

CHC41015

Certificate IV in Celebrancy

Course Information



Sept. 2017 V5

Australian Celebrations Training



THE COURSE

To seek appointment as a Marriage Celebrant in Australia, you must first complete the course Certificate IV in Celebrancy CHC41015. The other criteria for an aspiring marriage celebrant is a legal questionnaire and a “fit and proper person’s test” that is administered by the staff of the Attorney-General’s Marriage, Law and Celebrants’ Section – www.ag.gov.au/marriage

The qualification of Certificate IV in Celebrancy was designed to bring a new level of education to the profession of Marriage Celebrancy. In the years from 2003 onward training has been compulsory, and consisted of one mandatory unit of study from the Certificate IV in Marriage Celebrancy. From January 2010, there has been the further requirement that all candidates need to complete the whole Certificate IV in Celebrancy. In late 2015 this new version of the Certificate IV became endorsed.

In addition to the course fee there is also a \$600 application fee which is paid direct to the Department at the time of lodging your application for appointment and ongoing yearly fees to retain your marriage celebrant registration, you should familiarise yourself with the appointment process at their webpage.

Before enrolling you should familiarise yourself with the appointment process by visiting their webpage, and you should also read the *Conflict of interest and benefit to business for Commonwealth Registered Marriage Celebrants* to ascertain if you may have a perceived conflict of interest which may jeopardize your appointment as a marriage celebrant

This qualification is a nationally recognised course under the Australia Skills Quality Authority, and can be seen listed at www.training.gov.au

ABOUT THE PROFESSION

In 2003 new Commonwealth legislation was enacted to engage aspiring Marriage Celebrants in training, before going on to complete other appointment requirements. The appointment of Marriage Celebrants is under the direction of the Commonwealth Attorney-General’s Department, Family Law Branch (Marriage, Law and Celebrants’ Section). The reforms apply to Authorised Marriage Celebrants and to Non-aligned Religious Marriage Celebrants.

During the reforms that led to the new training for Celebrants, other elements also have impacted on the profession of Celebrancy. All existing Celebrants are required to undertake 5 hours annual ongoing professional development, and are subject to performance reviews.

Currently the national celebrant population is 8,800. Therefore, it would be in your best interest to read over the “Becoming a Marriage Celebrant” information on the Attorney-General’s Department website. Researching the profession first will help you make a decision about enrolling or not enrolling.

We direct you to this information not to put you off becoming a celebrant, but to encourage you to make a clear decision of entering the profession and of knowing the environment of celebrancy.

Whilst the profession of Celebrancy is a joyous and rewarding career, please do not underestimate the breadth of knowledge and professionalism you must aspire to. The Attorney-General's staff, industry members, and national vocational education and training specialists spent a great deal of time deliberating on what would be the content of this training. Marriage and funeral celebrants, along with performing and conducting ceremonies, have a great social and legal responsibility.

OUR TRAINING TEAM

We would highly encourage you to read over the information about our training team on our webpage. You will see that they come from all over Australia and are very competent celebrants and business people. One of our team members is a Minister of Religion, to assist other Ministers who train with our company.

One of the key elements of our training team is their wide experience in celebrancy. All of our training team are Commonwealth Registered Marriage Celebrant and no-one can join the team unless they have completed a minimum of 100 marriage ceremonies. Two of our team have exceeded 1000 ceremonies.

Along with their celebrancy skills they are all highly experienced trainers and know how to work well with adult learners. Whether you are a person who has not been near a classroom since high school or you are a highly qualified person, all students are cared for in the same personable manner and encouraged to ask questions and enjoy their learning experience.

Students whose first language is not English are most welcome in our classes. It is because of our trainers' experience that we can offer these great learning environments. All of the trainers are also ongoing professional development trainers which gives them the opportunity to teach colleagues in workshops across Australia annually. Not only are they imparting the workshop information for the year, but we gather valuable insights from colleagues, which in turn enhances our knowledge, and then we can further share this with our students.

Our staff team is well connected at high levels within professional celebrant associations and have a great understanding of the issues and passions of our profession. Another criteria of our training team is passion. The team members are wholly supportive of the new era of celebrants and bring a great deal of knowledge and history to the industry individually.

MODES OF LEARNING

DISTANCE EDUCATION – Traditional Correspondence and Online Options

The distance education has you studying all 13 units of competency via distance education with the help of your personal tutor. You will be required to film various assessment items, you therefore need access to that medium. Many people use their smart phone for this purpose. The course is self-paced to suit your business and personal life.

Distance education and online education starts as soon as your enrolment is complete.

CLASS ROOM EDUCATION

Our classroom course is held over 5 days, Monday to Friday in one week. Two weeks later on the weekend we select either the Saturday or the Sunday for students to present their ceremonies for assessment.

The classroom course does cover many assessments in that time, but there will be assessments that must be completed outside of that time.

Classes are limited to 12 participants.

ENROLMENT TIME FRAME

You have 12 months from your date of enrolment to complete the course, however this is a self-paced course so you can set your own comfortable study pace up and complete the course as quickly as your like.

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification. It would be assumed you have completed year 10 at school with sound literacy and numeracy skills. If you wish to discuss this further you are most welcome to call for advice. The course is set out in a style that allows pre-requisite units to happen before they are needed. In regard to selecting your elective topics please be sure that you have all the information you need before selecting the business strand or the funeral celebrancy strand, you may call and ask questions before your enroll to make sure of your choice being of most benefit to you.

TO ENROL

Enrolment Forms and Student Information Guide are available by contacting our friendly administration team on (07) 3207 9515 or by downloading from our webpage www.australiancelebrations.com.au.

Before you enrol you will need to have a USI – Unique Student Identifier Number. If you are a student completing a nationally recognized training course you will need a USI to enrol and to graduate. You can read all about the process at <https://www.usi.gov.au/about>

Please complete every item on your enrolment form so it can be processed promptly.

Classroom students please note: You need to complete your enrolment form, and send in, we will then process a \$250 deposit. The class will only proceed if sufficient number of enrolments are received.

FEES

There are 13 units in the qualification CHC41015 Certificate IV in Celebrancy

Traditional Correspondence (hard copy of training materials)	13 units	\$895
Online Learning	13 units	\$735
Classroom (6 days total) including training material and tuition	13 units	\$1740
RPL for existing authorised marriage celebrants	13 units	\$1195

THE AWARD

Australian Celebrations Training Pty Ltd is a nationally recognised Registered Training Organisation (RTO #31179) permitted to deliver *Certificate IV in Celebrancy CHC41015* and issue a Certificate to successful participants. Where a participant does not complete all of the qualification requirements, a Statement of Attainment will be issued for units of competency achieved.

SUPPORTING YOUR LEARNING

If you have a special need, we are happy to assist you to be successful in your learning. Please advise us or enquire when enrolling.

Some students we have met over the years are worried that they may not pass the course of study. Vocational Education is not about getting 51% to get through the course, it is about graduating people who are competent in that particular profession. As we highly regard our own profession we will not graduate people until we believe that they can not only perform the job, but that they can do it well. In parts of the legal elements of the course students will be required to achieve highly as this is a very important function of the role of a marriage celebrant.

What will assessments be like?

Vocational education is competency based. There are no exams in the way that you have probably completed in the past. We work with each student until they are competent in the skills or knowledge of the qualification. You need to complete all assessments to a required standard to gain the qualification.

Assessments may be:

Written assignments

Observation and report writing

Practical

Oral assignments

Performance of tasks

Research and review

The assessment process is designed to allow each participant to demonstrate the outcomes required by each unit. You should expect a range of assessment methods, such as written activities, preparing documents, gathering workplace samples, role playing, filming a variety of ceremonies and other assessment tools. Once your assessments are received they take 7-10 working days to be assessed and you will be given feedback via email or online via the student message system. You are welcome to ring or message your tutor about your course at any time.

Should you not achieve competency in an assessment, you will be given the opportunity to be assessed again, your enrolment allows 3 attempts at each assessment task. If further re-assessment is needed a fee of \$75 will be charged for each further attempt.

How many people will be in class?

Our class sizes are limited to 12 people.

STUDENT INFORMATION POLICY

Our policy includes the following – enrolment procedures, language and literacy, support for students, refund policy, complaint mechanism, and equity for students. Before agreeing to enrol you will be asked to read this policy first. It is on our webpage at www.australiancelebrations.com.au or we can email or post it to you.

If you are planning to marry a family member or a friend in a once off occasion

We appreciate that this is a wonderful hope of many people. The qualification is large and takes usually one year to complete. Then you complete your application form, and then the wait to hear back from the Attorney-General's Department is usually 3 months, and then you need one clear month to accept the application to marry from the Bride and Groom. So this is not a quick process. Also once you become a marriage celebrant there are ongoing financial obligations to hold your registration. You may wish instead to find a professional marriage celebrant in your local community who you could work with to present the ceremony.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is offered to all students and is available on application. Recognition will be provided to participants who have the knowledge and skills required within the competencies, regardless of how they were achieved (e.g. through formal or informal training, life experience, work experience). Recognition will be provided for qualifications or units of competency achieved through any other Registered Training Organisation.

You should ring and discuss the RPL option with our enrolments officer, before you enrol.

Note:

A Certificate IV in Marriage Celebrancy (CHC42608 Superseded) is not the same qualification. It is not equivalent in any way to the Certificate IV in Celebrancy and will not meet the new requirements for registration as a marriage celebrant.

CHC401015 Certificate IV in Celebrancy

This qualification is part of the CHC08 Community Services Training Package.

This qualification is a nationally recognised course under the Commonwealth Department of Education and Training, Australia.

This qualification covers the broad based skills and knowledge that underpin a range of celebrancy roles, as well as addressing specific legislative responsibilities of marriage celebrants and providing a range of electives representing different aspects of celebrancy work.

Celebrants may specialise in a range of areas of celebrancy as well as developing skills to manage their own business operations. Within this qualification you must complete successfully 13 units of study. There are 5 compulsory units, 4 elective units if you wish to seek marriage registration, and then the complement 4 elective units.

Therefore, people wishing to apply to become a marriage celebrant have 9 units to study, and 4 elective units.

Core Units (6) are:

CHCCEL001	Develop sustainable celebrancy practice
CHCCEL002	Establish client celebrancy needs
CHCCEL003	Research, design, and organise ceremonies
CHCCEL004	Prepare for, present and evaluate ceremonies
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically

Units (3) required to seek registration as a marriage celebrant are:

CHCCEL005	Establish and maintain marriage celebrancy practice
CHCCEL006	Interview clients and plan marriage ceremonies
CHCCEL007	Prepare for, present and evaluate marriage ceremonies

The ethical work of a celebrant is very important, so we have included this elective as it is essential to professional practice.

BSBPIR401	Use and Respect Copyright
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Other electives (3 units)

We have chosen electives that we believe are fundamental to either business or funeral celebrancy. Please choose the strand that will most meet your goals.

You need to choose 3 electives from either the business units OR the funeral units from the list below. .

Business units	
BSBSMB402	Plan Small Business finance
BSBSMB403	Market the small business
BSBSMB404	Undertake small business planning
Funerals units *	
CHCCEL008	Plan, present and evaluate funeral and memorial ceremonies
CHCCCS017	Provide loss and grief support
SIFXIND002	Work effectively in the funeral services industry

*** Funeral Units (3)**

With Australian Celebrations Training these units are incorporated into the one course and must be taken together. If you have already completed funeral celebrancy training they can be individually assessed in an RPL process.

SPECIAL INCLUSION

Within our marriage celebrant training we incorporate our Directing Life Ceremonies (DLC) course. This course gives training and assessment in the following ceremonies:

- Name-givings
- Renewal of Vows
- Love Commitment Ceremonies
- Pet Funerals
- Sub-rituals for ceremonies

This course usually costs \$295 online, but is included at no further cost in your training. To be able to design various ceremonies is important to a professional celebrant and is mirrored in the units of competency, *CHCCEL401A Work effectively in a celebrancy role*, and *CHCCEL001 Develop sustainable celebrancy practice* and *CHCCEL003 Research, design and organise ceremonies*.

How long will it take me to complete this course?

The Certificate IV in Celebrancy is a substantial qualification. The Victorian Purchasing Guide Version 3.0 look at the nominal hours it may take a student to complete the training. The average that they calculate for a thorough study of this certificate would be at a minimum 750 hours. These are notional hours and are given to Registered Training Organisations so that a more even value can be equated across all the different providers in Australia. The amount of hours that tally toward the 500-600 hours may vary from person to person depending on which elective units are chosen.

Each learner who enrolls in this course will have a different style and speed to their studies. Working on this course will vary for each person, it depends on a person's own abilities, own free time to study, previous experience that may be credited, and how much effort they personally wish to add to their experience. You should also consider that you may have competing priorities of work, family, and maintaining good health, during this study time.

For example: Course hour's equal 550.

Months to Complete	6 months	12 months
Hours of study required per week		
Completing the course by distance education (approximate values)	30 - 35 hours per week	15 - 20 hours per week

UNIT DESCRIPTIONS

CHCCEL001 Develop Sustainable celebrancy practice

This unit describes the skills and knowledge required to determine what makes a sustainable celebrancy practice and then to set goals and develop an approach to own practice

CHCCEL002 Establish client celebrancy needs

This unit describes the skills and knowledge required to establish the client-celebrant relationship, work with the client to identify their needs, and then match celebrancy services to those needs. It does not address the specific additional legal requirements for marriage celebrancy, which are found in separate units.

CHCCEL003 Research, design and organise ceremonies

This unit describes the skills and knowledge required to research, design and write ceremonies and address associated operational requirements. This unit applies to celebrants, and to different types of ceremonies, both public and private

CHCCEL004 Prepare for, present and evaluate ceremonies

This unit describes the skills and knowledge required to prepare for, present and evaluate ceremonies. It requires the ability to use well-developed public speaking and presentation skills to deliver the ceremony. It does not address the specific additional legal requirements for the delivery of marriage ceremonies, which are found in separate units of competency.

This unit applies to celebrants, and to different types of ceremonies, both public and private.

CHCCEL005 Establish and maintain marriage celebrancy practice

This unit describes the skills and knowledge required to determine the specific legal and ethical requirements for marriage celebrancy practice, create and maintain systems and resources, and maintain and improve skills and knowledge in marriage celebrancy.

This unit applies to individuals seeking to be registered as a Commonwealth-registered marriage celebrant by the Attorney-General's Department.

CHCCEL006 Interview clients and plan marriage ceremonies

This unit describes the skills and knowledge required to assess client eligibility to marry, provide required information to couples, and plan marriage ceremonies consistent with legal requirements of marriage regulations. This unit applies to individuals seeking to be registered as a Commonwealth marriage celebrant by the Australian Government Attorney-General's Department.

CHCCEL007 Prepare for, present and evaluate marriage ceremonies

This unit describes the skills and knowledge required to finalise pre-ceremony arrangements, present and review marriage ceremonies consistent with legal requirements of marriage regulations. This unit applies to individuals seeking to be registered as Commonwealth marriage celebrants by the Australian Government Attorney-General's Department

CHCDIV001 Work with diverse people

This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.

CHCLEG001 Work legally and ethically

This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role. This unit applies to community services and health workers who play a proactive role in identifying and meeting their legal and ethical responsibilities.

BSBSMB404 Undertake small business planning

This unit describes the skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives.

It applies to individuals who operate a small business that operates independently, or as part of a larger organisation. Individuals in this role interpret business information and numerical data competently.

BSBSMB402 Plan Small Business finances

This unit describes the skills and knowledge required to identify financial requirements of a business, including profit targets, cash flow projections and strategies to garner financial support.

It applies to individuals who operate a small business or work within an existing micro or small businesses and interpret financial data.

BSBSMB403 Market the small business

This unit describes the skills and knowledge required to monitor and improve business performance via a clear strategy complementing the business plan.

It applies to individuals who operate a small business independently or within a larger organisation. Individuals in this role analyse and interpret market data.

BSBIPR401 Use and respect copyright

This unit describes the skills and knowledge required to use and respect copyright. It covers maintaining control over the copyright owner's work, commercialising copyright material, preventing the unauthorised use of an original work and using other party's original work legitimately.

It applies to people who may be authors, creators or other owners of works covered by copyright. It also applies to employees who have a role in ensuring that their organisation's copyright is protected and/or that their organisation uses others' copyright appropriately to benefit the organisation without infringing the rights of copyright owners.

CHCELO08 Plan, present and evaluate funeral and memorial ceremonies

This unit describes the skills and knowledge required to address the specific needs of funeral and memorial ceremonies as a celebrant. It requires the ability to liaise with funeral industry personnel, and to develop, present and evaluate personalised ceremonies. This unit applies to celebrants.

CHCCCS017 Provide loss and grief support

This unit describes the skills and knowledge required to recognise and respond to the needs of people who are experiencing loss, grief and bereavement. This unit applies to workers in a range of community services and health contexts.

SIFXIND002 Work effectively in the funeral service industry

This unit describes the performance outcomes, skills and knowledge required to work within the cemeteries and crematorium, embalming and funeral directing sectors of the funeral services industry. It applies to all staff working autonomously or under supervision within the funeral services industry, whose work is performed according to work health and safety, relevant legislation and workplace policies and procedures.

Contact Details

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