


# COURSE OUTLINE

## CHC41015 Certificate IV in Celebrancy



<b>Qualification</b>	CHC41015 Certificate IV in Celebrancy																						
<b>Purpose</b>	<p>The Celebrant Institute RTO trains students to become professional marriage celebrants by offering the qualification CHC41015 Certificate IV in Celebrancy, which is the nationally recognised course allowing graduates to apply to the Commonwealth Attorney-General's Department (AGD) for registration as a Commonwealth-Registered Marriage Celebrant. The course addresses specific legislative responsibilities of marriage celebrants and provides a range of electives focusing on different aspects of celebrancy work.</p>																						
<b>Course Provider</b>	<p>The Celebrant Institute RTO Pty Ltd Phone: 0434 884 834</p>	<p>RTOID: 22417 Email: training@celebrantinstitute.edu.au</p>																					
<b>Delivery Mode</b>	<p><b>Online</b> courses are delivered completely online entirely from your own home, starting on the first course start date after your enrolment is processed. You have 12 months to review the written and video content and complete the assessment tasks. There are no organised face-to-face sessions involved in online courses, however there are fortnightly Zoom sessions for students to ask questions.</p>																						
<b>Course Duration</b>	<p>You should be prepared to allow at least 20 hours per week over a 12-month period to complete the course on time. Of course, if you have more time to devote to your studies you may be able to complete the course in less than 12 months.</p> <p>I offer you a maximum of 12 months to complete the required assessment work, with a maximum of two three-month extensions available for an additional fee (only available to students who have completed a substantial amount of work, i.e. at least first submission of Tasks 1-15; see Extensions section of the Fees and Refunds Policy in the Student Handbook).</p>																						
<b>Career Outcomes</b>	<p>Once you have successfully completed the CHC41015 Certificate IV in Celebrancy you can apply for registration as a Commonwealth-Registered Marriage Celebrant.</p> <p>Please note completion of the course does not guarantee registration as a celebrant by the Commonwealth Attorney-General's Department.</p> <p>Please ensure you have read the information on the Attorney-General's Department's website about Becoming a Marriage Celebrant before you enrol for this course:</p> <p><a href="https://www.ag.gov.au/families-and-marriage/marriage/become-marriage-celebrant">https://www.ag.gov.au/families-and-marriage/marriage/become-marriage-celebrant</a></p>																						
<b>Units of Competency</b>	<p>The CHC41015 Certificate IV in Celebrancy requires the completion of the following 13 units (including 6 core and 7 elective units).</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Unit Title</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>CHCCEL001</td> <td>Develop sustainable celebrancy practice</td> <td>Core</td> </tr> <tr> <td>CHCCEL002</td> <td>Establish client celebrancy needs</td> <td>Core</td> </tr> <tr> <td>CHCCEL003</td> <td>Research, design and organise ceremonies</td> <td>Core</td> </tr> <tr> <td>CHCCEL004</td> <td>Prepare for, present and evaluate ceremonies</td> <td>Core</td> </tr> <tr> <td>CHCCEL005</td> <td>Establish and maintain marriage celebrancy practice*</td> <td>Elective</td> </tr> <tr> <td>CHCCEL006</td> <td>Interview clients and plan marriage ceremonies*</td> <td>Elective</td> </tr> </tbody> </table>		Code	Unit Title	Type	CHCCEL001	Develop sustainable celebrancy practice	Core	CHCCEL002	Establish client celebrancy needs	Core	CHCCEL003	Research, design and organise ceremonies	Core	CHCCEL004	Prepare for, present and evaluate ceremonies	Core	CHCCEL005	Establish and maintain marriage celebrancy practice*	Elective	CHCCEL006	Interview clients and plan marriage ceremonies*	Elective
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	CHCCEL007	Prepare for, present and evaluate marriage ceremonies*	Elective
	CHCCEL008	Prepare for, present and evaluate funeral and memorial ceremonies	Elective
	CHCDIV001	Work with diverse people	Core
	CHCLEG001	Work legally and ethically	Core
	BSBCMM411	Make presentations	Elective
	BSBESB401	Research and develop business plans	Elective
	BSBTWK401	Build and maintain business relationships	Elective
	<p>*Inclusion of these units is required to be eligible to apply for registration as a Commonwealth-Registered Marriage Celebrant</p> <p>Many students ask me if they MUST complete the funeral celebrancy unit. In a word, yes. I want all of my celebrancy graduates to walk out into the world fully confident and able to perform a wide range of ceremonies, including funerals. Every marriage celebrant will be asked to perform a funeral at some point during their career, and I want my graduates to be prepared so that when that phone call comes, they don't feel the need to impose on an experienced funeral celebrant and ask if they can copy one of their scripts. It's unprofessional and unfair, so I insist that all of my students complete this unit.</p>		
<b>Pre-requisites</b>	There are no official pre-requisites for this qualification or any of the units of competency contained within it.		
<b>Entry Requirements</b>	<p>There are no formal entry requirements for the Cert IV in Celebrancy, however, the professional nature of the celebrant's role requires that the celebrant has at least Year 10 level proficiency in spoken and written English, and other literacy and numeracy skills as outlined below.</p> <ul style="list-style-type: none"> <li>• <b>Writing:</b> The nature of the role is that the celebrant is totally responsible for all aspects of the client interaction, from completing legal documentation to writing cohesive and grammatically correct ceremonies, and everything in between. Difficulty with writing clearly and cohesively in English may mean the celebrant is unable to appropriately communicate with their clients, accurately complete legal documentation, or create meaningful written ceremonies.</li> <li>• <b>Speaking:</b> The celebrant is required to deliver a ceremony to audience numbers that range from five people to several hundred. Someone who has difficulty speaking English would not be appropriate for this course.</li> <li>• <b>Listening:</b> The celebrant is required to gather and interpret information from clients in relation to their legal status and the content of their ceremony. Someone who has hearing difficulties may find it difficult to discuss these requirements unless both the celebrant and the client are fluent in sign language.</li> <li>• <b>Reading:</b> The celebrant is required to read and understand marriage law and other legislation, regulations and guidelines, and present written ceremonies. Difficulty with reading may mean that the celebrant misinterprets legal requirements, or struggles with appropriately presenting ceremony inclusions.</li> <li>• <b>Numeracy:</b> The celebrant operates a small business, providing invoices and recording details of expenses. Difficulty in this regard may mean the</li> </ul>		

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	<p>celebrant will not effectively be able to maintain their small business in the long term.</p> <ul style="list-style-type: none"><li>• Digital: The celebrant runs a small business in the 21<sup>st</sup> century, requiring them to be able to communicate with their clients and stakeholders digitally. Difficulty working at an intermediate level of computer proficiency, with the ability to create and edit Microsoft Word documents and Microsoft Excel spreadsheets, complete Adobe Reader documents, send and receive emails, manage electronic documents, and interact with online databases and software systems, and/or lack of access to an internet-connected computer and printer, would make it extremely difficult to work as a celebrant.</li></ul> <p>You will be required to undertake a Language, Literacy and Numeracy (LLN) test and an interview prior to enrolment, and these will assist me to assess whether you will require any training before starting or ongoing assistance during the course.</p> <p>The minimum age for commencing this course is 18 years.</p>
<b>Training Arrangements</b>	<p>We look at ceremonies in general in Australian culture, then take a deeper look at marriages and funerals. We also look at what is required to set up a sustainable celebrant business, and to care for and develop the business in the long-term.</p> <p><b>Content provided</b></p> <p>All content is provided via our eLearning platform, aXcelerate. There are 20 separate modules, each including multiple sections of written content for you to work through at your own pace; this written content is also provided as a PDF manual in case you want to print it out.</p> <p>Many sections include videos alongside the written content: there are more than 70 core content videos in which I deliver the content to you just the way I would in a classroom, and there are more than 50 additional content videos in which my celebrant colleagues and other content experts provide extra tips and tricks for you to make your celebrant practice the best it can be.</p> <p>There are opportunities to check your knowledge throughout the content delivery; these are not assessment tasks, just chances for you to check you're on the right track and jot down some initial thoughts about your business.</p> <p>As well as the required legal marriage documents and completed examples, I provide you with more than 20 document templates I have designed throughout my years as a celebrant; you can edit them as you wish and use them for your assessment tasks, and you'll be able to use them when you're out in the world working as a celebrant.</p> <p>Finally, my assessor Tania Marsh has created 30 ceremony certificate samples for non-marriage ceremonies that you are welcome to use in your assessment tasks and when you're a practising celebrant.</p> <p>You will receive a free 12-month Celebrant Institute membership so that you can access the more than 400 blog posts Josh and I have written over the years, many of which will be relevant to your studies.</p> <p>You will also qualify for 10% off celebrant professional development sessions run by The Celebrant Institute RTO if you are interested in further training during the time of your enrolment.</p>
<b>Assessment Arrangements</b>	<p>Assessment will be conducted individually. You will be provided with Assessment Instructions and Tasks that include:</p> <ul style="list-style-type: none"><li>• A full description of the assessment task</li><li>• Assessment instructions for each task</li><li>• Assessment resources for each task</li><li>• Details about assessment submission</li></ul>

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	<ul style="list-style-type: none"> <li>Information about requirements for a satisfactory result for each task.</li> </ul> <p>Assessment is extensive and involves everything from written assignments through to simulated interviews, rehearsals and ceremony performances (all of which must be videoed for submission); at least one ceremony must be performed in front of at least 20 people, and at least two ceremonies must be performed using PA equipment (which can be hired from audiovisual suppliers).</p> <p>You should expect to spend at least 20 hours per week for 12 months working through the course requirements.</p> <p>Submission of assessment tasks will be via the eLearning platform (aXcelerate).</p>
<b>Additional Support</b>	<p>All students will complete a language, literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency. Where additional support needs have been identified an <i>Individual Support Plan</i> will be developed which may include:</p> <ul style="list-style-type: none"> <li>Mentoring from trainers</li> <li>Referral to external support and training services</li> <li>Reasonable adjustment to assessments.</li> </ul> <p>Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.</p>
<b>Course Credit</b>	<p>The Celebrant Institute RTO can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.</p> <p>There is no charge to apply for credit.</p> <p>To apply, fill in the Credit Application Form and submit it as part of your enrolment.</p> <p>*Please refer to the Student Handbook for more information on Course Credit.</p>
<b>Recognition of Prior Learning (RPL)</b>	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>The Celebrant Institute RTO has an RPL process that provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment, but you may also apply up to two weeks into your course.</p> <p>During the entry process and interview stage The Celebrant Institute RTO will discuss with you the process and options for RPL. Suitability is often determined by how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.</p> <p>A trainer/assessor will be available to assist you throughout this process.</p> <p>*Please refer to the Student Handbook for more information on RPL.</p>
<b>Costs</b>	<p><b>Online delivery total tuition fee: \$3080</b></p> <p><u>Payment schedule</u></p> <ul style="list-style-type: none"> <li>Non-refundable enrolment deposit (prior to being granted access to the learning and assessment materials): \$440</li> </ul>

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- Remainder to be paid in monthly instalments after intake start date: \$440 per month for six months (first payment due one month after intake start date)

Nationally Recognised Training does not incur GST.

Unless otherwise specified, tuition fees include all the training and assessment as well as required resources for students to achieve the qualification or course in which they are enrolling.

Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.

### Additional fees and charges

The following additional charges may apply in some circumstances.

Non-Tuition Fees – all students	Charge
<p><b>Re-issuance or printed copies of testamur and statements of results</b></p> <p>All course fees include the cost for issuing of one electronic copy of the AQF testamur and Record of Results and/or a Statement of Attainment. This fee applies to each additional copy of a certification document if required.</p>	\$50 per document plus the cost of postage if required
<p><b>Printing and photocopying</b></p> <p>Printing costs required if students require a copy of any records that The Celebrant Institute RTO holds about them.</p>	20c per page
Tuition Fees	Charge
<p><b>Recognition of Prior Learning (RPL) application fee (per unit)</b></p> <p>Total course fees may be reduced to account for the number of units undertaken via RPL.</p>	\$500 per unit
<p><b>Reassessment fee (per assessment task)</b></p> <p>Where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, reassessment fees <b>may</b> apply for additional attempts.</p>	\$250 per assessment task per attempt
<p><b>Extension fees</b></p> <p>A three-month extension may be applied for by students who have completed a substantial amount of work (i.e. at least first submission of written Tasks 1-15) but will be unable to complete their training program within 12 months. A second three-month extension may be applied for by students who have submitted at least six practical assessment tasks during the period of their first extension. A maximum of two three-month extensions are available before a student will need to re-enrol and recommence their training program.</p>	\$500 per extension
<p><b>Administration fee for transfers and/or deferrals</b></p> <p>One transfer to a different online intake is allowed per enrolment.</p> <p>One deferral of up to 12 months is allowed per enrolment. Additional transfers or deferrals will attract an administration fee.</p>	\$250 per transfer or deferral

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	<p><b>One-on-one training</b> Students requiring additional one-on-one training should contact the office with details of the training required. This training will be delivered by Zoom.</p>	<p>On application</p>
	<p>Other costs (not included) to be aware of:</p> <ul style="list-style-type: none"> <li>• Any optional materials that may be recommended but not required to complete a course.</li> <li>• Stationery such as paper and pens, folders and paper, or other personal use items such as computers* or internet access that may be required to complete homework tasks.</li> </ul> <p>*A note about computers: All assessment tasks require access to a computer and the internet and therefore it is recommended students purchase a laptop if possible.</p> <p>*Please refer to the Student Handbook for further information on fees and for our Fees and Charges Policy.</p>	
<p><b>Inclusions</b></p>	<p>Unless otherwise specified, tuition fees include all the training and assessment as well as required resources for students to achieve the qualification or course in which they are enrolling.</p> <p>See costs section above for other fees that may apply in certain circumstances.</p>	
<p><b>Selection Process</b></p>	<p>You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that The Celebrant Institute RTO is able to meet your individual needs. The assessment includes a written test and an interview to complete the verbal component of the test.</p> <p>If you do not achieve the required level in your LLN assessment your enrolment application will not be accepted in this instance, and you will be referred to appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.</p>	
<p><b>How to Apply</b></p>	<p>If you would like to apply to enrol into the CHC41015 Certificate IV in Celebrancy please visit the website and follow the instructions provided.</p> <p><b>Website:</b> <a href="http://www.celebrant.institute/celebrant-training">www.celebrant.institute/celebrant-training</a></p>	

**This course outline should be read in conjunction with The Celebrant Institute RTO's Student Handbook.**