

# 2018 OPD COURSE DESCRIPTIONS

Topic Name	Topic Code	Topic Hours	Description	Mode of Delivery Classroom, Distance Education
2018 Compulsory Activity	2018CA2	2 hrs	The 2018 Compulsory Activity will cover: Marriage Equality: Key messages	Classroom Posted Booklet E-Booklet
<b>Elective topics</b>				
<b>1 HOUR ELECTIVES</b>				
Questions on Guidelines on the Marriage Act	ACT080	1 hr	To refresh and discuss your understanding of the important role of the accurate solemnisation of marriage. The session will incorporate using a team approach to problem solve the multi-choice questions on the <i>Guidelines on the Marriage Act 1961 for marriage celebrants</i>	Classroom Only
Apps for Celebrants	ACT085	1 hr	Australians love being connected, and it shows with almost 80% of Australians currently owning a Smartphone. We are also adept multi-taskers and we can use that to our advantage. Apps on Smartphones and Tablets can be of great benefit to a celebrant's business. From assisting with finance, to taking photos and posting them on social media, to checking if there is a fire nearby on a code-red day, apps can help keep celebrants connected and assist with the running of their small business.	Classroom Posted Booklet E-Booklet

## 2018 OPD COURSE DESCRIPTIONS

1 HOUR ELECTIVES (continued)				
Conducting marriage ceremonies in the air and at sea	ACT036	1 hr	This topic to ensure that celebrants who conduct marriages in these locations are fully aware of the boundaries, and of the requirements of BDM for registration purposes.	Classroom Posted Booklet E-Booklet
Bridal Expo Exhibiting	ACT090	1 hr	This topic looks at the differing elements you need to consider preparing to exhibit at a wedding expo or bridal shows.	Classroom Posted Booklet E-Booklet
Divorce Healing Ceremony	ACT083	1 hr	Learn to work with couples/families to design a healing divorce ceremony that shows compassion and is dignified. This important life transition deserves a personalised ritual for the person/family entering their next marriage. The ritual is to close that chapter of their life, so they can fully embrace their subsequent rite of passage into marriage. People who are divorced are trying to find ways, including ritual to make a painful process less destructive and more healing.	Classroom Only
Writing a Eulogy	ACT091	1hr	This session gives you practical information on creating a eulogy on behalf of the family and give you a format guide that you can give to the family to assist them in creating a eulogy.	Classroom Only
BDM Tour	ACT065	1 hr	This activity will include an onsite tour of a BDM office to see how the documents of marriage are processed, a visit to the marriage room, and an explanation and visit to the archives of Marriage and their importance in the history of the state.	Classroom Only

## 2018 OPD COURSE DESCRIPTIONS

1 HOUR ELECTIVES (continued)				
Trendspotting in the Wedding Industry	ACT007	1 hr	This topic will give you the skills to locate new wedding trends internationally and show you how to incorporate them into you ceremony design, and how to use that information to enhance your social media efforts.	Classroom Posted Booklet E-Booklet
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.	Classroom Posted Booklet E-Booklet
E-Registrations (Victoria Only)	ACT061	1 hr	To watch a demonstration of E-Registrations online electronic registration of documents using the BDM Victorian system. Within the topic celebrants will learn how to register and use the system and witness the benefits to celebrants and marrying couples.	Classroom Only
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 sentiments of the blessing enhance the personalisation of the ceremony making it more memorable.	Classroom Posted Booklet E-Booklet
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-Booklet

## 2018 OPD COURSE DESCRIPTIONS

1 HOUR ELECTIVES (continued)				
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
Introduction to Twitter	ACT069	1 hr	The power of Twitter has been realised by many small business people, in connecting with their clients and growing their business. 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 celebrants domestically and internationally.	Classroom Only
Using Instagram to connect with couples	ACT020	1 hr	Instagram is an application on mobile devices with very common usage for brides and grooms. It is a photo sharing application that you can share across multiple social networks. A great marketing tool 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

## 2018 OPD COURSE DESCRIPTIONS

1 HOUR ELECTIVES (continued)				
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 5 billion videos watched every daily 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
How to handle difficult clients	ACT071	1 hr	Participants will have an understanding of the importance of the communication tools to work with clients when a difficult situation arises and how to move to successful conversations and a hopeful resolution	Classroom Posted Booklet E-Booklet
Introduction to blogging	ACT072	1 hr	This topic gives a very basic knowledge of why this communication tool is helpful in finding and engaging with marrying couples. Blogs and websites are the main way that couples seek to find their celebrant.	Classroom Posted Booklet E-Booklet
Understanding mobile marketing	ACT073	1 hr	Participants will gain an understanding of the way in which marrying couples engage almost solely using mobile and portable devices to communicate with others. To reach their prospective and enduring customers celebrants need to have an understanding of mobile devices.	Classroom Posted Booklet E-Booklet
Streamline your social media	ACT075	1 hr	Does keeping up with your social media elements overwhelm you? This topic looks at your online social media elements and strategies to streamline them to be more effective both in getting information to brides and grooms, and a more efficient use of your time.	Classroom Posted Booklet E-Booklet

## 2018 OPD COURSE DESCRIPTIONS

1 HOUR ELECTIVES (continued)				
Young at heart	ACT076	1 hr	Are you concerned that you are not making connection with marrying couples? Couples connect better with celebrants that are like minded. Learn how to use youthful ideas to connect with your younger clients. Experience itself is not a guarantee for success. Lead the connection with quality and style, and be technologically available to your marrying couples	Classroom Posted Booklet E-Booklet
The basics of advertising on Facebook	ACT077	1 hr	This topic will introduce you to designing and placing adverts to your target audience using Facebook advertising.	Classroom Posted Booklet E-Booklet
Child friendly marriage ceremonies	ACT078	1 hr	To learn and contribute ways that children are welcomed into ceremonies and families and to understand that it is not always suitable to include children, who may not wish to join in to the marriage ceremony, also understand the structures of step-families and blended families.	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

## 2018 OPD COURSE DESCRIPTIONS

1 HOUR ELECTIVES (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
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 E-Booklet
1.5 HOUR ELECTIVES				
Working with LGBTI couples to design ceremonies	ACT092	1.5 hrs	This topic will enrich your understanding of designing marriage ceremonies for your LGBT clients and their families.	Class Posted Booklet E-Booklet
Designing Memorial Services	ACT093	1.5 hrs	This topic will discuss the design of a variety of memorials that will include Scattering of Ashes, Mothers' Day Ceremonies, Fathers' Day Ceremonies, Baby Memorial Days, Christmas Memorial Ceremonies.	Classroom Only
Self-care for the funeral celebrant	ACT097	1.5 hrs	To design a personal self-care plan can help you enhance your health and wellbeing, manage your stress, and maintain professionalism as a worker within the funeral industry.	Classroom Only

## 2018 OPD COURSE DESCRIPTIONS

1.5 HOUR ELECTIVES (continued)				
Rites of Passage – Arnold van Gennep	ACT037	1.5 hrs	This topic explores the importance of rites of passage in society, with reference to the work of Arnold Van Gennep.	Classroom 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 reference to the work of Joseph Campbell.	Classroom Posted Booklet E-Booklet
Rites of Passage – Ronald Grimes	ACT039	1.5 hrs	This topic explores the importance of rites of passage in society, with 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 Only
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



## 2018 OPD COURSE DESCRIPTIONS

1.5 HOUR ELECTIVES (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 Only
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. You must have a webpage of your own for this topic's assessment.	Classroom Posted Booklet E-Booklet
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

## 2018 OPD COURSE DESCRIPTIONS

1.5 HOUR ELECTIVES (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.	Classroom Posted Booklet E-Booklet
Working in the funeral services industry	ACT098	1.5 hrs	Participants will understand the role of the funeral celebrant within the Australian funeral services industry. Topics will include but are not limited to; understanding the ageing population, legislation, funeral personnel, Workplace Health and Safety, professional practice, and emerging trends.	Classroom Only
2 HOUR ELECTIVES				
Questions on the Guidelines on the Marriage Act	ACT081	2 hrs	To refresh and discuss your understanding of the important role of the accurate solemnisation of marriage. The session will incorporate using a team approach to problem solve the multi-choice questions on the <i>Guidelines on the Marriage Act 1961 for marriage celebrants</i>	Classroom Only
Marriage Celebrants eRegistry Lifelink (NSW only)	ACT064	2 hrs	To watch a demonstration of Marriage Celebrant online electronic registration of documents using the BDM Victorian system. Within the topic celebrants will learn how to register and use the system and witness the benefits to celebrants and marrying couples.	Classroom Only
How to create Awesome social media content	ACT095	2 hrs	For celebrants to reach their target audience they must look towards social media and create an online presence. The creation of quality social media content is key. Not only will participants learn how to find out what their audience wants, but they will also learn how to tag others, use keywords, use hashtags, check into locations, get users engaged, create live video and memes. Participants will learn how to find trending topics both within Facebook and also using outside sources.	Classroom Posted Booklet E-Booklet

## 2018 OPD COURSE DESCRIPTIONS

2 HOUR ELECTIVES (continued)				
Creating a wedding package for clients	ACT096	2 hrs	The session will discuss what the essential items are for a wedding package and how to present the package to new clients. The participants will learn how to gain information from their clients from the first point of contact through to the delivery of the package at a meeting or via post or email.	Classroom Posted Booklet E-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. Marriage celebrants will have been given an opportunity to raise any questions of concern for them, and have those questions answered directly by the BDM staff member facilitating the workshop.	Classroom Only
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

## 2018 OPD COURSE DESCRIPTIONS

2 HOUR ELECTIVES (continued)				
Working with PA systems	ACT026	2 hrs	Guest presenter will explain the way in which you can operate your PA system successfully in regard to 2015 wireless audio changes nationally.	Classroom Only
Design a Love Commitment Ceremony	ACT027	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

## 2018 OPD COURSE DESCRIPTIONS

2 HOUR ELECTIVES (continued)				
Blended Families' Ceremonies	ACT009	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
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
Introduction to building a Facebook page	ACT067	2 hrs	This session will introduce and take you through how to make your own Facebook business page at home. This is not a workshop where you make your page.	Classroom Only
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

## 2018 OPD COURSE DESCRIPTIONS

2 HOUR ELECTIVES (Continued)				
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
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 E-Booklet
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

## 2018 OPD COURSE DESCRIPTIONS

2 HOUR ELECTIVES (continued)				
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 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-Booklet
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

## 2018 OPD COURSE DESCRIPTIONS

2 HOUR ELECTIVES (continued)				
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 Posted Booklet E-Booklet
Make a YouTube clip to market your business	ACT084	2 hrs	This topic looks at how YouTube clips are cheap, easy to create and they are a very effective way for marriage celebrants to showcase their work to prospective clients. Through a short clip clients' can get a feeling for a celebrant's voice, professionalism, appearance and the manner in which they present themselves.	Classroom Posted Booklet E-Booklet
Marriage Documents Refreshed	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
Unexpected deaths, designing the funeral ceremony	ACT070	2 hrs	Participants will gain an understanding of the traumatic response that families/friends will experience when a sudden death happens. The structure of a funeral ceremony, that can speak to this trauma and honour the person will be discussed.	Classroom Only



## 2018 OPD COURSE DESCRIPTIONS

3 HOUR ELECTIVES				
Questions on the Guidelines on the Marriage Act	ACT082	3 hrs	To refresh and discuss your understanding of the important role of the accurate solemnisation of marriage. The session will incorporate using a team approach to problem solve the multi-choice questions on the <i>Guidelines on the Marriage Act 1961 for marriage celebrants</i> .	Classroom Only
Design a Name-giving Ceremony	ACT086	3 hrs	<p>Marriage celebrants may be invited to conduct a baby/child's naming ceremony for a couple they previously married. It is an honour for marriage celebrants to become the family's celebrant, and a privilege to lead the celebration of the family's most significant occasions as they occur over time.</p> <p>This topic covers the design of modern naming ceremonies; including how to incorporate symbols, rituals and readings, and how to acknowledge or involve family members and friends. The topic gives important tips on conducting naming ceremonies, particularly how they differ from conducting marriage ceremonies.</p>	Classroom Posted Booklet E-Booklet
Funeral Home Tour	ACT088	3 hrs	This activity will include an onsite tour of a funeral home to see how the deceased person is cared for from their collection until after their ceremony. This is an opportunity to ask the funeral directors any questions you may have, and to dispel some myths.	Field Trip
Final Resting Place Tour	ACT089	3 hrs	This activity will include an onsite tour of a crematorium and/or graveyard to look at the practical knowledge needed to lead funerals services in these areas. This is an opportunity to ask the staff any questions you may have, and to dispel some myths. This information is extremely helpful in allaying some misconceptions people have about these events and venues.	Field Trip

## 2018 OPD COURSE DESCRIPTIONS

3 HOUR ELECTIVES (continued)				
Infants' Funeral and memorial services	ACT094	3 hrs	This topic will encompass understanding parental grief and how to design ceremonies for families who have experienced a death of a baby. Including miscarriage, perinatal death, stillbirth and Sudden Infant Death Syndrome.	Classroom Only
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
Celebrant Well Being	ACT055	3 hrs	Celebrants are relied on by couples to be a steady influence during a sometimes-stressful lead up to their marriage ceremony. Topics covered look at to the celebrant's wellbeing (Physical, psychological, spiritual and emotional health) and how an improvement in wellbeing is useful in supporting the emotional environments that couples experience leading up to their marriage ceremony. The topics of burnout, boundaries and lowering stress will also be addressed.	Classroom Only

## 2018 OPD COURSE DESCRIPTIONS

3 HOUR ELECTIVES (Continued)				
Importance of Ritual and Ceremony Workshop	ACT059	3 hrs	Rituals and ceremonies to mark significant life events are important features of almost all known human societies, past and present. 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. Using symbolism as a ritual in ceremony is a powerful way to explain deep thoughts and emotions that are too difficult to put into words.	Classroom Only
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
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 Only
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

## 2018 OPD COURSE DESCRIPTIONS

3 HOUR ELECTIVES (Continued)				
Marrying with an already made family (religious celebrants)	ACT054	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 E-Booklet
First Aid Preparedness for Celebrants	ACT060	3 hrs	This course looks at working towards securing a safe working environment for celebrants, marrying couples, and their guests. The course includes instruction in CPR, and the most common first aid occurrences that may be experienced at ceremonies. The session will be presented by an accredited First Aid training provider. Attending this course does NOT award you a first aid certificate.	Classroom Only
The Covenant of Marriage (religious celebrants)	ACT074	3 hrs	This topic discusses the challenges to the covenant of marriage in an age where marriage is being deconstructed: and lays down some practical methods to tackle the challenges faced in upholding the sacred covenant of marriage in an age of post modernistic deconstruction. This course deals with Marriage as defined under the current definition by law and highlights the Biblical sacramental nature of marriage and includes our multicultural and multi-faith communities for which marriage and families are bedrock issues.	Classroom Posted Booklet E-Booklet

## 2018 OPD COURSE DESCRIPTIONS

3 HOUR ELECTIVES (Continued)				
Ethical Choices in Modern Marriage (religious celebrants)	ACT087	3 hrs	The course will contend that depending on the basis of the ethical motivation within an individual's life a different outcome will be expected to be displayed in terms of the longevity and fidelity within that marriage. In the course the participants will discuss the foundational Theories for Truth and apply those foundations to the aspects of morality within marriage, discussing the divine command theory with its objections and approvals.	Classroom Posted Booklet E-Booklet
Supporting people experiencing grief and bereavement	ACT023	3 hrs	This introductory course will give the participant a basic knowledge of how to support people experiencing loss, grief and bereavement. It will also give information and strategies for working empathically with people who are experiencing loss. The session will also educate the participant in referring people to the appropriate support services and resources.	Classroom Only
Grief, loss and bereavement theories	ACT066	3 hrs	This introductory course will give the participant a basic knowledge of the various types of loss, grief and bereavement that might be experienced by clients. Have a foundation knowledge of the theory that underpins these experiences, and to develop an empathetic manner to communicate effectively in providing support.	Classroom Only
Design a funeral ceremony	ACT079	3 hrs	Designing a funeral ceremony is a creative co-design activity with the celebrant and the family/friend who is organising the funeral. This session gives you practical information on creating a ceremony that is both honouring of the deceased and supportive of the grieving of the mourners. It also looks at the balance of not just being a "celebration of life" but about encouraging the sorrowful feelings to be invited into the safe space of the ceremony.	Classroom Only

## 2018 OPD COURSE DESCRIPTIONS

Compulsory Topics from previous years are only available for celebrants needing to complete non-compliance requirements and can only be purchased by contacting our office.

2016 Compulsory Activity	2016CA2 2017	2 hrs	The 2016 Compulsory Activity includes marriage documentation, statutory declarations, real consent, forced marriage, surprise marriage and the capacity to understand the nature and effect of marriage	Posted Booklet E-Booklet
2017 Compulsory Activity	2017CA2 2017	2 hrs	The 2017 Compulsory Activity includes:  A. Checklist for Solemnisation of Marriages, and B. Offences under the <i>Marriage Act 1961</i> .	Posted Booklet E-Booklet