

## 2014 OPD COURSE DESCRIPTIONS

Topic Name	Topic Code	Topic Hours	Description	Mode of Delivery Classroom, Distance Education
2014 Compulsory Activity	2014CA2	2 hrs	The 2014 compulsory activity covers, legal recognition of foreign marriages in Australia, second marriage ceremonies; and obtaining/authenticating foreign documents	Classroom Posted Booklet E-Booklet
<b>Elective topics</b>				
<b>1 hour topics</b>				
2012 Compulsory Activity  Topic no longer available	2012CA2 2014	1 hr	The 2012 compulsory 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.	Posted Booklet Emailed booklet
2011 Compulsory Activity  Topic no longer available	2011CA2 2014	1 hr	The 2011 compulsory activity covers information on keeping a current knowledge of important aspects of your legal responsibilities as an authorised marriage celebrant, and to work effectively with the Marriage Celebrants' Section of the Attorney-General's Department.	Posted Booklet Emailed booklet

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Invoice Design	ACT001	1 hr	This topic aims to ensure that celebrants follow through in all areas of paperwork, invoices, service agreements, terms and conditions, refund policy, and explaining fees and conditions to clients. This topic will emphasise the importance of legislative requirements, such as Invoicing as required by Australian Taxation laws, and how celebrants can present their services to clients in a professional manner.	Classroom Posted Booklet E-Booklet
How to Write a Marriage Blessing	ACT030	1 hr	This course looks at the design of a marriage blessing after consultation with the marrying couple. It can have a religious, spiritual, or non-religious outcome in design. The intent of including the marriage blessing into the bespoke marriage ceremony is that the sentiments of the blessing enhance the personalisation of the ceremony making it more memorable.	Classroom Posted Booklet E-Booklet
Working with Interpreters at Bi-Lingual Marriage Ceremonies	ACT032	1 hr	This course provides you with practical knowledge in working with language interpreter from the administration of the documents to the marriage ceremony.	Classroom Posted Booklet E-Booklet
Retirement process for celebrants	ACT046	1 hr	This topic provides you with the process for retirement of a marriage celebrant including preparation to care for your couples, documents of marriage, and how to leave instructions for your family/executor in the case of your inability to continue working or your death.	Classroom Posted Booklet E-Booklet

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1 hour topics (Continued)				
Forgiving One another (religious celebrants)	ACT045	1 hr	Forgiveness is crucial if we are to survive the rough and tumble of life, including a successful marriage. Journey with us through the Bible and explore how Forgiveness is explained and discover the rationale of God for forgiveness in Scripture. Look at many of the misunderstandings that are held concerning forgiveness, examining some of the barriers to forgiveness in individual's lives. Explore the factors that assist in giving forgiveness. Then discover the act of forgiveness that precedes this process of freedom.	Classroom Posted Booklet E-Booklet
Being of the same mind (religious celebrants)	ACT035	1 hr	When the church was established by Jesus unity was its strength. In this course we want to take a look at Scripture and explore the basis for having "One mind" in Christ. In this course we want to explore what it means to be of the same mind. We want to discuss the implication of these thoughts for marriage and families, then explore how this be applied into the family of faith and the diverse multicultural world in which we live.	Classroom Posted Booklet E-Booklet
Honouring One another (religious celebrants)	ACT034	1hr	In everyday speech, "narcissism" often means egotism, vanity, conceit, or simple selfishness. In this course we want to explore a shift to an outward focus of honouring each other in marriage and family then explore this dynamic as we apply it to all within our multicultural world.	Classroom Posted Booklet Emailed booklet

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1 hour topics (Continued)				
Using Instagram to connect with couples	ACT020	1 hr	Instagram is a popular photo and video sharing mobile application. It allows users to take photos, edit and customise photos by applying filters and sharing across this social networking platform. Celebrants can make use of this application to expand their audience, especially for young brides and grooms as well as promote themselves and further engage within the community. This topic will introduce and explain the benefits of Instagram for celebrants.	Classroom Posted Booklet E-Booklet
LinkedIn for Marketing	ACT049	1 hr	This gives you an overview of the use of LinkedIn to communicate with potential couples. Generationally the marrying couples use LinkedIn as one of the many options in the social media range. There is also great potential for celebrants to network with other celebrants and wedding industry professionals internationally.	Classroom Posted Booklet E-Booklet
Pinterest	ACT062	1 hr	This topic gives participants a basic understanding of Pinterest and how it can enhance their marketing and communication with marrying couples. Pinterest is a social media tool based on images, and couples can plan their ceremony using this resource.	Classroom Posted Booklet E-Booklet
YouTube to market your business	ACT063	1 hr	With 2 million videos watched everyday on YouTube and the large usage of hand held mobile devices it makes business sense to be seen on the second biggest search engine of the world – YouTube. YouTube videos are a cheap, fun, and effective way to market your business.	Classroom Posted Booklet E-Booklet

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1.5 hour topics				
Rites of Passage – Arnold van Gennep	ACT037	1.5 hrs	This topic explores the importance of rites of passage in society, with particular reference to the work of Arnold Van Gennep.	Posted Booklet E-Booklet
Rites of Passage – Joseph Campbell	ACT038	1.5 hrs	This topic explores the importance of rites of passage in society, with particular reference to the work of Joseph Campbell.	Posted Booklet E-Booklet
Rites of Passage – Richard Grimes	ACT039	1.5 hrs	This topic explores the importance of rites of passage in society, with particular reference to the work of Ronald Grimes.	Posted Booklet E-Booklet
Rehearse a Marriage Ceremony	ACT013	1.5 hrs	This course covers all the elements in preparing for, and conducting a marriage ceremony rehearsal. It covers the skills of working with the marrying couple and their bridal party, and the step by step stages and stagecraft of the rehearsal.	Classroom Posted Booklet E-Booklet
Conduct a Marriage Ceremony	ACT025	1.5 hrs	This topic will identify and explore some of the many essential skills and personal qualities a celebrant should possess in order to successfully conduct a marriage ceremony. With the responsibility of choreographing the ceremony itself, the celebrant must develop the skills to engage and work with other service providers to ensure a unified and collaborative approach.	Classroom
How to Read Poetry at Ceremonies	ACT031	1.5 hrs	A discussion on selected pieces of poetry and their merits, and how they would be best communicated. Classroom colleagues will be also able to work on verbal presentation of poetry.	Classroom Posted Booklet E-Booklet

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1.5 hour topics (Continued)				
Blogging for your Celebrancy Business	ACT058	1.5 hrs	This gives a very basic knowledge of how you can design a simple blog from a template system. It will give you the basics of construction and communicating electronically with marrying couples. Blogs and websites are the main way that couples seek to find their celebrant.	Classroom Posted Booklet E-Booklet
Special Inclusions in Marriage Ceremonies (interactive workshop)	ACT040	1.5 hrs	The topic will focus on increasing the professional standards for Marriage Celebrants when creating bespoke wedding ceremonies incorporating special inclusions. There will be an emphasis on developing a range of creative, unique and diverse variety of ideas and concepts Marriage Celebrants can present to marrying couples. Preparation beforehand is necessary.	Classroom
Twitter Basics	ACT070	1.5 hrs	Twitter is a social media tool that will increase your knowledge of marriage and cultures internationally, connect you to marrying couples, and connect you to celebrant networks. It forms part of your social media marketing strategy	Classroom
WHS, Contingencies and Risk Management	ACT041	1.5 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-Booklet
Design a Client Survey	ACT042	1.5 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-Booklet
Search Engine Optimization Basics	ACT057	1.5 hrs	Increase your website's visibility and the opportunity for couples to find and interact easily with you. Find out how to implement basic optimization strategies, and measuring your successes and progress while planning for a long-term SEO strategy.	Classroom

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1.5 hour topics (Continued)				
Introduction to Secular Humanism	ACT018	1.5 hrs	This topic will assist celebrants to better understand the rise and foundations of humanism in contemporary Australia and most specifically on the impact on Australian marriage ceremonies.	Posted Booklet E-Booklet
2 hour topics				
2013 Compulsory Activity	2013CA2 2014	2 hrs	The topic for the compulsory activity in on establishing the validity of marriage. Within this material is also information from the Attorney-General's Department on updates, their new website.	Posted Booklet Emailed booklet
Renewing a Couple's Vows	ACT048	2 hrs	The session will look at the design of a meaningful reaffirmation of marriage vows ceremony according to the wishes of the couple. It will also highlight that this ceremony is not a legal marriage.	Classroom Posted Booklet E-Booklet
Importance of Ritual and Ceremony	ACT005	2 hrs	This topic highlights the differences between 'ritual' and 'ceremony' and there is discussion about their significance in bringing communities together, not only as a way of explaining natural phenomena for early mankind, but also their place in modern society.	Posted Booklet E-Booklet
BDM Presentation	ACT028	2 hrs	During this topic, Registered Marriage Celebrants will learn how marriage documentation is processed and finalised. They will gain an understanding of the common mistakes and misunderstandings, and how these may contribute to delays in finalising the registration of the paperwork. The presenter will be a Registrar or Marriage Officer from BDM.	Classroom

## 2014 OPD COURSE DESCRIPTIONS

2 hour topics (Continued)				
Professional Telephone Skills	ACT002	2 hrs	This topic aims to ensure that celebrants provide effective and efficient telephone service to marrying couples and other relevant stakeholders.	Classroom Posted Booklet E-Booklet
Design a Love Commitment Ceremony	ACT27	2 hrs	This topic covers how to design a Love Commitment ceremony for a couple according to their wishes; how to incorporate symbols, rituals and readings, and how to involve family and friends. This is a non-legal ceremony used for both gay and heterosexual couples to announce their commitment.	Classroom Posted Booklet E-Booklet
Special Inclusions within 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.	Posted Booklet E-Booklet
Interfaith Marriages	ACT010	2 hrs	This topic identifies and describes the most common of Interfaith Marriages which take place in Australia,. Celebrants are encouraged to undertake further research and work closely with couples to ensure that marriage traditions are honoured while at the same time, meeting the needs of the marrying couple.	Classroom Posted Booklet E-Booklet
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-Booklet



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2 hour topics (Continued)				
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.	Classroom Posted Booklet E-Booklet
Designing Advertising	ACT015	2 hrs	Designing Advertising is an introduction to the elements of successful design and placement of advertising. It will assist all Celebrants to remain within the guidelines of Advertising for Celebrants and the specifics of both traditional and online marketing methods.	Classroom Posted Booklet E-Booklet
Marriage Documents Refreshed  Currently not available	ACT019	2 hrs	To refresh and discuss your understanding of the accurate completion of Notice of Intended Marriage Form, Official Certificate of Marriage, Marriage Register and Presentation Certificate.	Classroom Posted Booklet E-Booklet
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 find their marriage ceremony and wedding providers.	Classroom Posted Booklet E-Booklet
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 one of the main way that couples seek to find their celebrant.	Classroom Posted Booklet E-Booklet
Create a Business Page for Facebook	ACT067	2 hrs	This session will introduce and take you through how to make your own Facebook business page.	Classroom

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2 hour topics (Continued)				
Bespoke Marriage Ceremonies	ACT033	2 hrs	A ceremony design that is tailored to meet the customer's choices and The celebrant works with the marrying couple in a more creative way to take the blank canvas and with thought and design craft a meaningful individualised ceremony. Each ceremony being completely handwritten.	Classroom Posted Booklet E-Booklet
Social Media Marketing	ACT047	2 hrs	This workshop will introduce marketing techniques in Facebook, Twitter and YouTube. These communications fields are how marrying couples find, and then communicate with their celebrant.	Classroom Posted Booklet E-Booklet
Introductory Marketing	ACT023	2 hrs	Introductory Marketing is a topic that looks at the absolute basics of Marketing and Advertising. The workshop informs the Celebrant on the basic ways to communicate with marrying couples in their community about the broad range of services that the Celebrant has available for Marriage Ceremonies.	Classroom Posted Booklet E-Booklet
Cultural Diversity	ACT014	2 hrs	This topic will explore ways for celebrants to not only enhance their professional interpersonal skills, but also ways to include culturally significant sub-ceremonies within the marriage ceremony itself while meeting the requirements of legal marriage in Australia.	Classroom Posted Booklet E-Booklet
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.	Classroom Posted Booklet

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2 hour topics (Continued)				
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-Booklet
Professional Ethics for Celebrants	ACT017	2 hrs	This workshop provides a framework to understand what ethics are and looks at the importance of ethical issues in the role of a celebrant in regard to the broader society, the marrying couples, towards other celebrants, and the profession in general.	Classroom Posted Booklet E-Booklet
Love in Marriage (religious celebrants)	ACT053	2 hrs	This topic looks at Love and Marriage; it deals with the absolute of Love and the foundational aspects of love in relationships.	Classroom Posted Book E-Booklet
Preparing for the step-family (religious celebrants)	ACT050	2 hrs	This topic discusses the challenges to step family relationships and lays down some practical methods to tackle the challenges faced in blended families.	Classroom Posted Booklet E-Booklet
The power of effective interpersonal skills (religious celebrants)	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-Booklet
Morality in Marriage (religious celebrants)	ACT052	2 hrs	This topic presents an understanding of the Post-modern era and it 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-Booklet

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2 hour topics (Continued)				
Special Needs of Marrying Couples	ACT044	2 hrs	This course looks at special needs elements that couples may experience, such as hospitalisation, visual impairments, hearing impairment, physical disability, intellectual disability, and mental health illness.	Posted Booklet E-Booklet
How to write ceremonies creatively	ACT012	2 hrs	This workshop 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 practical workshop is suitable for all levels of writing ability and all levels and categories of celebrant experience.	Posted Booklet E-Booklet
Online Marketing Planning	ACT056	2 hrs	Online marketing planning looks at planning a successful marketing strategy for your small business. You will learn to assess your resources and research the market, how to develop compelling content and then review your performance, and improve on future campaigns.	Classroom
3 hour topics				
Significance of storytelling for ceremonies	ACT004	3 hrs	This topic gives participants an understanding of the significance of storytelling when crafting a ceremony to reflect the needs, wishes and intent of the clients. Encompassed in this session is an appreciation of how to conduct an interview that enables the celebrant to learn about the clients in a trusting and professional situation.	Posted Booklet E-Booklet
Create a Business Page for Facebook	ACT022	3 hrs	This session will introduce and take you through how to make your own Facebook business page.	Posted Booklet E-Booklet

## 2014 OPD COURSE DESCRIPTIONS

3 hour topics (Continued)				
Special Needs of Marrying Couples	ACT068	3 hrs	This course looks at special needs elements that couples may experience, such as hospitalisation, visual impairments, hearing impairment, physical disability, intellectual disability, and mental health illness.	Classroom
Twitter Basics	ACT016	3 hrs	Twitter is a social media tool that will increase your knowledge of marriage and cultures internationally, connect you to marrying couples, and connect you to celebrant networks. It forms part of your social media marketing strategy	Posted booklet E-Booklet
International Marriage Ceremony Traditions	ACT043	3 hrs	This booklet aims to help celebrants develop an understanding of marriage ceremony traditions and rituals from other countries and cultures. This understanding will equip celebrant to acknowledge client's cultural backgrounds in marriage ceremonies.	Posted Booklet E-Booklet
Marrying with an already made family (religious celebrants)	ACT057	3 hrs	This topic presents an understanding of the fundamentals of healthy family life that contribute to the welfare of Children entering into a new family situation. We will discuss the effect of anti-social behaviour within the family unit, aspect of Involvement, control, communication, boundaries, monitoring peer involvement, supervision, cohesiveness and bonding within the new family home	Classroom Posted Booklet Emailed booklet