Ongoing Professional Development
2011 Course Information

Classroom
Please refer to the class timetable for your State to make your class selection.

Distance Education
We have packaged our OPD topics into 5 categories, suitable for Civil and Religious Celebrants; each package will fulfil your 5 hour OPD obligation and can be purchased as posted or emailed booklets, you are only required to purchase one package.

Business

B1 Compulsory Activity
Copyright and the Effective Use of Music & Literature
International Matters
Invoice Design

B2 Compulsory Activity
Professional Ethics for Celebrants
Introductory Marketing

B3 Compulsory Activity
Design a Client Survey
Bespoke Marriage Ceremonies

B4 Compulsory Activity
Introductory Marketing
Blended Families

Client Interactions

CI1 Compulsory Activity
Marriage Documents Refreshed
Enhancing Clients’ Family Relationship

CI2 Compulsory Activity
Marriage Documents Refreshed
Interviewing Your Marry Couple

CI3 Compulsory Activity
Interviewing Your Marry Couple
Rehearse a Marriage Ceremony
Internet Business

IB1 Compulsory Activity
Social Networking
Design Your Website

IB2 Compulsory Activity
Introductory Marketing
Design Your Website

Ceremonies and Design

C1 Compulsory Activity
Blended Families Ceremonies
Interfaith Marriage Ceremonies

C2 Compulsory Activity
Bespoke Marriage Ceremonies
Interfaith Marriage Ceremonies

C3 Compulsory Activity
Bespoke Marriage Ceremonies
Rituals within Marriage Ceremonies

C4 Compulsory Activity
Rituals within Marriage Ceremonies
Renewing a couple’s vows

C5 Compulsory Activity
Copyright and the Effective Use of Music & Literature
Renewing a Couples' Vows

Religious

R1 Compulsory Activity
Reaching Out to Families
Pastoral Care for Non-Religious Families in Your Ministry

R2 Compulsory Activity
Enhancing Client Family Relationships
Renewing a Couples’ Vows

R3 Compulsory Activity
Marriage Documents Refreshed
Interfaith Marriage Ceremonies

R4 Compulsory Activity
Preparing for the Step Family
Effective Interpersonal Skills
International Language Booklets

The packages below are suitable for Civil and Religious Celebrants and are available in the following languages; Cantonese, Italian, Vietnamese, Spanish, Arabic, Greek, German, Hindi and Filipino.

IL1  Compulsory Activity
     Marriage Documents Refreshed
     Interfaith Marriage Ceremonies

IL2  Compulsory Activity
     Marriage Documents Refreshed
     Enhancing Clients Family Relationships

IL3  Compulsory Activity
     Enhancing Clients Family Relationships
     Renewing a Couples’ Vows
OPD Course Descriptions

Certificate IV in Celebrancy unit names can be read at the end of this document.

2011CA2  Compulsory Activity – 1 hr

The topics for this year’s compulsory activity as prescribed by the Department are:

The compulsory activity for this year is one hour long and the content has been designed by the Marriage Celebrants’ Section staff. Given the media in 2010 about celebrants who may not be accurately using the legal sections of a marriage ceremony this will be a great opportunity to explain the requirements fully from the Attorney-General’s Department. Sydney Morning Herald reference August 2010 - [http://www.smh.com.au/national/illegal-vows-put-many-marriages-in-doubt-20100820-138xx](http://www.smh.com.au/national/illegal-vows-put-many-marriages-in-doubt-20100820-138xx)

The topics covered will be:

- Keeping up with your ongoing obligation to update the Registrar of Marriage Celebrants on your contact details
- Section 45 of Marriage Act 1961 (Exchange of vows)
- Section 46 of Marriage Act 1961 (Celebrant Authority/Monitum)

ACT001  Invoice Design

1 hr

Costing your services to enable you to establish your pricing arrangements. Refreshing or designing a new invoice for celebrants to use with couples. This looks at the appropriate elements for an invoice including a refund policy.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy - CHCCEL401A; CHCCS400A; CHCCEL403A.

ACT003  Rituals within marriage ceremonies

2hrs

This course broadens celebrant’s understanding of the dignified use of symbols and rituals within marriage ceremonies and encourages the use of metaphors and rituals to create meaning in the couples’ marriage ceremony.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A; CHCCEL406A; CHCCOM403A; CHCCEL403A.
ACT005  The importance of ritual and ceremony
2hrs
This topic looks at the role of symbolism and ritual in celebrating marriage in our communities.
This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A; CHCCEL406A; CHCCOM403A; CHCCOM403A; CHCCEL403A

ACT006  Copyright and the Effective Use of Music and Literature
2hrs
To give the marriage celebrant a full understanding of the legalities associated with the use of literature and music in the marriage ceremony and ethical copyright usage. This also includes ethical webpage behaviours.
This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A; CHCCS400A; CHCCEL404A; CHCCEL405A

ACT007  Starting your Celebrant Business
4hrs
This workshop will cover client communication, running an office, marketing, and time organisation.
This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCADMIN305D; CHCCEL401A; CHCCEL406A; CHCCOM403A; CHCCS400A; CHCCEL402A; CHCCOM404A; CHCCOM404A

ACT008  Interviewing your Marrying Couple
2hrs
This course looks at a diverse range of skills needed to successfully work with clients and understand their needs. It starts with client communication during telephone calls, then leads onto to describing your fee, planning the ceremony, family relationship education for clients, and general effective communication with clients.
This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCADMIN305D; CHCCEL401A; CHCCEL406A; CHCCOM403A; CHCCOM403A; CHCCEL403A; CHCCEL404A
ACT009  Blended Families' Ceremonies  
2hrs

In this course celebrants will explore ways of helping couples include their children from previous relationships and also from their current relationship into a meaningful family ceremony.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A ; CHCCEL406A ; CHCCOM403A ; CHCCEL403A

ACT010  Interfaith Marriages  
2 hrs

This course will help celebrants develop an understanding of clients’ differing beliefs, and to design ways to incorporate and acknowledge faith and cultures of our clients in their ceremonies.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A ; CHCCEL406A ; CHCCOM403A ; CHCCEL403A

ACT011  International Matters  
1hr

This topic includes useful information on assisting a couple, where one is applying for a fiancé visa. Also included is information on working with interpreters; the Hague Convention; and Apostille Stamp.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A ; CHCCEL406A ; CHCCOM403A ; CHCCS400A ; CHCCEL402A ; CHCCEL403A ; CHCCEL404A

ACT013  Rehearse a Marriage Ceremony  
2 hrs

This course covers how to prepare for and organise a rehearsal to enhance the performance of the marriage ceremony.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A ; CHCCEL406A ; CHCCOM403A ; CHCCOM403A ; CHCCEL402A ; CHCCEL403A ; CHCCEL404A ; CHCCEL405A
ACT015  Reaching out to families
2hrs  (Non-aligned Religious Celebrants)

To assist people to come to terms with the changes brought about by circumstances that impact family life, especially divorce, separation, embracing children from other marriages if entering a second or third marriage, etc.

Helping people to identify issues that will assist them to move into a stronger family bond, and being available to work with them to build a stronger foundation for the future.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A ; CHCCEL406A ; CHCCOM403A ; CHCCOM403A ; CHCCS400A ; CHCCEL403A

ACT016  Pastoral Care for non-religious families in your Ministry
2hrs  (Non-aligned Religious Celebrants)

To identify effective communication and service areas within religious organizations, towards those who come from a non religious background, and who seek assistance or enquire about weddings or family matters. Key goals are to ensure a caring, professional and effective ministry to all people, regardless of race, religious background, gender or life circumstances.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A ; CHCCEL406A ; CHCCOM403A ; CHCCS400A ; CHCCEL403A

ACT017  Professional Ethics for Celebrants
2hrs

This workshop looks at the importance of ethical issues in the celebrancy in regard to society, the marrying couples, towards other celebrants, and the profession.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL406A ; CHCCOM403A ; CHCCS400A ; CHCCEL402A ; CHCCEL404A ; CHCCEL405A

ACT019  Marriage Documents Refreshed
2hrs

To refresh and discuss your understanding of the accurate completion of Notice of Intended Marriage Form, Official Certificate of Marriage, Marriage Register and Presentation Certificate.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCOM403A ; CHCCS400A ; CHCCEL402A ; CHCCEL403A ; CHCCEL404A ; CHCCEL405A
ACT020  Design a Marriage Ceremony
2hrs

This course covers all aspects of the ceremony from the initial welcome to the register signing. The legal elements of the celebrant authority, the vows, the declaration of marriage and the register signing are covered as are ceremonial design elements.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A ; CHCCEL406A ; CHCCOM403A; CHCCS400A; CHCCEL403A; CHCCEL402A; CHCCEL404A; CHCCEL405A

ACT021  Enhancing Clients’ Family Relationships
2hrs

This course outlines the importance of keeping up to date with the courses and support available not only in pre-marriage education programs, but in all activities that would contribute to happier and sustainable families. In classroom courses a local family service provider/s may be invited. This course was designed by a family relationships educator.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A ; CHCCOM403A ; CHCCS400A; CHCCEL402A; CHCCEL403A; CHCCEL404A; CHCCEL405A

ACT024  The Professional Celebrant’s Speaking Voice Level 1
4hrs

Guest presenter from “Speaking Edge” Dr Irena Yashin-Shaw will provide celebrants with an interactive, hands-on experience in developing their most essential tool - a confident, polished, professional, engaging, speaking voice and manner.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A ; CHCCOM403A ; CHCCEL405A

ACT025  The Professional Celebrant’s Speaking Voice Level 2
4hrs

Guest presenter from Speaking Edge Dr. Irena Yashin-Shaw will provide celebrants who have already completed Level 1 of this course with more advanced techniques for vocal modulation, clear articulation, body language posture, harnessing of physical energy and facial expressions.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A ; CHCCOM403A ; CHCCEL405A
ACT027  Introductory Marketing
2hrs
This workshop informs you on the basic ways to communicate with the marrying couples in your community about the broad range of services you have available for marriage ceremonies.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL406A ; CHCCOM403A ; CHCCS400A ; CHCCEL403A

ACT028  Social Networking
2 hrs
This gives you an overview of the use of social networking tools such as FaceBook and Twitter in communicating your range of services to marrying couples. Generationally the marrying couples at present use this mode of communication to understand all manner of services.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL406A ; CHCCOM403A ; CHCCS400A ; CHCCEL403A

ACT029  Designing Your Website
2hrs
This gives a very basic knowledge of how you can work with a designer to complete a website for your celebrancy business. It will give you the basics of construction and communicating electronically with marrying couples. Websites are the main way that couples seek to find their celebrant.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL406A ; CHCCOM403A ; CHCCS400A ; CHCCEL403A

ACT033  Bespoke Marriage Ceremonies
2hrs
This workshop looks at hand-written individual ceremony design for each marrying couple. A main component is story-telling the couples lives to date and then their future hopes and dreams for their successful marriage. Zero cut and paste in this course.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A ; CHCCEL406A ; CHCCOM403A ; CHCCS400A ; CHCCEL402A ; CHCCEL403A ; CHCCEL404A ; CHCCEL405A
ACT042  Design a Client Survey  
2hrs  
This course instructs celebrants on how to design a survey form to gain feedback from clients about their professional performance and how to use that feedback to enhance their performance.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL406A E1, E4; CHCCEL402A E1; CHCCEL403A E5; CHCCEL404A E1; CHCCEL405A E1, E4

ACT048  Renewing a Couples’ Vows  
2hrs  
You will learn to design ceremonies for couples who wish to reaffirm their marriage commitment. As there is a rise in people wishing to renew their overseas marriages with their Australian families, this will also look at the legal implications of identifying renewal ceremony distinct from marriage ceremonies.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A; CHCCEL406A; CHCCOM403A; CHCCS400A; CHCCEL402A; CHCCEL403A; CHCCEL404A; CHCCEL405A

ACT050  Preparing for the Step Family (Non-aligned Religious Celebrants)  
2hrs  
This topic discusses the challenges to step family relationships and lays down some practical methods to tackle the challenges faced in blended families.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A; CHCCEL406A; CHCCOM403A; CHCCS400A; CHCCEL403A

ACT051  Effective Interpersonal Skills (Non-aligned Religious Celebrants)  
2hrs  
This topic defines a model for communication, identifying the components of effective communication, looking at enhancing those skills in the communication process of adherents.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A; CHCCEL406A; CHCCOM403A; CHCCS400A; CHCCEL403A
ACT052  Morality in Marriage  (Non-aligned Religious Celebrants)  
2hrs  
This topic presents an understanding of the Post-modern era and its effects on issues of morality within Marriage, it establishes the case for re-establishing morals as the foundation for longevity in Marriage and looks at the Pastor’s role in such mentoring.  
This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy CHCCEL401A  
E1 – 1.2;1.3;14;1.5;1.8 E2 – 2.3; 2.6  
CHCCEL406A E1 – 1.1; 1.2; 1.3; 1.4; 1.5  
CHCCOM403A E1 – 1.1; 1.2; 1.4; 1.6; 1.7; 1.8  
E2 – 2.1; 2.2; 2.3; 2.4; 2.5; E3 – 3.1; 3.2; 3.3; 3.4; 3.5  
E4 – 4.1; 4.2; 4.3; 4.4; 4.5; 4.6  
E5 – 5.1; 5.2; 5.3  
CHCCS400A E4 – 4.1; 4.2; 4.4; 4.5  
CHCCEL403A E1 – 1.2; 1.3  
E2 – 2.1  
E3 – 3.1; 3.2; 3.3; 3.4; 3.5; 3.6  

ACT053  Love in Marriage  (Non-aligned Religious Celebrants)  
2hrs  
This topic looks at Love and Marriage; it deals with the absolute of Love and the foundational aspects of love in relationships.  
This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy  
CHCCEL401A E1 – 1.2;1.3;14;1.5;1.8 E2 – 2.3; 2.6  
CHCCEL406A E1 – 1.1; 1.2; 1.3; 1.4; 1.5  
CHCCOM403A E1 – 1.1; 1.2; 1.4; 1.6; 1.7; 1.8  
E2 – 2.1; 2.2; 2.3; 2.4; 2.5; E3 – 3.1; 3.2; 3.3; 3.4; 3.5  
E4 – 4.1; 4.2; 4.3; 4.4; 4.5; 4.6  
E5 – 5.1; 5.2; 5.3  
CHCCS400A E4 – 4.1; 4.2; 4.4; 4.5  
CHCCEL403A E1 – 1.2; 1.3  
E2 – 2.1  
E3 – 3.1; 3.2; 3.3; 3.4; 3.5; 3.6  

ACT054  Community Support for Marriage  (Non-aligned Religious Celebrants)  
2hrs  
This topic deals with the establishment of small groups of meaningful connection to support couples in marriage. It addresses the isolation that many couples feel within married lives and provides the basis for establishing and maintaining small groups skilled to allow healthy and effective interpersonal relationship to assist and support individuals in marriage.  
This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy  
CHCCEL401A E1 – 1.2;1.3;14;1.5;1.8 E2 – 2.3; 2.6  
CHCCEL406A E1 – 1.1; 1.2; 1.3; 1.4; 1.5  
CHCCOM403A E1 – 1.1; 1.2; 1.4; 1.6; 1.7; 1.8  
E2 – 2.1; 2.2; 2.3; 2.4; 2.5; E3 – 3.1; 3.2; 3.3; 3.4; 3.5  
E4 – 4.1; 4.2; 4.3; 4.4; 4.5; 4.6  
E5 – 5.1; 5.2; 5.3  
CHCCS400A E4 – 4.1; 4.2; 4.4; 4.5  

ACT055  Negotiating within Conflicted Relationships
(Non-aligned Religious Celebrants)

2hrs

This topic defines a model for negotiations in relationships. It identifies barriers to the process and sets out Steps to take to achieve effective negotiations in relationship.

This OPD topic builds towards knowledge in the following units from the Certificate IV in Celebrancy
CHCCEL401A E1 – 1.2; 1.3; 14; 1.5; 1.8 E2 – 2.3; 2.6
CHCCEL406A E1 – 1.1; 1.2; 1.3; 1.4; 1.5
CHCCOM403A E1 – 1.1; 1.2; 1.4; 1.6; 1.7; 1.8
E2 – 2.1; 2.2; 2.3; 2.4; 2.5; E3 – 3.1; 3.2; 3.3; 3.4; 3.5
E4 – 4.1; 4.2; 4.3; 4.4; 4.5; 4.6 E5 – 5.1; 5.2; 5.3
CHCCS400A E4 – 4.1; 4.2; 4.4; 4.5
CHCCEL403A E1 – 1.2; 1.3 E2 – 2.1 E3 – 3.1; 3.2; 3.3; 3.4; 3.5; 3.6

ACT056  Using PA Systems
2hrs

Participants will have the opportunity to interact with a highly trained audio professional on the successful use of a PA system.

CHCCEL405A E3.1, E3.2, E3.3; CHCCEL401A E3.5, E3.6, E4.2, E4.3, E4.5, E4.7, CHCADMIN305D, E3.1, E3.2, E3.3, E3.4
Certificate IV in Celebrancy – celebrancy units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>CHCADMIN305D</td>
<td>Work within the administration protocols of the organisation</td>
</tr>
<tr>
<td>CHCCEL401A</td>
<td>Work effectively in a celebrancy role</td>
</tr>
<tr>
<td>CHCCEL406A</td>
<td>Identify and address client needs in a celebrancy role</td>
</tr>
<tr>
<td>CHCCOM403A</td>
<td>Use targeted communication skills to build relationships</td>
</tr>
<tr>
<td>CHCCS400A</td>
<td>Work within a relevant legal and ethical framework</td>
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<tr>
<td>CHCCEL402A</td>
<td>Establish and maintain knowledge of legal responsibilities of a marriage celebrant</td>
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<tr>
<td>CHCCEL403A</td>
<td>Develop an effective relationship with a marrying couple</td>
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<tr>
<td>CHCCEL404A</td>
<td>Plan a marriage ceremony in line with legal requirements</td>
</tr>
<tr>
<td>CHCCEL405A</td>
<td>Conduct and review a marriage ceremony in line with legal requirements</td>
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</tbody>
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