



**Australian Celebrations Training
Course Information
CHC41015 Certificate IV Celebrancy**



THE COURSE



- To seek appointment as a Marriage Celebrant in Australia, you must first complete the course Certificate IV in Celebrancy CHC41015.
- The appointment process can be read at www.ag.gov.au/marriage under the heading "Become a Marriage Celebrant".

Australian Celebrations Training goal is to train students to become well educated and skilled in the profession of celebrancy.

We take pride in our training team, our curriculum, our easy-to-follow student material, and our ability to educate and engage with our students. But, ultimately, our students, as successful celebrants now in the community, are our authentic calling cards.

You will be learning about the legal responsibilities of marrying couples, but celebrancy is so much more than just that vital element. The course will broaden your ability to offer a variety of ceremonies desired in our community, and we hope to enrich you personally.

Sometimes our students have not studied for a long time, or English is their second language. We understand vulnerabilities in our students and work with them individually to help them succeed.

CONTACT US

☎ 07 3207 9515

✉ admin@australiancelebrations.com.au

🌐 www.australiancelebrations.com.au

The qualification of Certificate IV in Celebrancy was designed to bring a new level of education to the profession of Celebrancy.

The requirement to have formal qualifications started in 2003, with three units of competency, and then from 2010, the requirement changed to 13 units awarding the whole Cert IV qualification. This qualification is a nationally recognised course under the Australia Skills Quality Authority and can be seen at www.training.gov.au. Use its code to help you find the information (CHC41015).

Before enrolling, you should familiarise yourself with the appointment process by visiting the webpage (www.ag.gov.au/marriage). 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 that may jeopardise your appointment as a marriage celebrant.

In addition to the course fee, there is also an application fee paid directly to the Attorney-General's Department when lodging your application for appointment and ongoing annual registration charge fees to retain your marriage celebrant registration.

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 Non-aligned Religious Marriage Celebrants.

During the reforms that led to the new training for Celebrants, other elements also impacted the profession of Celebrancy.

All existing Celebrants must undertake annual ongoing professional development and may be subject to performance reviews.

The national celebrant population is currently 9,526 (2021 Attorney General's Dept Marriage Celebrant Statistics). Therefore, it would be in your best interest to read over the "Become a Marriage Celebrant" information on the Attorney-General's Department website. Researching the profession first will help you decide 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 on entering the profession and understand 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 to which you must aspire. The Attorney-General's staff, industry members, and national vocational education and training specialists spent a great deal of time deliberating on the content of this training. Marriage and funeral celebrants that perform ceremonies have a tremendous social and legal responsibility.

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OUR TRAINING TEAM

We would highly encourage you to read over the information about our training team on our webpage. You will see that our team come from all over Australia and are very competent celebrants and businesspeople.

One of the critical elements of our training team is their comprehensive experience in celebrancy. All our training team members are Commonwealth Registered Marriage Celebrants, and no one can join the team unless they have completed a minimum of 100 marriage ceremonies. Three of our team members 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. Because of our trainers' experience, we can offer these great learning environments. All the trainers are also ongoing professional development trainers, allowing them 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. 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. The training and assessing team members are wholly supportive of the new era of celebrants and bring to our aspiring colleagues a great deal of practical skill information and knowledge to give them the best possible start in their businesses.

Lillian Lyon
(trainer and
assessor)



THE QUALIFICATION

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 IV testamur to successful participants. If a participant does not complete all units required in the qualification, 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 in your learning. Please advise us or enquire when enrolling. It is essential that you fully complete your Learning Support Plan, so we know from the beginning any element that is important to your successful learning. Also, if your circumstances change during your enrolment, please tell us straight away so we can offer support.

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; and it is about graduating people who are competent in that profession. As we highly regard our profession, we will not graduate people until we believe that they can have the skills and knowledge to perform the job and do it well. In parts of the legal elements of the course, students will be required to achieve highly as this is a crucial function of the role of a marriage celebrant.

What will assessments be like?

Vocational education is competency-based. There are no timed examinations in the way that you have probably completed in the past. Instead, we work with each student until they are competent in the skills or knowledge of the qualification. You need to meet all assessment requirements to a required standard to gain the qualification.

In the 9 celebrancy units, there is much cross over on skills and knowledge, and in assessment outcomes, so the course has not been written one unit at a time in a standalone fashion. It has been written holistically to make the assessment load lighter and not double up, but still meet the qualification's requirements.

Assessments

- Written assignments
- Observation and report writing
- Practical
- Oral assignments
- Performance of tasks
- Research, analyse, and review



The assessment process is designed to allow each participant to demonstrate the outcomes required by each unit. Therefore, you should expect a range of assessment methods, such as written activities, quizzes, writing ceremonies, preparing documents, gathering workplace samples, role-playing, filming various ceremonies, and other assessment tools.

Once your assessments **are received, they take 10-15 working days to be assessed**, and you will be given feedback via the online student message system. You are welcome to use the student online messaging system to message your tutor at any time.

You should aim to complete and submit all assessments by 11 months, so there is time for them to be reviewed, any resubmission work to be done, and all assessments fully completed before your enrolment ends.

If you fail to complete an assessment, you will be allowed 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.

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 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 beautiful hope for many people; however, this course and then seeking registration is not a quick process. The qualification is extensive and usually takes one year to complete (less if you have more available time).

Once you have completed your course, you are then required to submit your application for appointment to the Attorney-General's Department. This application usually takes 3 months, and there is an application fee. In addition to this, you need to be appointed at least one month before the wedding date to accept the Notice of Intention to Marry from the marrying couple.

Also, once you become a marriage celebrant, there are ongoing financial obligations to hold your registration. Instead, you may wish to find an authorised marriage celebrant in your local community who would be willing to share presenting the ceremony with you.

Advertising as a marriage celebrant

You cannot advertise your services to conduct marriages before you are officially appointed as a Commonwealth Registered Marriage Celebrant. You may promote that you do funerals or naming ceremonies, but not marriage ceremonies. Advertising before you become an authorised celebrant may make your application fail.

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 and addresses specific legislative responsibilities of marriage celebrants and provides a range of electives representing different aspects of celebrancy work.

Celebrants may specialise in a range of areas of celebrancy and develop skills to manage their business operations. Within this qualification, you must complete 13 units of study. There are 6 compulsory units, 3 elective units if you wish to seek marriage registration, and then the complement of 4 elective units (made up of the included Use and Respect Copyright unit, and then choosing either the business or funeral electives (3). Therefore, people wishing to apply to become a marriage celebrant have 9 units to study and 4 elective units.

We designed the two distinct elective strands so you can choose what suits your learning goals. For example, some people do not plan to offer funeral ceremony services. We respect that as it is not something for everyone. However, should family or friends ask you in the future to perform a funeral ceremony, and you have not completed that training, we highly recommend you graciously decline and refer them to a trained and professional funeral celebrant in your community.

CHC401015 CERTIFICATE IV IN CELEBRANCY UNITS

| Celebrancy 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 |
| Inclusion | |
| BSBIPR401 | Use and respect copyright |
| Elective Units - Choose from either the Small Business Units OR Funeral Celebrancy Units. | |
| BSBESB403 | Plan finances for new business venture |
| BSBESB404 | Market new business venture |
| BSBESB401 | Research and develop business plans |
| Funeral Units | |
| CHCCCS017 | Provide loss and grief support |
| CHCCEL008 | Plan, present and evaluate funeral and memorial ceremonies |
| SIFXIND002 | Work effectively in the funeral services industry |

SPECIAL INCLUSION

Within our marriage celebrant training we incorporate our Directing Life Ceremonies (DLC) course.

This course usually costs \$295 online but is included at no further cost in your training.

Included are the following ceremonies

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



Note on funeral and small business electives: with Australian Celebrations Training, these units are incorporated into the one course and must be taken together. If you have already completed the formal funeral celebrancy training and the units studied match, they can be credited to your qualification. If you have skills and knowledge in small business or funeral celebrancy, you can apply for the RPL process (recognizing your previous skills and learning).

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 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 number of hours that tally toward the 750 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 their abilities, their own free time to study, the previous experience that may be credited, and how much effort they wish to add to their experience. It would be best if you also considered that you might have competing priorities of work, family, and maintaining good health during this study time.

For example: Course hour's equal 700-750.

Time to complete

| 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 |

Contact Us:

| | |
|---------------|--|
| | |
| Postal | PO Box 5332 Victoria Point 4165 Qld |
| Phone | 07 3207 9515 |
| Hours | 9.00am to 3.00pm Queensland time |
| Web: | www.australiancelebrations.com.au |
| Email: | admin@australiancelebrations.com.au |

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.

BSBESB401 Research and develop business plans

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

The unit applies to those establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

BSBESB403 Plan finances for new business ventures

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.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

BSBESB404 Market new business ventures

This unit describes the skills and knowledge required to develop and implement a marketing strategy that is integrated into the business plan in order to improve the performance of a business venture. It involves analysing and interpreting market data.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

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.

CHCCEL008 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.

MODES OF LEARNING

Online Learning



This mode has you studying all 13 units of competency externally with the help of your personal tutor.



Your personal tutor is available in the student online messaging system to assist you along the way.



The course is self-paced to suit your business and personal life and can be commenced at any time.

You will be required to use a PA system and video some assessment items; therefore, you will need access to a video recorder or other recording device (most students use their smartphones efficiently).

To fulfil the requirements of this qualification, you must complete a simulated marriage ceremony. For this, you will require 2 people to roleplay your marrying couple and 2 people to roleplay as your witnesses. These 4 people must be in the same room as you while performing the simulated ceremony to meet the requirements thoroughly. In addition to these 4 people, you require at a minimum, 18 other people to observe your ceremony, this can be done via Zoom or in person, or a mixture of both if the total count of guests is 18 or more. Your guests can be people of any age.

Because of the impact of the Covid-19 pandemic, we sought to find a safe and achievable method for students to be still able to comply with the requirements of the simulated marriage ceremony. Therefore, you will need to provide evidence of your simulated ceremony and roleplay/guest headcount to meet the assessment requirements.

This can be achieved using one of these methods:

- (1) 4 people with you in person, the others on Zoom watching
- (2) 22 people with you in person – the marrying couple and 20 guests
- (3) 4 people with you in person, and then 18 individuals comment on YouTube after watching your video.
- (4) or any combination of the above modes.

Face to Face Classroom/Online Blended Learning



Our classroom/blended course is for 5 full days and is an extensive introduction to the marriage units. You will be able to perform 3 skills-based assessments with the trainer/assessor including the simulated marriage ceremony (ready for your YouTube comments). You will have 12 months to complete all other assessments including your business or funeral units.



We will supply the venue, catering, and a PA system.



Before class starts you will have access to online student learning system as you may wish to read ahead

Other assessments for client interaction and for ceremony demonstration also happen in class. After the 5 days you will still have your individual written assessments from the marriage units to complete and your elective assessments will be completed through our online learning centre. All classroom students after their class is complete, will then be tutored for the rest of their journey by our company director Beth O'Brien.

If a minimum number of students are not obtained in a particular date a refund or an opportunity to change dates will be available.

Zoom and online combination

Our Zoom and online combination course is for 4 full days and gives you an extensive introduction to the marriage celebrant units. After the Zoom sessions you will have 12 months to complete your assessments online for both marriage and either the business or funeral units you have selected.

Only 8 students will be in a Zoom class to make it a more intimate and individualised experience.

Interacting with your trainer and others is a great way to begin your learning.

The course will begin with 4 days in a row of training.

The four full days is a wonderful start to interact with your trainer and receive their experience and knowledge. You also have others to interact with and start building celebrant friendships. Many past students have commented that this intensive start was beneficial rather than reading all the material for the first time by themselves.

After 4 days, you will complete your online student centre assessments.

If a minimum number of students are not obtained in a particular date a refund or an opportunity to change dates will be available.

Recognition of prior learning

- 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 Organization that form part of the Cert IV in Celebrancy.
- You should ring and discuss the RPL option with our enrolments officer, before you enrol.

Student materials include:

- Comprehensive student manual
- Additional resources such as journal articles, chapters, videos
- Further reading
- Document templates
- Legislation documents
- Celebrant resources
- Ceremony designs and poetry resources
- Small business templates
- Copyright resources

Textbooks

- For the marriage celebrant units, you will be required to purchase a text. It is currently available with Amazon Australia for \$31 paperback, or \$10 e-book.
- If you are also studying the funeral celebrancy units that text is also available on Amazon Australia for \$18 paperback and \$12 as an e-book. You will need to make those personal purchases they are not included in your course fee and the prices quoted may vary.

ENROLMENT TIME FRAME



You will be enrolled for 12 months from your date of commencement.



If you have completed 80% of your assessments/or have extenuating circumstances, you can apply for a paid 3- or 6-month extension before your enrolment ceases. Please refer to the fees guide.

You will be enrolled for 12 months from your date of commencement.

Each learner who enrolls in this course will have a different style and speed to their studies. Therefore, working on this course will vary for each person. It depends on a person's abilities, own free time to study, the previous experience that may be credited, and how much effort they wish to add to their experience. It would be best to consider that you might have competing priorities of work, family, and maintaining good health during this study time. The average time for our students to complete this course is 9-12 months.

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification. However, it is 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 designed to build on knowledge and skills gradually.

Please be sure that you have all the information you need before choosing the business strand or the funeral celebrancy strand regarding selecting your elective topics. You may call and ask questions before you enrol to make sure your choice is of most benefit to you. The funeral celebrancy unit's information guide is on our web page, or you can email us for a copy. Before your enrolment is finalized, you will be required to complete in your application a Literacy, Language and Numeracy (LLN) test to assess whether you will need additional support during your training.

The LLN will then be included in your Learner Support Plan (LSP), so your tutor can support you where needed.

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.

Enrolment process

Student fully completes enrolment form including their USI number, photo ID and selects electives and sends to office

An individualised Learner Support Plan is then designed by our training and assessing team for you and sent to you for comment, adjustment and approval.

Once your Learner Support Plan is received back at the office, your formal enrolment takes place with the inclusion of fee payment.

If you are an online student, you will then be connected to our online centre

If you are a classroom or Zoom online student, you will also receive a commencement email for joining your class and some further instructions.

FEES

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

| Mode | | Fees |
|--|-----------------------------------|--------|
| Online Learning | 13 units | \$895 |
| Zoom/online learning | 13 units | \$1395 |
| Classroom (5 days in class) including training material, tuition, catering, and online learning platform | 13 units TOTAL Qualification | \$1895 |
| | Class deposit | \$395 |
| | Balance due 7 days before class | \$1500 |
| RPL for existing authorised marriage celebrants | 13 units | \$1495 |
| Enrolment extension | 3-month extension | \$250 |
| Enrolment extension | 6-month extension | \$500 |
| Assessment re-examination | After 3 attempts at an assessment | \$75 |

Class sizes

- Limited to provide individual and intimate learning
- Classroom 12 people
- Zoom online 8 people



Buy now, pay later arrangements

If you would like to use a payment service for your course fees, please contact our office for further information.



Contact Us:

| Postal | PO Box 5332 Victoria Point 4165 Qld |
|---------------|--|
| Phone | 07 3207 9515 |
| Hours | 9.00am to 3.00pm Queensland time |
| Web: | www.australiancelebrations.com.au |
| Email: | admin@australiancelebrations.com.au |