

2021 OPD E-BOOK

COURSE DESCRIPTION LIST

1

Topic Name	Topic Code	Topic hours	Content Description
Apps for Celebrants	21ACT085	1 hr	Australian's 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.
Wedding Expo Exhibiting	21ACT090	1 hr	This topic looks at the differing elements you need to consider preparing to exhibit at a wedding expo or bridal shows.
Using Instagram to connect with couples	21ACT020	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.
Pinterest	21ACT062	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.

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From Page to Stage	21ACT099	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.
Setting professional fees	21ACT100	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.
Ceremony Writing	21ACT103	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.

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There is more to celebrancy than matching, hatching and dispatching	21ACT015	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.
Working with LGBTIQ+ couples to design ceremonies	21ACT092	1.5 hrs	This topic will enrich your understanding of designing marriage ceremonies for your LGBT clients and their families.
Rehearse a Marriage Ceremony	21ACT013	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.
Marriage Equality (2018 Compulsory Activity to count as 2021 elective)	21ACT 2018CA	2 hrs	The 2018 Compulsory Activity will cover: Marriage Equality: Key messages

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<p>Checklist for the solemnisation of marriage; Offences under the Marriage Act 1961</p> <p>(2017 Compulsory Activity to count as 2021 elective)</p>	21ACT 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>Real Consent</p> <p>(2016 Compulsory Activity to count as 2021 elective)</p>	21ACT 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>How to create Awesome social media content</p>	21ACT095	2 hrs	<p>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.</p>

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Relationship Education	21ACT021	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.
Blended Families Ceremonies	21ACT009	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.
Cultural Diversity	21ACT014	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.
Morality in Marriage (Religious celebrants)	21ACT052	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.

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Professional Practice	21ACT102	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.
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 the celebrant's wellbeing (Physical, psychological, spiritual, and emotional health) and how an improvement in wellbeing is useful in supporting the emotional environments of ceremonies. The topics of boundaries, lowering stress, enhancing wellness, mindfulness and self-care will also be addressed. Please note in class there will be a practical session on meditation.