Marriage Celebrant Course

The Course

To seek appointment as a Marriage Celebrant in Australia, the mandatory unit of competency is “CHCMEL401A – Plan, Conduct and Review a Marriage Ceremony”. The other units of competency that make up the entire Certificate IV in Marriage Celebrancy are added learning.

In 2003 a new qualification of Certificate IV in Marriage Celebrancy CHC41502 was designed to bring a new level of education to the profession of Marriage Celebrancy.

About the Profession

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 Celebrants, along with performing and conducting ceremonies, have a great social and legal responsibility.

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 Celebrant Section). This training applies to Authorised Marriage Celebrants and to Non-aligned Religious Marriage Celebrants.

The other requirement of appointment is a “fit and proper person’s test”, this can be viewed in its entirety at www.ag.gov.au/celebrants. You can also ring the Attorney General’s Office on (02) 6234 4800 or email them at marriagecelebrantsssection@ag.gov.au. You should familiarise yourself with the appointment process, BEFORE enrolling in this course.
After completing the mandatory unit of competency – CHCMCEL401A “Plan, Conduct and Review a Marriage Ceremony” you can seek an application to become a celebrant. Our training course also incorporates two extra units which are, CHCCS5A “Identify and address specific clients needs” and CHCADMIN5C “Work within the administration protocols of the organisation”. The reason for their inclusion is that as experienced trainers and celebrants we found them to be fundamental to a fuller course for an aspiring celebrant. An extra advantage to completing the other 2 units is that if you wish in the future to study the complete Certificate IV in Marriage Celebrancy, then you will have already completed three units.

COURSE STRUCTURE for Certificate IV in Marriage Celebrancy CHC41502

You need to complete all 11 units of competency to be awarded this qualification.

- CHCMCEL401A Plan, conduct and review a marriage ceremony
- CHCCOM4B Develop, implement and promote effective communications techniques
- CHCCS5B Identify and address specific client needs
- CHCADMIN5C Work within the administration protocols of the organisation
- BSBSBM401A Establish business and legal requirements
- BSBSBM403A Promote the business
- BSBSBM405A Monitor and manage business operations
- BSBSBM406A Manage finances
- CUSGEN05A Make presentations
- BSBCMN402A Develop work priorities
- BSBCMN409A Promote products and services

UNIT DESCRIPTIONS

**CHCMEL401A Plan, conduct and review a marriage ceremony**

Is the mandatory unit to seek appointment as a Marriage Celebrant. It covers the legal responsibilities of being a Celebrant, planning, conducting, and reviewing marriage ceremonies.

**CHCCOM4B Develop, implement and promote effective communication techniques**

Includes strategies for developing and implementing high level communication skills in your workplace, reviewing your abilities to work in an anti-discriminatory fashion, presenting well planned and researched information. Also includes plan and participate in group communication, design written and audio-visual formats for successful communication tasks.

**CHCCS5B Identify and address specific client needs**

This unit relates to the skills required to establish the first point of contact between the client and the organisation/service. It will involve collecting routine information from clients to enable a matching of services to meet their needs.
**CHCADMIN5C Work within the administration protocols of the organisation**

This unit describes the knowledge and skills required by staff who work in both community and government settings. It will include working with forms and documents, maintaining and organising information, equipment and machines, policies and protocols.

**BSBSBM401A Establish business and legal requirements**

This unit involves identifying and complying with business legal and administrative requirements. It is suitable for setting up or for an existing micro or small businesses or a department in a larger organisation.

**BSBSBM403A Promote the business**

This unit covers the development and implementation of marketing strategies and the monitoring and improvement of market performance. It is suitable for setting up or for an existing micro or small businesses or a department in a larger organisation.

**BSBSBM405A Monitor and manage business operations**

This unit is concerned with the operation of the business and with implementing the business plan. The strategies involve monitoring, managing and reviewing operational procedures and performance. It is suitable for setting up or for an existing micro or small businesses or a department in a larger organisation.

**BSBSBM406A Manage finances**

This unit involves the implementation, monitoring and review of strategies for the ongoing management of finance. It also includes day-to-day financial management of the business. It is suitable for setting up or for an existing micro or small businesses or a department in a larger organisation.

**CUSGEN05A Make presentations**

This unit describes the skills and knowledge required to make effective presentations for many different purposes using a range of media.

**BSBCMN402A Develop work priorities**

This unit covers the skills and knowledge required to plan own work schedules, monitor and obtain feedback on work performance and development.

**BSBCMN409A Promote products and services**

This unit covers the skills and knowledge required to coordinate and review the promotion of an organisation's products and services.
COURSE DELIVERY

Classroom:

For Plan, Conduct and Review a Marriage Ceremony, Identify and Address Specific Client Needs and Work within the Administration Protocols of an Organisation, it is a four day course running from 9.00am – 5.00pm. There is a need to complete work at home in the evenings, and after the course to be able to complete all assessment tasks. One of the great advantages of our classroom learning through demonstration, the enactment of marriage ceremonies and the networking with new colleagues.

Distance Education:

For students studying Plan, Conduct and Review a Marriage Ceremony, Identify and Address Specific Client Needs and Work within the Administration Protocols of an Organisation. You are assigned a Personal Tutor; you will have access to your tutor via email and phone.

Small Business units will be offered in the first instance as distance education units only.

DUAL QUALIFICATION

After you have completed the Cert IV in Marriage Celebrancy you can elect to study one more unit in the Certificate IV in Business (Small Business Management) and then you will be eligible to obtain two Certificate IV. So for the one amount of study and effort, plus one more unit, you can achieve two qualifications for one price.

OUR STAFF

Our training and assessing staff are all qualified trainers. Our Marriage Celebrant trainers are all experienced Marriage Celebrants, and our Small Business Management trainers are all experienced in owning and operating a small business. As we wish to offer you the best specialist in the subject area for a holistic approach during your training, you may have more than one trainer/assessor working with you, depending on the unit of competency.

ASSESSMENT

For the Marriage Celebrant training:

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, role playing, team activities, and an actual performance of a sample marriage ceremony. Distance education students will be required to submit a sample marriage ceremony on DVD or VHS for assessment.

For the Small Business Management training:

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 and project work.
THE AWARD

Australian Celebrations Training Pty Ltd is a nationally recognised Registered Training Organisation able to deliver Certificate IV in Marriage Celebrancy 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.

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.

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.

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.