



2012 OPD COURSE DESCRIPTIONS

Topic Name	Topic Code	Hours	Description	Mode of Delivery Classroom, Distance Education
1 hour topics				
Compulsory Activity	2012CA2	1 hr	This compulsory ongoing professional development activity is intended to cover the parts of the form 13 notice of intended marriage (NOIM) that cause common difficulties for authorised celebrants. Specifically, this activity will focus on proof of date and place of birth and proof of identity requirements; who is eligible to witness the signatures on the NOIM both within Australia and outside Australia; and will briefly touch on the consequences of failing to complete the NOIM correctly.	Classroom Posted Booklet E-Book
Invoice Design	ACT001	1 hr	Costing your services to enable you to establish your pricing arrangements. Refreshing or designing a new invoice for celebrants to use with couples. This looks at the appropriate elements for an invoice including a refund policy	Classroom Posted Booklet E-Book
International Matters	ACT011	1 hr	This topic includes useful information on assisting a couple, where one is applying for a fiancé visa. Also included is information on working with interpreters; the Hague Convention; and Apostille Stamp.	Classroom Posted Booklet E-Book

Topic Name	Topic Code	Hours	Description	Mode of Delivery Classroom, Distance Education
2 hour topics				
Professional Telephone Skills	ACT002	2 hrs	The importance of making the right first impression and connecting with clients is examined in this course. Professional telephone skills and etiquette will be learnt in the very important role of communicating with clients, and being able to gain their trust and business.	Classroom Posted Booklet E-Book
WHS, Contingencies and Risk Management	ACT041	2 hrs	This course looks at working securing a safe working environment for celebrants, marrying couples, and their guests. It also entails strategies for contingencies that may occur, and a celebrant risk management plan.	Classroom Posted Booklet E-Book
Rituals with Marriage Ceremonies	ACT003	2 hrs	This course broadens celebrant's understanding of the dignified use of symbols and rituals within marriage ceremonies and encourages the use of metaphors and rituals to create meaning in the couples' marriage ceremony	Classroom Posted Booklet E-Book
Interfaith Marriages	ACT010	2 hrs	This course will help celebrants develop an understanding of clients' differing beliefs, and to design ways to incorporate and acknowledge faith and cultures of our clients in their ceremonies.	Classroom Posted Booklet E-Book
Blended Families' Ceremonies	ACT 009	2 hrs	In this course celebrants will explore ways of helping couples include their children from previous relationships and also from their current relationship into a meaningful family ceremony	Classroom Posted Booklet and E-Book
How to write ceremonies creativity	ACT012	2 hrs	This course looks at taking the ideas and story of your marrying couple's life together and transforming that into a creative and heartfelt marriage ceremony. This course is suitable for all levels of writing ability.	Posted Booklet E-Book Only
Rehearse a Marriage Ceremony	ACT013	2 hrs	This course covers how to prepare for and organise a rehearsal to enhance the performance of the marriage ceremony	Classroom Posted Booklet E-Book
Designing Advertising	ACT015	2 hrs	The workshop informs you on the basic ways to design adverts in both the traditional marketing and online marketing methods	Classroom Posted Booklet E-Book

Topic Name	Topic Code	Hours	Description	Mode of Delivery Classroom, Distance Education
2 hour topics (Cont'd)				
Social Networking	ACT024	2 hrs	This gives you an overview of the use of social networking tools such as FaceBook and Twitter in communicating your range of services to marrying couples. Generationally the marrying couples at present use this mode of communication to understand all manner of services.	Classroom Posted Booklet E-Book
PA Systems	ACT027	2 hrs	Participants will have the opportunity to interact with a highly trained audio professional on the successful use of a PA system.	Classroom Only
Designing your website	ACT029	2 hrs	This gives a very basic knowledge of how you can work with a designer to complete a website for your celebrancy business. It will give you the basics of construction and communicating electronically with marrying couples. Websites are the main way that couples seek to find their celebrant.	Classroom Posted Booklet E-Book
Bespoke Marriage Ceremonies	ACT033	2 hrs	This workshop looks at hand-written individual ceremony design for each marrying couple. A main component is story-telling the couples lives to date and then their future hopes and dreams for their successful marriage. Zero cut and paste in this course.	Classroom Posted Booklet E-Book
Designing a Client Survey	ACT042	2 hrs	This course instructs celebrants on how to design a survey form to gain feedback from clients about their professional performance and how to use that feedback to enhance their performance.	Classroom Posted Booklet E-Book
Social Media Marketing	ACT047	2 hrs	This workshop will look at the strategies and planning using Facebook, Twitter, and YouTube.	Classroom Posted Booklet E-Book

Topic Name	Topic Code	Hours	Description	Mode of Delivery Classroom, Distance Education
2 hour topics (Cont'd)				
Renewing a Couple's vows	ACT048	2 hrs	You will learn to design ceremonies for couples who wish to reaffirm their marriage commitment. As there is a rise in people wishing to renew their overseas marriage with their Australian families, this will also look at the legal implications of identifying renewal ceremony as distinct from a marriage ceremony.	Classroom Posted Booklet E-Book
Introductory Marketing	ACT023	2 hrs	This workshop informs you on the basic ways to communicate with the marrying couples in your community about the broad range of services you have available for marriage ceremonies.	Classroom Posted Booklet E-Book
Preparing for the Step Family	ACT050	2 hrs	This topic discusses the challenges to step family relationship and lays down some practical methods to tackle the challenges faced in step families.	Classroom Posted Booklet E-Book
The power of effective interpersonal skills	ACT051	2 hrs	This topic defines a model for communication, identifying the components of effective communication, looking at enhancing those skills in the communication process of adherents.	Classroom Posted Booklet E-Book
Morality in Marriage	ACT052	2 hrs	This topic presents an understanding of the Post-Modern era and its effects on issues of morality within Marriage, it establishes the case for re-establishing morals as the foundation for longevity in marriage and looks at the Pastor's role in such mentoring.	Classroom Posted Booklet E-Book
Love in Marriage	ACT053	2 hrs	This topic looks at Love and Marriage, it deals with the absolute of Love and the foundations aspect of love in relationships.	Classroom Posted Booklet E-Book

Topic Name	Topic Code	Hours	Description	Mode of Delivery Classroom, Distance Education
2 hour topics (Cont'd)				
Cultural Diversity	ACT014	2 hrs	This course looks at the cultural awareness required for effective communication and understanding of clients' diverse cultures.	Classroom Posted Booklet E-Book
International Marriage ceremony traditions	ACT043	2 hrs	This course will help celebrants develop an understanding of clients' differing marriage ceremony traditions acknowledging their cultural backgrounds.	Posted Booklet and E-Book Only
Copyright and the effective use of music and literature	ACT006	2 hrs	To give the marriage celebrant a full understanding of the legalities associated with the use of literature and music in the marriage ceremony and ethical copyright usage. This also includes ethical webpage behaviours	Classroom Posted Booklet E-Book
Interviewing your marrying couple	ACT008	2 hrs	This course looks at a diverse range of skills needed to successfully work with clients and understand their needs. It starts with client communication during telephone calls, then leads onto to describing your fee, planning the ceremony, family relationship education for clients, and general effective communication with clients	Classroom Posted Booklet E-Book
Professional Ethics for Celebrants	ACT017	2 hrs	This workshop looks at the importance of ethical issues in celebrancy in regard to society, the marrying couples, towards other celebrants, and to the profession.	Classroom Posted Booklet E-Book

Topic Name	Topic Code	Hours	Description	Mode of Delivery Classroom, Distance Education
2 hour topics (Cont'd)				
Enhancing Clients' Family Relationships	ACT021	2 hrs	This course outlines the importance of keeping up to date with the courses and support available not only in pre-marriage education programs, but in all activities that would contribute to happier and sustainable families. In classroom courses a local family service provider/s may be invited. This course was designed by a family relationships educator	Classroom Posted Booklet E-Book
Create a business page for facebook	ACT022	2 hrs	This session will introduce and take you through how to make your own facebook business page.	Classroom Posted Booklet E-Book
The importance of ritual and ceremony	ACT005	2 hrs	This topic looks at the role of symbolism and ritual in celebrating marriage in our communities	Posted Booklet and E-Book only
4 hour topics				
Professional Presentation	ACT004	4 hrs	This workshop shows participants the best way to present themselves in a professional attire- suitable for men and women. A guest presenter Image Consultant will facilitate this session.	Classroom Only
Special Needs of Marrying Couples	ACT044	4 hrs	This course looks at special needs elements that couples may experience, such as hospitalisation, visual impairments, hearing impairment, physical disability, intellectual disability, mental illness, working with interpreters.	Classroom Posted Booklet E-Book

Topic Name	Topic Code	Hours	Description	Mode of Delivery Classroom, Distance Education
4 hour topics (Cont'd)				
Starting your celebrant business	ACT007	4 hrs	This workshop will look at beginning a new business as a celebrant and will cover business planning, client communication, financial and marketing management.	Classroom only
Twitter Basics	ACT016	4 hrs	Twitter is a social media tool that will increase your knowledge of marriage and cultures internationally, connect you to marrying couples, and connects you to celebrant networks. It forms part of your social media marketing strategy	Posted Booklet and E-Book only
Making a presentation booklet for your marrying couple using Publisher 2003	ACT045	4 hrs	This topic is a basic introduction in the use of Microsoft Publisher 2003 and will allow the participant to learn to create professional presentation booklets for their marrying couple's marriage ceremony	Posted Booklet Only