

## National Diploma in Funeral Directing

**Level** 5

**Credits** 174

### Purpose

This qualification is for candidates who work in the funeral directing sector of the funeral industry.

This qualification includes skills and knowledge relating to the law and philosophy of funeral directing; arranging, organising and directing a funeral; organising post funeral activities; communicating and supporting bereaved families and referring them to support services; preparing a casket for viewing and burial or cremation; and text processing, computing skills, interpersonal communications, providing a vehicle valet service, and responsible driving

### Replacement Information

This qualification replaced the National Certificate in Funeral Directing [Ref: 0290], and the National Diploma in Funeral Services [Ref: 0459].

### Special Notes

It is recommended that candidates hold a current first aid certificate or unit standard 6402, *Provide resuscitation level 2*.

### Credit Range

Level 1 credits	3
Level 2 credits	23
Level 3 credits	27
Level 4 credits	31
Level 5 credits	90
Total	174

### Requirements for Award of Qualification

This qualification will be awarded to people who have met the following requirements.

- Compulsory standards

**Award of NQF Qualifications**

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided in section 7 of the New Zealand Qualifications Authority (NZQA) *Rules and Procedures* publications available at <http://www.nzqa.govt.nz/ncea/acrp/index.html>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

**Detailed Requirements****Compulsory**

The following standards are required

**Business > Business Administration > Business Information Processing**

ID	Title	Level	Credit
101	Develop and use keyboarding skills to enter text	1	3
111	Use a word processor to produce documents	2	5

**Computing and Information Technology > Computing > Generic Computing**

ID	Title	Level	Credit
2780	Demonstrate and apply knowledge of a personal computer system	2	9

**Humanities > Communication Skills > Interpersonal Communications**

ID	Title	Level	Credit
1297	Interview in a formal situation	4	5
9694	Demonstrate and apply knowledge of communication process theory	3	5
11097	Listen to gain information in an interactive situation	3	3

**Service Sector > Cleaning and Caretaking > Cleaning Skills**

ID	Title	Level	Credit
1583	Provide a vehicle valet service	3	3
7442	Follow safe work practices in the cleaning industry	2	6

**Service Sector > Driving > Core Driving Knowledge and Skills**

ID	Title	Level	Credit
3465	Describe driving hazards and risk reduction strategies and responses to driving hazards	2	3

## Service Sector &gt; Funeral Services &gt; Funeral Directing

ID	Title	Level	Credit
8340	Demonstrate knowledge of the history and philosophy of funeral directing	4	7
8341	Demonstrate knowledge of the law and its application to funeral directing	3	10
8342	Arrange a funeral	5	30
8343	Organise a funeral	5	30
8344	Direct a funeral	5	30
8345	Implement post-funeral activities	4	7
8346	Refer bereaved families and relatives to support services	4	5
8347	Communicate with and support bereaved families and relatives	4	7
8348	Prepare caskets for viewing or burial or cremation	3	6

## Transition Arrangements

This qualification replaced the National Certificate in Funeral Directing [Ref: 0290], and the National Diploma in Funeral Services [Ref: 0459].

There are substantial differences between the National Certificate in Funeral Directing [Ref: 0290] and the replacement qualification. Changes include

- the replacement qualification is a Diploma
- the credit total has increased from 155 to 174
- generic standards 6402 and 9706 have been removed from the compulsory section
- first aid requirements have been added to the special notes
- generic standards 101, 111, 1297, 7442, 9694 and 11097 have been added to the qualification.

For detailed information see [Review Summaries](#) on the NZQA website.

People currently working towards the replaced qualifications may either complete the requirements for those qualifications by 31 December 2010 or transfer their results to this one. The last date for entry to training programmes or courses for the replaced qualifications is December 2007.

This qualification contains standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
201, 202	2780
3502	11097

## NQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	October 2007	N/A

## Standard Setting Body

Funeral Service Training Trust of New Zealand  
 PO Box 10 872  
 The Terrace  
 WELLINGTON

Telephone 04 385 9503  
 Email [fiona@fstt.org.nz](mailto:fiona@fstt.org.nz)

## Planned Review

Any person or organisation may contribute to the review of this qualification by sending feedback to the standard setting body at the above address.

Next Review	2012
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## Other standard setting bodies whose standards are included in the qualification

Building Service Contractors of New Zealand Incorporated  
 NZQA  
 Tranzqual ITO

## Certification

The certificate will display the logos of NZQA and the Funeral Service Training Trust of New Zealand.

## Classification

This qualification is classified according to the NQF classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

NQF Classification		NZSCED	
Code	Description	Code	Description
1245	Service Sector > Funeral Services > Funeral Directing	110399	Food, Hospitality and Personal Services > Personal Services > Personal Services not elsewhere classified

**Quality Management Systems**

Providers and Industry Training Organisations must be accredited by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.

## Prerequisite Diagram

