

Office Use Only  
Form 1.3N

Amount: \_\_\_\_\_

Method: \_\_\_\_\_

Tax Inv. \_\_\_\_\_

Date: \_\_\_\_\_

# Course Enrolment Form

**Please return the completed form to:**

**Australian Celebrations Training  
P O Box 5332, Victoria Point Qld 4165**

**Please ensure all fields are completed & your proof of identification  
is attached.**

## Course Selection

Certificate IV in Celebrancy  Correspondence OR  On-Line

Funeral Celebrancy  Correspondence  On-Line  Class

Class date & location \_\_\_\_\_

## General Information

Full Name: \_\_\_\_\_  
(exactly how it appears on your proof of identification and must match your USi number, your qualification will  
be issued in this name)

Title: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Address : \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

(If different from above)

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Occupation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency contact person: \_\_\_\_\_

Emergency contact phone numbers: \_\_\_\_\_

P O Box 5332  
Victoria Point  
QLD 4165  
Ph: (07) 3207-9515

RTO #31179



Form 1.3 V3 Oct. 2016

## USI and Proof of Student Identification

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account.

A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from when the USI comes into effect on 1 January 2015.

USI Number: \_\_\_\_\_

If you do not have a USI please go to [www.usi.gov.au](http://www.usi.gov.au) to create your USI account.

All students must provide photographic proof of identity upon enrolment. Please attach a JP certified copy of either a drivers licence or passport to your enrolment.

I have attached my proof of identification

**Please note:**

**The items on this page are mandatory for all students and an enrolment will not be processed if these items are not provided.**

## Study Reason

**Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only).**

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study

## Language and Cultural Diversity

**In which Country were you born?**

- Australia
- Other, please specify \_\_\_\_\_

**Do you speak a language other than English at home?**

(if more than one language, indicate the one that is spoken most often)

- No, English Only
- Yes, other—please specify \_\_\_\_\_

**How well do you speak English?**

- Very Well
- Well
- Not Well
- Not at all

**Do you think that you may need assistance with your learning, language, literacy and numeracy skills to successfully complete the course?**  No  Yes

**Are you Aboriginal or Torres Strait Islander origin?**

(for persons of both Aboriginal and Torres Strait Islander origin, mark both “Yes” boxes)

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander

## Disability

**Do you consider yourself to have a disability, impairment or long-term condition?**

- Yes, please indicate below
- No
- Hearing/Deaf
- Physical/Intellectual
- Learning
- Mental Illness
- Vision
- Medical Condition
- Other
- Schooling

Is there assistance you may need in your attendance in class or in your distance education studies  No  Yes

If Yes, what assistance do you require? \_\_\_\_\_

## Schooling

**What is your highest COMPLETED school level? course? (Tick ONE box only)**

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or equivalent

**In which YEAR did you complete that school level? \_\_\_\_\_**

**Are you still attending secondary school?**

- Yes
- No

## Previous Qualifications Achieved

- Yes—If Yes, please tick any applicable boxes below
- No
- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma or Associate Diploma
- Certificate IV or Advanced Certificate/Technician
- Certificate III or Trade Certificate
- Certificate II
- Certificate I
- Certificates other than above

## Employment

- Full-time employee
- Part-time employee
- Self-employed—not employing others
- Employer
- Employed—unpaid worker in a family business
- Unemployed—seeking full-time work
- Unemployed—seeking part-time work
- Not employed – not seeking employment

## Dietary

### Classroom Students Only

Do you have any special dietary needs?  No  Yes

If yes, please state: \_\_\_\_\_

## Marketing

How did you hear about the course?

\_\_\_\_\_

Approval is granted to use personal testimonials and/or images for

promotional purposes  No  Yes

## Terms & Conditions of Enrolment

**It is Important you read the following information before completing your enrolment with Australian Celebrations Training.**

### General

1. Course pricing is noted on the payment page of this form.
2. Payment must accompany this enrolment form.
3. Completion of the Generic Skills test is mandatory as this forms part of your enrolment.

### 4. Classroom Students

Please be aware that class timetables can change due to student enrolments, a minimum number of participants is required for the presentation of a classroom course, in the event a class is cancelled your course fees may be transferred to another course or refunded.

### 5. Distance Education

- (a) Payment must accompany this enrolment form.
- (b) You will be required to video some assessment items, therefore you will need to be able to have access to a video recorder or other recording device.
- (c) Please allow 7-10 working days for your application to be processed and to receive your manual or log in details.

### 6. Completion of Course

**Certificate IV in Celebrancy**—12 months from date of enrolment

**Funeral Celebrancy**—9 months from date of enrolment

7. For cancellation of enrolment please refer to the refund policy outlined in the Student Information Guide.

### 8 Course Extensions

If you wish to apply for a 3 month course extension, this fee will be \$250 and this must be applied for before the end of your enrolment period and only one extension is permitted.

9. Please note Certificates and Statement of Attainments will not be issued until all units in your chosen course are completed.
10. Certificates will only be issued in the enrolled name and your enrolled name must match your USI information.

### Aspiring Marriage Celebrants Appointment Process

1. Completion of the Certificate IV in Celebrancy does not automatically grant the authorisation to become a marriage celebrant.
2. After completing the course you will need to request an application kit from the Federal Attorney-General's Department, Marriage Celebrant and Inter-Country Adoption Unit.
3. Applications must satisfy the Registrar of Marriage Celebrants through their application that they are a "fit and proper person" and of good character in accordance with section 39C (2) of the Marriage Act 1961, a written knowledge test on legislation will also form part of your application.
4. Applicants should also be aware of the Conflict of Interest Guidelines.
5. **Please note** there is an Application Fee of \$600 and an ongoing yearly annual professional fee of \$240 to maintain your registration, these fees are payable directly to the Department.
6. For further information on the appointment process and the conflict of interest guidelines please visit the Department's website [www.ag.gov.au/FamiliesAndMarriage](http://www.ag.gov.au/FamiliesAndMarriage)

### Recognition of Prior Learning (RPL)

1. If you are considering applying for RPL— BEFORE enrolling and signing this enrolment form please ensure you read our RPL Guide so you are fully aware of the detailed process that is involved.

## Generic Skills

Please complete the following generic skills test. The test is designed to identify students who may find it difficult to achieve the outcomes of the course in the scheduled timeframe. Where a student has been identified with potential support needs, the trainer will discuss how best we can provide support to the student to ensure success.

Please visit the webpage [www.ag.gov.au/FamiliesAndMarriage](http://www.ag.gov.au/FamiliesAndMarriage) and read over the obligations of being a celebrant. You will also find information in the *Guide-lines on the Marriage Act 1961 for Marriage Celebrants* which is also available as a PDF on that webpage.

### Questions:

1. How many hours of ongoing professional development (OPD) does the Attorney General's Department require Marriage Celebrants to complete each year?

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2. When is your annual registration fee due each year? What is the cost of this fee?

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3. How long is your enrolment in this course?

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4. How would you change your contact details with the Marriage Law and Celebrants' Section?

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5. Find the cost of the following:

Application Fee to become a celebrant \_\_\_\_\_

Cost of an extension for this course \_\_\_\_\_

Professional Association Membership Fee \_\_\_\_\_

Average Cost of OPD attendance \_\_\_\_\_

6. Please explain in your own words why you wish to become a Marriage/Funeral Celebrant.

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## Student Declaration

I have read the terms and conditions of enrolment, the appointment process and the conflict of interest guidelines, as well as the Student Information, including grievance and appeals procedures and the extension and refund policy. I agree to abide to all elements of the Student Information Guide. I also agree to participate fully in the training and authorise Australian Celebrations Training Pty Ltd to use my completed assessment work for the purposes of moderation and internal and external audits.

I also give my permission for ACT to provide details and progress of my course with the State Training Authority and related stakeholders for internal and external audit purposes.

All training content, for example, training materials, student materials, assessment tools, verbal and visual presentations are copyrighted by Australian Celebrations Training Pty Ltd. No part can be reproduced without the express written permission of the Company Director.

If you are seeking to use the RPL process then you must read the RPL Guide to ensure you fully understand this process before signing this enrolment form.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment

### Certificate IV in Celebrancy (including electives)

- Correspondence (hard Copy) — \$895
- Online Learning - \$695
- RPL for Existing Marriage Celebrants Fee—\$750

### Funeral Celebrancy – stand-alone course

- Classroom Fee—\$595
  - Correspondence (hard Copy) —\$450
  - Online Learning - \$395
- Cheque  Money Order  Mastercard  Visa

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ CVV: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Certificate IV in Celebrancy Unit Selections

Code	Course Name	
<b>Celebrancy - Core Units</b>		
CHCCEL001	Develop sustainable celebrancy practice	Required
CHCCEL002	Establish client celebrancy needs	Required
CHCCEL003	Research, design and organise ceremonies	Required
CHCCEL004	Prepare for, present and evaluate ceremonies	Required
CHCDIV001	Work with diverse people	Required
CHCLEG001	Work legally and ethically	Required
CHCCEL005	Establish and maintain marriage celebrancy practice	Required
CHCCEL006	Interview clients and plan marriage ceremonies	Required
CHCCEL007	Prepare for, present and evaluate marriage ceremonies	Required
<b>You will also achieve the unit of competency below when you have completed the Celebrancy core units</b>		
BSBCM401A	Make a presentation	Inclusion
<b>Elective Units</b>	<b>Please Choose 3 Electives from the Small Business Management units listed below OR the 3 units for Funeral Celebrancy (PLEASE TICK YOUR SELECTION)</b>	
BSBSMB403A	Market the small business	
BSBSMB404A	Undertake small business planning	
BSBSMB402A	Plan small business finances	
BSBIPR401A	Use and respect copyright	
<b>Funeral Electives</b>	<b>The units below are not available individually, if choosing the Funeral strand, all three units must be chosen.</b>	
CHCCCS017	Provide loss and grief support	
CHCCEL008	Plan, present and evaluate funeral and memorial ceremonies	
SIFXIND002	Work effectively in the funeral services industry	