

COURSE OUTLINE

CHC41015 Certificate IV in Celebrancy



Qualification	CHC41015 Certificate IV in Celebrancy	
Purpose	<p>Life Skills Training 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>	 <p>NATIONALLY RECOGNISED TRAINING</p>
Course Provider	<p>Life Skills Training Pty Ltd Phone: 0458 022 190</p>	<p>RTOID: 22417 Email: training@lifeskillstraining.com.au</p>
Delivery Modes	<p>Online courses are delivered completely online entirely from your own home, starting as soon as your enrolment is processed. You have 12 months to review the content and complete the assessment tasks.</p> <p>Blended learning courses start with spending five days in a classroom with me and a small group of other trainees, during which I download as much information as I can from my brain into your brain, and then you have 12 months to review the content and complete the assessment tasks. The benefit of undertaking the course via blended delivery is direct access to me for five days during which I teach you the content, rather than you needing to learn it by reading the materials independently.</p>	
Blended Delivery Location	<p>Melbourne: Matthew Flinders Hotel, Chadstone Sydney: Holiday Inn, Potts Point Other states to come</p> <p>As at 1 July 2020 no blended delivery courses are currently scheduled due to the COVID-19 pandemic restrictions. I am hoping to be able to schedule at least one Melbourne course in 2020; keep an eye on the website for more information.</p>	
Course Duration	<p>You should be prepared to allow approximately 20 hours per week over a 12-month period in order 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. I offer you a maximum of 12 months to complete the required work, with limited extensions available for a small fee.</p>	
Career Outcomes	<p>Once you have successfully completed the CHC41015 Certificate IV in Celebrancy you can apply for registration as a Commonwealth-Registered Marriage Celebrant. Please note completion of the course does not guarantee registration as a celebrant. 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>https://www.ag.gov.au/families-and-marriage/marriage/become-marriage-celebrant</p>	

COURSE OUTLINE

CHC41015 Certificate IV in Celebrancy

Units of Competency	The CHC41015 Certificate IV in Celebrancy requires the completion of the following 13 units (including 6 core and 7 electives).		
	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
	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
	BSBCMM401	Make a presentation	Elective
	BSBSMB404	Undertake small business planning	Elective
	BSBREL401	Establish networks	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>		
Pre-requisites	There are no pre-requisites for this qualification or any of the units of competency contained within it.		
Entry Requirements	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. You will be required to undertake a Literacy, Language and Numeracy test and an interview prior to enrolment, and these will assist me to assess whether you will require any training before starting or ongoing		

COURSE OUTLINE

CHC41015 Certificate IV in Celebrancy

	<p>assistance during the course. The minimum age for commencing this course is 18 years.</p> <ul style="list-style-type: none">• Writing: 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.• Speaking: The celebrant is required to deliver a ceremony to audience numbers that range from five people to over 200. Someone who has difficulty speaking would not fit with this course.• Listening: The celebrant is required to gather and interpret information from the client in relation to their legal status and the content of their ceremony. Someone who has hearing difficulties may find it hard to discuss these requirements unless both the celebrant and the client are fluent in sign language.• Reading: The celebrant is required to read and understand marriage law and other legislation, regulations and guidelines. Difficulty with reading may mean that the celebrant misinterprets requirements for law and for ceremony inclusion, particularly in regard to the appropriate reading of poetry, prose and ceremony.• Maths/Numeracy: The celebrant operates a small business, providing invoices and recording details of expenses. Difficulty in this regard may mean the celebrant will not effectively be able to maintain their small business in the long term. <p>You also require a basic to intermediate level of computer proficiency, with the ability to create and edit Microsoft Word documents, send and receive emails, manage electronic documents, and interact with online databases and software systems. This level of computer literacy is the minimum you will need for success as a celebrant. You will require access to an internet-connected computer and a printer.</p>
Training Arrangements	<p>For both delivery modes, the course content and assessments are the same; 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. A hard copy comprehensive manual is provided for blended students; the same manual is available electronically for online students. There is a range of additional training material including videos and further reading, along with a comprehensive array of document templates to assist you in your work as a celebrant.</p>
Additional Support	<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>

COURSE OUTLINE

CHC41015 Certificate IV in Celebrancy

	<ul style="list-style-type: none">• Mentoring from trainers• Referral to external support and training services• Reasonable adjustment to assessments <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>
Assessment Arrangements	<p>Assessment will be conducted individually. You will be provided with Assessment Instructions and Tasks for each topic that include:</p> <ul style="list-style-type: none">• A full description of the assessment task• Assessment instructions for each task• Assessment resources for each task• Details about assessment submission• Information about requirements for a satisfactory result for each task. <p>Assessment is extensive and involves everything from written assignments through to mock 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.</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 email to training@lifeskillstraining.com.au.</p>
Course Credit	<p>Life Skills Training 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 your Student Handbook for more information on Course Credit.</p>
Recognition of Prior Learning (RPL)	<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>Life Skills Training has a process that has been structured to minimise the time and cost to applicants and 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 Life Skills Training 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</p>

COURSE OUTLINE

CHC41015 Certificate IV in Celebrancy

	<p>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 your Student Handbook for more information on RPL.</p>
<p>Costs</p>	<p>Blended delivery total tuition fee: \$2400</p> <p><u>Payment plan</u></p> <ul style="list-style-type: none"> • Non-refundable enrolment deposit (prior to commencement of the face to face training week): \$1200 • Remainder to be paid one month after commencement: \$1200 <p>Online delivery total tuition fee: \$1600</p> <p><u>Payment plan</u></p> <ul style="list-style-type: none"> • Non-refundable enrolment deposit (prior to being granted access to the learning and assessment materials): \$800 • Remainder to be paid one month after access is granted: \$800 <p>RPL application fee per unit: \$500</p> <p>Nationally Recognised Training does not occur GST.</p> <p>Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.</p> <p>*Please refer to your Student Handbook for our Fees and Charges Policy.</p>
<p>Inclusions</p>	<p>Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.</p> <p>Additional charges apply if students require:</p> <ul style="list-style-type: none"> • Additional copies of a student’s qualification/record of results and/or statement of attainment. A cost of \$50 per document applies plus the cost of postage. • Additional copies of textbooks or any other learning and assessment. A fee of \$100 per textbook or \$20 per printed document applies if required. • Printing costs required if students require a copy of any records that Life Skills Training holds about them at a cost of 20c per page. <p>Other costs (not included) to be aware of:</p> <ul style="list-style-type: none"> • Any optional textbooks and materials that may be recommended but not required to complete a course. • 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. <p>*A note about computers: Many assessment tasks require access to a computer and the internet and therefore it is recommended students bring or purchase a laptop if possible.</p>

COURSE OUTLINE

CHC41015 Certificate IV in Celebrancy

Selection Process	<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 Life Skills Training 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>
How to Apply	<p>If you would like to apply to enrol into the CHC41015 Certificate IV in Celebrancy please contact our office or visit the website to obtain a Student Enrolment Form.</p> <p>Phone: 0458 022 190</p> <p>Email: training@lifeskillstraining.com.au</p> <p>Website: www.lifeskillstraining.com.au/celebrant-training</p> <p>Please fill out all sections in the Student Enrolment Form and return to:</p> <p>Email: training@lifeskillstraining.com.au</p> <p>Once we receive your completed forms, we will contact you to arrange an entry interview.</p>

If you would like to discuss this course in more detail, please call us for a confidential discussion on 0458 022 190.

This course outline should be read in conjunction with Life Skills Training's Student Handbook.