

## 2020 OPD COURSE DESCRIPTIONS

**Table 1: Specific Marriage Celebrant topics approved for 2020 – One of the topics below must be completed as part of your 2020 OPD obligation**

Topic Name	Topic Code	Topic Hours	Description	Mode of Delivery Classroom, Distance Education
Retirement process for celebrants	20ACT046	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
Working with Interpreters at Bi-Lingual Marriage Ceremonies	20ACT032	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
Conducting marriage ceremonies in the air and at sea	20ACT036	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
Questionnaire on the Guidelines on the Marriage Act 1961 for Marriage Celebrants	20ACT080	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

## 2020 OPD COURSE DESCRIPTIONS

BDM Tour	20ACT065	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
Marriage Celebrants online Victoria online	20ACT061	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
Rehearse a Marriage Ceremony	20ACT013	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	20ACT025	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
Bespoke Marriage Ceremonies	20ACT033	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

## 2020 OPD COURSE DESCRIPTIONS

Interviewing your Marrying Couple	20ACT008	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	20ACT017	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
Special Needs of Marrying Couples	20ACT044	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
BDM Presentation	20ACT028	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 be 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

## 2020 OPD COURSE DESCRIPTIONS

Questionnaire on the Guidelines on the Marriage Act 1961 for Marriage Celebrants	20ACT081	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 Documents Refreshed	20ACT019	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 Form 15 Presentation Certificate.	Classroom Posted Booklet E-Booklet
Marriage Equality  (2018 Compulsory Activity to count as 2020 elective)	20ACT 2018CA	2 hrs	The 2018 Compulsory Activity will cover: Marriage Equality: Key messages	Posted Booklet E-Booklet
Checklist for the solemnisation of marriage; Offences under the Marriage Act 1961  (2017 Compulsory Activity to count as 2020 elective)	20ACT 2017CA	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
Real Consent  (2016 Compulsory Activity to count as 2020 elective)	20ACT 2016CA	2 hrs	The 2016 Compulsory Activity includes the topic of Real Consent; forced marriage, surprise marriage and the capacity to understand the nature and effect of marriage.	Posted Booklet E-Booklet

## 2020 OPD COURSE DESCRIPTIONS

Special Needs of Marrying Couples	20ACT068	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
Questionnaire on the Guidelines on the Marriage Act 1961 for Marriage Celebrants	20ACT082	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

**Table 2: Remaining hours can be completed from the list of topics below**

1 HOUR TOPICS				
Questionnaire on the Guidelines on the Marriage Act 1961 for Marriage Celebrants	20ACT080	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	20ACT085	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
Conducting marriage ceremonies in the air and at sea	20ACT036	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

## 2020 OPD COURSE DESCRIPTIONS

1 HOUR TOPICS (continued)				
Wedding Expo Exhibiting	20ACT090	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 Ceremonies	20ACT083	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	20ACT091	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	20ACT065	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
Trendspotting in the Wedding Industry	20ACT007	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

## 2020 OPD COURSE DESCRIPTIONS

1 HOUR TOPICS (continued)				
Invoice Design	20ACT001	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
Marriage Celebrants online Victoria Only	20ACT061	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	20ACT030	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	20ACT011	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
Working with Interpreters at Bi-Lingual Marriage Ceremonies	20ACT032	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



## 2020 OPD COURSE DESCRIPTIONS

1 HOUR TOPICS (continued)				
Retirement process for celebrants	20ACT046	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
Using Instagram to connect with couples	20ACT020	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
Pinterest	20ACT062	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
How to handle difficult clients	20ACT071	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
Understanding mobile marketing	20ACT073	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

## 2020 OPD COURSE DESCRIPTIONS

1 HOUR TOPICS (continued)				
Streamline your social media	20ACT075	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 couples, and a more efficient use of your time.	Classroom Posted Booklet E-Booklet
Young at heart	20ACT076	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
Child friendly marriage ceremonies	20ACT078	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)	20ACT035	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.	Posted Booklet E-Booklet

## 2020 OPD COURSE DESCRIPTIONS

1 HOUR TOPICS (continued)				
Forgiving One another (religious celebrants)	20ACT045	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.	Posted Booklet E-Booklet
Honouring One another (religious celebrants)	20ACT034	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.	Posted Booklet E-Booklet

## 2020 OPD COURSE DESCRIPTIONS

1.5 HOUR TOPICS				
From Page to Stage	20ACT099	1.5 hrs	If you wish to assess and improve the choreography and stagecraft of the ceremonies you perform, such as where people stand; how to engage with the couple, their attendants and the audience; how words are delivered, then this course will assist those goals.	Classroom Posted Booklet E-Booklet
Setting professional fees	20ACT100	1.5 hrs	Setting professional fees includes a model to use for determining the professional fees including your expenses and your value. The topic will look at invoice design and terms and conditions. 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

## 2020 OPD COURSE DESCRIPTIONS

1.5 HOUR TOPICS (continued)				
Ceremony Writing	20ACT103	1.5 hrs	Celebrants within Australia offer a vast selection of ceremonies in all different styles and lengths. This activity aims to refresh a celebrant's knowledge of Section 5 of the Marriage Act, in particular Sections 45 and 46, and cover in detail the legal requirements of a marriage ceremony, such as how the couple must be identified and where to place the monitum and vows. The session will not only focus on quality of writing and interpreting couple's ceremony instructions, it will also ensure that the celebrant's legal obligations when delivering a ceremony and solemnising a marriage is adhered to.	Classroom Posted Booklet E-Booklet
Search engine optimisation basics	20ACT057	1.5 hrs	Increase your website's visibility and the opportunity for couples to find and interact easily with you. Discover how to read a results page and find your ranking and see how rankings affect both large and small businesses. Then find out how to implement basic optimization strategies, like conducting keyword research, building inbound links, optimizing your pages and content, and measuring your successes and progress while planning for a long-term SEO strategy.	Classroom Posted Booklet E-Booklet
There is more to celebrancy than matching, hatching and dispatching	20ACT015	1.5 hrs	This activity aims to educate celebrants on how to expand their business by offering services that appeal to people of all ages and stages of life. Also, it will educate celebrants on how to be involved in their local communities and offer services that will be beneficial to families within over a lifetime, rather than for just one ceremony.	Classroom Posted Booklet E-Booklet
Working with LGBTI couples to design ceremonies	20ACT092	1.5 hrs	This topic will enrich your understanding of designing marriage ceremonies for your LGBTI clients and their families.	Classroom Posted Booklet E-Booklet

## 2020 OPD COURSE DESCRIPTIONS

1.5 HOUR TOPICS (continued)				
Designing Memorial Ceremonies	20ACT093	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 funeral celebrant	20ACT097	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
Rites of Passage – Arnold van Gennep	20ACT037	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	20ACT038	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	20ACT039	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	20ACT013	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

## 2020 OPD COURSE DESCRIPTIONS

1.5 HOUR TOPICS (continued)				
Conduct a Marriage Ceremony	20ACT025	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	20ACT031	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
Special Inclusions in Marriage Ceremonies interactive workshop	20ACT040	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
WHS, Contingencies and Risk Management	20ACT041	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

## 2020 OPD COURSE DESCRIPTIONS

1.5 HOUR TOPICS (continued)				
Design a Client Survey	20ACT042	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
Introduction to Secular Humanism	20ACT018	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	20ACT098	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 TOPICS				
Marriage Equality  (2018 Compulsory Activity to count as 2020 elective)	20ACT 2018CA	2 hrs	The 2018 Compulsory Activity will cover: Marriage Equality: Key messages	Posted Booklet E-Booklet



## 2020 OPD COURSE DESCRIPTIONS

2 HOUR TOPICS (continued)				
<p>Checklist for the solemnisation of marriage; Offences under the Marriage Act 1961</p> <p>(2017 Compulsory Activity to count as 2020 elective)</p>	20ACT 2017CA	2 hrs	<p>The 2017 Compulsory Activity includes:</p> <p>A. Checklist for Solemnisation of Marriages, and</p> <p>B. Offences under the <i>Marriage Act 1961</i>.</p>	<p>Posted Booklet E-Booklet</p>
<p>Real Consent</p> <p>(2016 Compulsory Activity to count as 2020 elective)</p>	20ACT 2016CA	2 hrs	<p>The 2016 Compulsory Activity includes the topic of Real Consent; forced marriage, surprise marriage and the capacity to understand the nature and effect of marriage.</p>	<p>Posted Booklet E-Booklet</p>
<p>Questionnaire on the Guidelines on the Marriage Act 1961 for Marriage Celebrants</p>	20ACT081	2 hrs	<p>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></p>	<p>Classroom Only</p>
<p>Marriage Celebrants eRegistry Lifelink NSW</p>	20ACT064	2 hrs	<p>To watch a demonstration of Marriage Celebrant online electronic registration of documents using the BDM system. Within the topic celebrants will learn how to register and use the system and witness the benefits to celebrants and marrying couples.</p>	<p>Classroom Only</p>

## 2020 OPD COURSE DESCRIPTIONS

2 HOUR TOPICS (continued)				
How to create Awesome social media content	20ACT095	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
Creating a wedding package for clients	20ACT096	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	20ACT048	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	20ACT005	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

## 2020 OPD COURSE DESCRIPTIONS

2 HOUR TOPICS (continued)				
BDM Presentation	20ACT028	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 be 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	20ACT002	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
Working with PA systems	20ACT026	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	20ACT027	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

## 2020 OPD COURSE DESCRIPTIONS

2 HOUR TOPICS (continued)				
Special Inclusions within Marriage Ceremonies	20ACT003	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	20ACT010	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	20ACT021	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
Blended Families Ceremonies	20ACT009	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
Introduction to building a Facebook page	20ACT067	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

## 2020 OPD COURSE DESCRIPTIONS

2 HOUR TOPICS (continued)				
Bespoke Marriage Ceremonies	20ACT033	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	20ACT047	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	20ACT014	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	20ACT006	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	20ACT008	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

## 2020 OPD COURSE DESCRIPTIONS

2 HOUR TOPICS (continued)				
Professional Ethics for Celebrants	20ACT017	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)	20ACT053	2 hrs	This topic looks at Love and Marriage; it deals with the absolute of Love and the foundational aspects of love in relationships.	Posted Book E-Booklet
Preparing for the stepfamily (religious celebrants)	20ACT050	2 hrs	This topic discusses the challenges to stepfamily relationships and lays down some practical methods to tackle the challenges faced in blended families.	Posted Booklet E-Booklet
Effective interpersonal skills (religious celebrants)	20ACT051	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.	Posted Booklet E-Booklet
Morality in Marriage (religious celebrants)	20ACT052	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.	Posted Booklet E-Booklet
Special Needs of Marrying Couples	20ACT044	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

## 2020 OPD COURSE DESCRIPTIONS

2 HOUR TOPICS (continued)				
How to write ceremonies creatively	20ACT012	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
Marriage Documents Refreshed	20ACT019	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 Form 15 Presentation Certificate.	Classroom Posted Booklet E-Booklet
Make a YouTube clip to market your business	20ACT084	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
Unexpected deaths, designing the funeral ceremony	20ACT070	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

## 2020 OPD COURSE DESCRIPTIONS

3 HOUR TOPICS				
Professional Practice	20ACT102	3 hrs	Professional Practice is a topic that takes an internal audit of our own celebrancy business and looks to see any gaps and opportunities that we could consider as we hope to move even closer to best practice. It looks at continuous improvement, in a sustainable business mode. Included topics are professional goals, marketing, personal presentation, workplace health and safety, and risk management.	Classroom Only
Questionnaire on the Guidelines on the Marriage Act 1961 for Marriage Celebrants	20ACT082	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	20ACT086	3 hrs	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. 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.	Classroom Posted Booklet E-Booklet



## 2020 OPD COURSE DESCRIPTIONS

3 HOUR TOPICS (continued)				
Infants' Funeral and memorial services	20ACT094	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	20ACT004	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 Wellbeing	20ACT055	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

## 2020 OPD COURSE DESCRIPTIONS

3 HOUR TOPICS (continued)				
Special Needs of Marrying Couples	20ACT068	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
International Marriage Ceremony Traditions	20ACT043	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)	20ACT054	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	Posted Booklet E-Booklet
Ethical Choices in Modern Marriage (religious celebrants)	20ACT087	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.	Posted Booklet E-Booklet

## 2020 OPD COURSE DESCRIPTIONS

3 HOUR TOPICS (continued)				
Supporting people experiencing grief and bereavement	20ACT023	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	20ACT066	3 hrs	This introductory course will give the participant a basic knowledge of the various type of loss, grief and bereavement that might be experience 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	20ACT079	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
Grief and Loss Introductory	20ACT059	3 hrs	Participants will be introduced to contemporary theories of loss, grief and bereavement, and be shown how to use that knowledge with empathy, and how to successfully refer people on for professional support and resources. The topic looks at the effect of loss and grief on couples and families. Participants will have strategies and knowledge that will allow them to interact with sensitivity and professionalism.	Classroom only