

CHC42608

Certificate IV in Celebrancy



The Course

To seek appointment as a Marriage Celebrant in Australia, you must first complete the course Certificate IV in Celebrancy CHC42608. 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 and Inter-country Adoption Branch – www.ag.gov.au/celebrants.

The qualification of Certificate IV in Celebrancy was designed to bring a new level of education to the profession of Marriage Celebrancy. In the six 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. You should familiarise yourself with the appointment process at

<http://www.ag.gov.au/FamiliesAndMarriage/Marriage/Pages/Becomingamarriagecelebrant.aspx> **BEFORE enrolling in this course.**

Please note:

From the 1st July 2014 there will be an:-

Application Fee of \$600 to become a celebrant and

an ongoing yearly annual professional fee of \$240 to maintain your registration

Please read over the information at <http://www.ag.gov.au/FamiliesAndMarriage/Marriage/Pages/ChangestotheMarriageCelebrantsProgram.aspx>

This qualification is a nationally recognised course under the Commonwealth Department of Education, Employment and Workplace Relations.

© Australian Celebrations Training Pty Ltd
Cert IV in Celebrancy V7 March 2015
Not to be reproduced in any format



AUSTRALIAN CELEBRATIONS
TRAINING PTY LTD

About the Profession

In 2003 new Commonwealth legislation was enacted to engage aspiring 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 and Inter-country Adoption 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.

During 2003-2012 the national number of celebrants increased by approximately 10,500. Therefore it would be in your best interest to read over the "Becoming a Marriage Celebrant" on www.ag.gov.au/celebrants as it has business information that will inform your decision. 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 marriage celebrancy.

Whilst the profession of Celebrancy is a joyous and rewarding career, please do not underestimate the breadth of knowledge and professionalisr Attorney-General's staff, industry members, and national voca specialists spent a great deal of time deliberating on what training. Marriage Celebrants, along with performing and col 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. Two of our team members are a Ministers 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. No-one can join the team unless they have completed a minimum of 100 marriage ceremonies. Two of our team have exceeded 1000 ceremonies. We have a mixture of newly appointed and long term celebrants to give the team balance.

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 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

CLASSROOM

The Certificate IV in Celebrancy in classroom mode is a mixture of classroom and distance education. The 6 day course gives a very in-depth understanding of the legal requirements of marriage. During the six days there will be a mixture of theory, workshops, practical demonstration and assessment. After the six days you will have assessment items to complete from the marriage celebrant units, and then you will study your 3 electives via distance education and/or apply for RPL (Recognition of Prior Learning) recognition.

DISTANCE EDUCATION

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. The course is self-paced to suit your business and personal life.

ENROLMENT TIME FRAME

Your enrolment in the course is for 12 months.

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. Once you have completed your marriage celebrant units, you will have an individual session with the Course Convenor about the small business and/or funeral subjects that you may wish to select to complete your qualification.

WHEN CAN YOU START?

The distance education mode of study can be commenced immediately after your enrolment has been processed.

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.

FEES

There are 13 units in the qualification **CHC42608 Certificate IV in Celebrancy**

Distance Education	13 units	\$795
RPL for existing authorised marriage celebrants	13 units	\$750
RPL for aspiring marriage celebrants	13 units in combination of RPL and initial learning – distance education	\$795
Classroom/Distance Combination	13 units in a combination of 6 day class and distance education	\$1,550

THE AWARD

Australian Celebrations Training Pty Ltd is a nationally recognised Registered Training Organisation permitted to deliver *Certificate IV in Celebrancy CHC42608* 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.

Should you need to be assessed for competency re-assessment is at no further cost to you. However the assessor reserves the right to only re-assess one assessment item up to 3 times.

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.

CHC42608 Certificate IV in Celebrancy

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

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 units if you seek marriage registration, and then the complement in elective units.

Compulsory Units (5) are:

CHCADMIN305F	Work within the administration protocols of the organisation
CHCCEL401C	Work effectively in a celebrancy role
CHCCEL406A	Identify and address client needs in a celebrancy role
CHCCOM403A	Use targeted communication skills to build relationships
CHCCS400C	Work within a relevant legal and ethical framework

Units (4) required to seek registration as a marriage celebrant are:

CHCCEL402A	Establish and maintain knowledge of legal responsibilities of a marriage celebrant
CHCCEL403A	Develop an effective relationship with a marrying couple
CHCCEL404A	Plan a marriage ceremony in line with legal requirements
CHCCEL405A	Conduct and review a marriage ceremony in line with legal requirements

You will also achieve the unit of competency below when you have Completed the Celebrancy core units

BSBCMM401A	Make a Presentation
------------	---------------------

Other electives (3 units) are displayed on the next page.

Other electives (3 units to be selected):

We have a wide range of choice for electives as we believe students should have units that they will find useful in their celebrant small business practice. Some people wish to the funeral celebrancy units, and others would prefer small business and community services units, the choice is individual.

You need to choose 3 electives from this list of topics. They can be a selection of any of the following units. Please note with the funeral units (3) they must be taken as a group.

HLTHIR403C	Work effectively with culturally diverse clients and co-workers
BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB402A	Plan Small Business finance
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning
BSBIPR401A	Use and respect copyright
Funerals units must be taken in the group of 3	
CHCCS426B	Provide support and care relating to loss and grief
SIFFNL010	Plan and conduct a funeral ceremonies
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 a RPL process.

Please Note: The unit of competency “*SIFFNL005 Arrange Funerals*” is not included as it relates only to the work of a funeral director. On full examination of the requisite requirements of this unit, the Company Director has decided not to offer this unit as the performance and outcomes refer mostly to skills and tasks that only the funeral director can complete.

Special Inclusion

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

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

This course usually costs \$295 via distance education, and \$395 in classroom, 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 *CHCCEL406A Identify and address client needs in a celebrancy role*.

Assessment

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 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. You are welcome to ring or email your tutor about your course at any time.

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 (eg. 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 read the RPL Guide from our website, or have one sent to you.

Note:

A Certificate IV in Marriage Celebrancy 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.

Special Note:

An authorised marriage celebrant who has not completed and registered a marriage for a minimum of three couples will be unable to fulfil all the requirements of the Certificate IV in Celebrancy in the RPL mode. Recognition is based on skills and knowledge. You are welcome to RPL the skills, knowledge and experience that you have to date, and then continue your RPL process once you have married the minimum number of couples.

If you are an aspiring celebrant and wish to seek RPL for some of your units.

You will be asked to have a conversation with the assessor who will assist you to plan this process.

If you have not completed celebrant training and are an authorised marriage celebrant

There is an opportunity for an experienced marriage celebrant to seek Recognition of Prior Learning (RPL). You should read the RPL Guide from our website, or have one sent to you.

How long will it take me to complete this course?

The Certificate IV in Celebrancy is a substantial qualification. The Queensland Department of Education and Training in their Transition Guide CHC08 V2.0 and V2.1 and the Victorian Purchasing Guide Version 2.0 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 500-600 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 hours equal 550.

Months to Complete	6 months	12 months
Hours of study required per week		
Completing the course by distance education (approximate values)	22-25 hours per week	12-15 hours per week

UNIT DESCRIPTIONS

CHCADMIN305F Work within the administration protocols of the organisation –

Work within the administration protocols of the organisation – this unit describes the knowledge and skills required to work within an administration's protocols in both community and government settings.

CHCCEL401C Work effectively in a celebrancy role - this unit describes the knowledge and skills required by celebrants to work effectively in the celebrancy context.

CHCCEL406A Identify and address client needs in a celebrancy role - this unit describes the knowledge and skills required by celebrants to work with clients in the celebrancy context to clarify their needs and identify services to address those needs.

CHCCOM403A Use targeted communication skills to build relationships - this unit describes the knowledge and skill required to apply specific workplace communication techniques to build and maintain relationships with clients and colleagues based on respect and trust.

CHCCS400C Work within a relevant legal and ethical framework - this unit describes the knowledge and skills required to work within a legal and ethical framework that supports that duty of care requirements.

CHCCEL402A Establish and maintain knowledge of legal responsibilities of a marriage celebrant –this unit describes the knowledge required to be developed and maintained by marriage celebrants to fulfill their legal responsibilities under the *Marriage Act 1961* and the *Marriage Regulations 1963* including the Code of Practice for Marriage Celebrants.

CHCCEL403A Develop an effective relationship with the marrying couple – this unit describes the knowledge and skills required by marriage celebrants to communicate with and develop appropriate relationships with marrying couples.

CHCCEL404A Plan a marriage ceremony in line with legal requirements – this unit describes the knowledge and skills required by marriage celebrants to prepare and plan marriage ceremonies in line with legal requirements.

CHCCEL405A Conduct and review a marriage ceremony in line with legal requirements – this unit describes the knowledge and skills required by marriage celebrants to conduct and review a marriage ceremony.

BSBSMB401A Establish legal and risk management requirements of small business - this unit describes the performance outcomes, skills and knowledge required to identify and comply with the regulatory, legal, taxation and insurance requirements, and risk management needs of small businesses.

BSBSMB404A Undertake small business planning – This unit describes the performance outcomes, skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives. Specific legal requirements apply to the management of a small business.

BSBCMM401A Make a presentation – this unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.

BSBSMB402A Plan Small Business finance – This unit describes the performance outcomes, skills and knowledge required to develop a financial plan to support business viability.

BSBSMB403A Market the small business – This unit describes the performance outcomes, skills and knowledge required to develop and implement marketing strategies, and to monitor and improve market performance.

BSBIPR401A Use and respect copyright - This unit describes the performance outcomes, 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.

HLTHIR403C Work effectively with culturally diverse clients and co-workers – this unit deals with the cultural awareness required for effective communication and co-operation with persons of diverse cultures.

SIFFFNL010 Plan and conduct a funeral ceremonies - This unit describes the performance outcomes, skills and knowledge required to prepare for and perform a funeral ceremony in the absence of clergy or a celebrant according to the needs of clients, including making a funeral ceremony address.

SIFXIND002 Work effectively in the funeral services industry - This unit describes the performance outcomes, skills and knowledge required to identify the general structure of, and stakeholders within, the funeral services industry and to comply with workplace requirements.

CHCCS426B Provide support and care relating to loss and grief - This unit describes the knowledge and skills required to provide support for individuals who are experiencing loss, grief and bereavement