

2021 OPD COURSE DESCRIPTION LIST

| Topic Name | Topic Code | Topic hours | Content Description | Mode of Delivery |
|---|------------|-------------|--|--|
| 1 HOUR TOPICS | | | | |
| Apps for Celebrants | 21ACT085 | 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 Zoom Posted Booklet E-Booklet |
| 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. | Classroom Zoom Posted Booklet E-Booklet |
| 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. | Classroom Zoom Posted Booklet E-Booklet |
| 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. | Classroom Zoom Posted Booklet E-Booklet |

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| 1 HOUR TOPICS (continued) | | | | |
| Understanding mobile marketing | 21ACT073 | 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 Zoom Posted Booklet E-Booklet |
| Streamline your social media | 21ACT075 | 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 Zoom Posted Booklet E-Booklet |
| 1.5 HOUR TOPICS | | | | |
| 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. | Classroom Zoom Posted Booklet E-Booklet |
| 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. | Classroom Zoom Posted Booklet E-Booklet |

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| 1.5 HOUR TOPICS (Continued) | | | | |
| 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. | Classroom Zoom Posted Booklet E-Booklet |
| 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. | Classroom Zoom Posted Booklet E-Booklet |
| 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. | Classroom Zoom Posted Booklet E-Booklet |

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| 1.5 HOUR TOPICS (continued) | | | | |
| 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. | Classroom Zoom Posted Booklet E-Booklet |
| 2 HOUR TOPICS | | | | |
| Marriage Equality (2018 Compulsory Activity to count as 2021 elective) | 21ACT 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 2021 elective) | 21ACT 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 2021 elective) | 21ACT 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 |

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| 2 HOUR TOPICS (continued) | | | | |
| How to create Awesome social media content | 21ACT095 | 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 Zoom Posted Booklet E-Booklet |
| 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. | Classroom Zoom Posted Booklet E-Booklet |
| 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. | Classroom Zoom Posted Booklet E-Booklet |
| 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. | Classroom Zoom Posted Booklet E-Booklet |

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| 2 HOUR TOPICS (continued) | | | | |
| 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. | Posted Booklet E-Booklet |
| Marriage Documents Refreshed | 21ACT019 | 2 hrs | *Approval Pending - The new version of the documents are expected in July 2021. 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 Zoom Posted Booklet E-Booklet |
| 3 HOUR TOPICS | | | | |
| 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. | Classroom Zoom 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 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. | Classroom Zoom Posted Booklet E-Booklet |

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