



Diploma in Funeral Arranging and Administration (DIP.FAA) LESSON PLAN

MODULE 3. Legislation (Country specific to learner)

Unit 7. Registration of Death and Coroners'/Procurator Fiscal Procedures.	
Purpose and Aim of the Unit:	The purpose of the unit is to develop learners' understanding of Registration and Coroners' /Procurator Fiscal procedures. Specifically, the unit aims to develop learners' knowledge of the relevant requirements for Registration of Death and the role of the Coroner/Procurator Fiscal and associated documentation.
Learning Outcomes:	By the end of the session, the learner will;
3.7.1	Understand the function of the Registrar.
3.7.2	Understand the requirements of Registering a Death.
3.7.3	Understand the relevance of the Medical Certificate of Cause of Death.
3.7.4	Understand the Registrar's duty to report a death
3.7.5	Understand the documentation used by the Registrar.
3.7.6	Know the purpose of the Coroner's/Procurator Fiscal's Office.
3.7.7	Understand the procedures for a Coroner's/Procurator Fiscal's removal of the deceased.
3.7.8	Understand the purpose of the Coroner's/Procurator Fiscal's documentation.



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

Legislative Knowledge	Technical Knowledge
Communication – Oral and Written	Legislative Knowledge
Client Care	Attention to Detail



MODULE 3: Introduction to Funeral Arranging and Administration

UNIT 7: Registration of Death and Coroners'/Procurator Fiscal Procedures.

Approximate Session Time: 3hrs			
Timing	Learning Activity (Tutor & Learners)	Resources	Assessment Method
0 – 10mins	1) Introduction, Housekeeping & Register 2) Recap learning from previous workshop 3) Refer to aims & objectives of the Unit 4) Refer to student learning materials 5) Describe the activities planned for the session	PowerPoint Laptop/Projector Student Learning Materials Student Register	Not Applicable
11 – 20mins	Question the students on their current experience and involvement with Registrar Q: Registration of deaths – Who can Register a Death? Confirm with students the registration relating to still-birth.		Learning Outcome 1 Not Applicable
21 – 40mins	Persons Required to Notify a Death to the Registrar Group Exercise: Ask Students to organise cards to differentiate between: A. Deaths in Houses and Public Institutions: B. Deaths not in Houses or Dead Bodies Found: Discuss the Duty of the Medical Practitioner	Flipchart – capture responses	Learning Outcome 2



Timing	Learning Activity (Tutor & Learners)	Resources	Assessment Method
41- 55mins	<p>Tutor to pose the question, “What is the relevance of the Medical certificate of Cause of Death?”</p> <p>Answers to be discussed, Tutor to Clarify any Ambiguities and a full explanation given by the Tutor</p>	<p>Flip Chart work. Discussion</p>	<p>Formative assessment by way of discussion</p> <p>Learning Outcome 3.</p>
56 – 75 mins	<p>Duty of Registrar to Report a Death to Coroner Students to create a PowerPoint slide / or flipchart to illustrate</p>	<p>Flip Chart/Board work for answers.</p>	<p>Formative assessment through questioning</p>
76 – 90 mins	<p>Comfort Break</p>	<p>Learning materials Flip Chart / White Board</p>	<p>Learning Outcome 4</p>



Timing	Learning Activity (Tutor & Learners)	Resources	Assessment Method
91 – 105 mins	<p>Documentation</p> <p>Documentation and Information Required by the Registrar</p> <p>Group Exercise - Students to use student learning materials and use the flipchart to illustrate the flow and purpose of all documentation,</p> <p>On completion of exercise - Clarify Process and Forms Issued</p> <p>Registration by Declaration and Forms Issued Students to describe and to explain – select sample forms from Moodle or Handouts.</p> <p>Tutor to clarify points as required.</p>	Discussion	<p>Learning Outcome 5</p> <p>Discussion and questioning</p>



Timing	Learning Activity (Tutor & Learners)	Resources	Assessment Method
106 –130 mins	<p>Duty to Report a Death to the Coroner/Procurator Fiscal</p> <p>Split into two different groups</p> <p>Ask students to identify and list under what circumstances should a death be reported to the Coroner/Procurator Fiscal?</p> <p>Ask the groups, how can a funeral arranger / director be of assistance to a Coroner/Procurator Fiscal at the time of preparation and presentation of the deceased.</p> <p>Discuss - How might observational skills be of assistance? Confirm procedures and Identify the Forms issued</p> <p>Courses of Action that can be taken by a Coroner/Procurator Fiscal.</p> <p>Ask students to work in two groups to consider the courses of action that can be taken by the Coroner/Procurator Fiscal, including a Coroner/Procurator Fiscals removal and the impact on the Funeral Director. What are the procedures involved?</p> <p>Discuss, If a Coroner orders a post-mortem, what process is followed and Identify which forms are applicable?</p> <p>How does a post-mortem impact on making arrangements?</p>	<p>Tutor facilitated discussion</p> <p>Student Learning Materials</p>	<p>Learning Outcome 6</p> <p>Questioning and observation of students</p> <p>Learning Outcome 7</p> <p>Learning Outcome 8</p> <p>Questioning and observation of students</p>



175 - 180	<p>Short written knowledge check as a Summative Assessment to conclude session.</p> <p>Proof of Learning to be carried out by Tutor (materials on Moodle)</p>
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Deviations from the plan:	Issues Arising/To Do:
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Module 3 Unit 7	Assessment Criteria
	The Learner can;
3.7.1a	Describe the function of the Registrar in one of the following: a) England and Wales; b) Scotland; c) <u>Northern Ireland.</u>
3.7.1b	Describe the area of jurisdiction of the Registrar identified in 7.1 a), b) or c).
3.7.1c	Identify who can act as informant to the Registrar identified in 7.1 a), b) or c).
3.7.2a	Identify the time scale allowed for the registration of a death in one of the following: a) England and Wales; b) Scotland; c) <u>Northern Ireland.</u>
3.7.2b	Describe the liability to register a death, including 'Registration by Declaration' where appropriate.
3.7.3a	Explain the relevance of the Medical Certificate of Cause of Death
3.7.3b	Identify who is responsible for issuing a Medical Certificate of Cause of Death
3.7.4	Explain the Registrar's duty to report a death to one of the following: a) the Coroner in England in Wales; b) the Procurator Fiscal in Scotland; c) the Coroner in Northern Ireland.
3.7.5a	Describe the documents a Registrar may issue in one of the following a) England and Wales; b) Scotland; c) Northern Ireland.



3.7.5b	Describe the function of each document identified in 5. above a), b) or c).
3.7.6	Describe the role of the Coroner's Office
3.7.7a	Describe the role of the Coroner relating to the removal of the deceased in either: a) England and Wales b) Scotland c) Northern Ireland
3.7.7b	Describe procedures for the removal of the deceased identified in 7. a), b) or c).
3.7.8a	Identify the documents issued by a Coroner/Procurator Fiscal in either: a) England and Wales; b) Scotland; c) Northern Ireland.
3.7.8b	Describe the purpose of each document identified in 8. a), b) or c) above