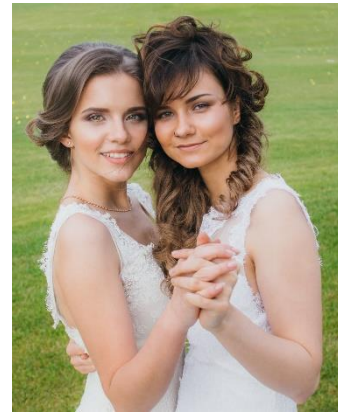


CHC41015 Certificate IV in Celebrancy Course Information



January 2020 V8

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 , use its code to help you find the information (CHC41015).

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 may be subject to performance reviews.

Currently the national celebrant population is 9,050 (2019). 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 an informed 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 to 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 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 the key elements of our training team is their wide 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 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 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 criterion of our training team is passion. The team members are wholly supportive of the new era of celebrants and bring to our newer colleagues a great deal of knowledge and history to the industry individually.

MODES OF LEARNING

Marriage Celebrant Online

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, or you can phone our office for assistance.

You will be required to use a PA system and video some assessment items; therefore, you will need to be able to have access to a video recorder or other recording device (most students use their smartphones easily). For your simulated marriage ceremony, you will require a PA system and a minimum of 22 people to assist with this task; two adults as the marrying couple and 20 guests.

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

Distance Education Traditional Correspondence

This mode has you studying all 13 units of competency externally with the help of your personal tutor. Your personal tutor is available by email to assist you along the way, or you can phone our office for assistance.

You will be required to use a PA system and video some assessment items; therefore, you will need to be able to have access to a video recorder or other recording device (most students use their smartphones easily). For your simulated marriage ceremony you will require a PA system and a minimum of 22 people to assist with this task; two adults as the marrying couple and 20 guests.

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

Please note this is not an online course, this option is a traditional correspondence course where the hard copy of your training materials is posted to you.

External Students Assessment Day

The assessment day gives students studying externally the opportunity to complete their simulated marriage ceremony face to face, without having to organise the 20 guests. We will provide the guests, the PA system and catering for the day. The day runs from 9.00am – 5.00pm and you will be required to be in attendance for the full day.

Please visit our website to look at the Assessment Day timetable.

Face to Face Classroom/Online Blended Learning

Our classroom/blended course is for 5 full days, after one fortnight we meet again for the assessment day where you will perform your simulated marriage ceremony for assessment. We will supply the venue, catering, the additional guests needed and a PA system. The day is included in your full course fee. The assessment day is for the practical assessment items such as the simulated marriage ceremony where 20 guests are needed to meet the requirements of the qualification.

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.

TEXTBOOK

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.

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. The average time it currently takes our students to complete this course is 9-12 months.

You can apply for an extension before your enrolment runs out, we offer a 3-month or a 6-month extension period. Please refer to the fees guide.

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 you 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.

The enrolment process:

1. Student fully completes enrolment form including their USI number and sends to office
2. 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.
3. Once your Learner Support Plan is received back at the office, your formal enrolment takes place with the inclusion of fee payment.
4. If you are an online student, you will then be connected to our online centre
5. If you are a classroom or distance education student your manual will be sent. For classroom students 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

Online Learning	13 units	\$895
Traditional Correspondence (hard copy of training materials)	13 units	\$1195
Classroom (5 days in class and one assessment day = 6 days in total) including training material, tuition, catering and support	13 units TOTAL Qualification	\$1895
	Class deposit	\$395
	Due two weeks 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 days for distance education and online students to attend in person	Catering, guests for the ceremony and PA usage included	\$275

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.



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 units required in 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. It is important 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, we would like to know so we can offer support if needed.

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 profession. As we highly regard our own profession, we will not graduate people until we believe that they can not only have the skills and knowledge to 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 timed examinations 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 comprise of:

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, however this is not a quick process. The qualification is large and usually takes one year to complete. Once you have completed your course you are then required to submit your application for appointment to the Attorney-General's Department, processing of this application usually takes 3 months and there is a \$600 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. You may wish instead to find an authorised 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-giving Ceremonies
- Renewal of Vows Ceremonies
- 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 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 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 700-750.

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.

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.

Contact Details

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