taken by the funeral director leading up to the day of the funeral.
2	Understand contingency planning to address potentially unforeseen situations on the day of the funeral.	5.12.2a	Identify potentially unforeseen situations that will require management on the day of the funeral.
		5.12.2b	For each situation identified in 5.12.2a describe an appropriate contingency plan.
3	Know the skills required for implementing contingency plans.	5.12.3	Identify the skills required to implement an effective contingency plan.
4	Know how to verify that the final arrangements are in place for the funeral.	5.12.4	Describe the process to verify that final arrangements are in place for the funeral.
5	Know the final checks to make before the funeral commences.	5.12.5	Identify the final checks to make before the funeral commences.



<b>MODULE 5</b>	<b>THE FUNERAL</b>	<b>UNIT 13</b>	<b>MANAGING AND CONDUCTING THE FUNERAL</b>
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<b>Purpose and Aim of the Unit:</b>	The purpose of the unit is to develop learners' understanding of the role and responsibilities of the funeral director in managing and conducting the funeral.
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<b>LEARNING OUTCOMES</b> This unit has 3 learning outcomes.		<b>Unit 13</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>			<b>The learner can:</b>
1	Understand how to manage a funeral.	5.13.1a	Describe how to co-ordinate the funeral team on the day of the funeral.
		5.13.1b	Describe how to manage/lead the funeral team and associated resources on the day of the funeral.
		5.13.1c	Explain how to ensure professional and ethical behaviour is demonstrated by the funeral team.
		5.13.1d	Describe how to manage/lead clients and mourners during the funeral.
		5.13.1e	Describe how to assemble and control the funeral cortege.
		5.13.1f	Explain the importance of time management
2	Know how to maintain the health and safety of clients and mourners during the funeral.	5.13.2	Describe how to maintain the health and safety of clients during the funeral.
3	Understand how to conduct a funeral.	5.13.3a	Describe the personal skills required to conduct a funeral.
		5.13.3b	Describe the process of conducting a funeral.
		5.13.3c	Describe the committal procedures for: a) burial;





<b>LEARNING OUTCOMES</b>	<b>Unit 13</b>	<b>ASSESSMENT CRITERIA</b>
This unit has 3 learning outcomes.		
<b>The learner will:</b>		<b>The learner can:</b>
		b) cremation.
	5.13.3d	Explain the process following committal procedures: a) for burial; b) for cremation.
	5.13.3e	Explain the concluding checks and notes to be made upon return to the funeral home.