



## Course Outline CHC41015 Certificate IV in Celebrancy



***More face to face classes than any other training provider in Australia!***

**We have a commitment to helping people achieve their learning goals, in a fun and supportive learning environment.**

### How can training benefit you?

- A Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
- Meet new people and gain confidence in your employment skills!

### Qualification overview

This qualification reflects the role of celebrants who work with their clients to plan and present ceremonies of varied types in the Australian community. It covers the broad based skills and knowledge that underpin a range of celebrancy roles, as well as addressing specific legislative responsibilities of marriage celebrants, 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

This qualification is current as published on [www.training.gov.au](http://www.training.gov.au)

### Career Pathway

All candidates who undertake this course are provided with advice on employment developing their own business in celebrancy. Titles may include:

- Marriage Celebrant
- Civil Celebrant

### Qualification Pathway

Due to the requirements of becoming a celebrant, there are no other pathways available for this celebrancy qualification. However, NIET would recommend the following pathways to compliment their skills in business:

- BSB42615 Certificate IV in New Small Business
- BSB42515 Certificate IV in Small Business Management

## Course Information

### Course Duration

This course will be delivered over 6 months and consists of 12 days face to face delivery:

Fri, Sat, Sun – 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> February 2018

Sat, Sun – 3<sup>rd</sup> and 4<sup>th</sup> March 2018

Sat, Sun – 7<sup>th</sup>, 8<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> April 2018

Fri, Sat, Sun – 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> May 2018

Online catch-up sessions may be scheduled between the face-to-face training days.

*Course schedules can be obtained from Administration for current timetable dates*

### Self directed learning

Students should be prepared to allocate 16 hours per week study time outside of the classroom to undertake reading, assessment tasks and general study. Our trainer will support students throughout the course and after classes via email, phone or skype. Students are welcome to use the computer lab located at NIET's offices.

### Location

405 Ground Floor Nepean Highway  
Frankston  
Victoria 3199

### Mode of Delivery

This course is delivered through a blended delivery method. You will be provided with a text book and an assessment for each unit of competency. In addition you will be required to work independently out of class time and have access to a computer and internet.

**Distance learning** is also available. Please enquire within for further information.

### Assessment Methods

NIET uses a range of assessment methods to ensure sufficient evidence can be gathered to demonstrate you can perform the tasks against the specified criteria. Assessment methods may include the following:

- Written assessment
- Projects
- Case studies
- Scenarios, group discussions
- Oral Questions

- Research
- Presentations

In addition to the above, each student will be required to write and conduct –

- 5 wedding ceremonies
- 3 civil ceremonies
- 1 funeral ceremony
- Two rehearsals and two interviews

Some of these assessments may be conducted during face to face class time, and the remainder will be filmed by you at home, using role players.

### **Education and Support Services**

You will be provided with a range of support services depending on your individual needs. One-on-one trainer support: You will be provided with a trainer that has extensive experience and expertise in the course content and the industry sector. Our professional trainers are there to ensure you have a successful learning journey where you can contact them via phone or email. In addition to your trainer, the administration team can provide you with support including your enrolment, changes to contact details or any issues you may encounter throughout your course.

NIET provides additional support and practical placement support with our Student Support Coordinator. Please refer to our website for our Student Information Book for additional student services.

NIET is a registered training organisation offering vocational training and assessment. NIET is responsible for the quality of the training and assessment provided, ensuring compliance with the National ASQA standards and the issuing of AQF certification documentation.

### **Student Handbook**

NIET provides further detailed information for learners rights in the Student Information Book available in hard copy at reception or located on our website [www.niet.com.au](http://www.niet.com.au)

- Complaints and appeals
- Fees that must be paid to the RTO, payments, refunds
- Consumer rights and responsibilities
- Students safety, support services
- Attendance and behaviour
- RPL and Credit Transfer
- Funding opportunities and Student USI

### **What to bring?**

- Notepaper and pens
- iPad or Laptop ( optional) Computer lab is available
- USB
- Folder to store hand outs and hard copy assignments

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- Lunch – it is recommended that you bring lunch as there will be a short lunch break and tea breaks. Kitchen facilities are available. Alternatively, a number of food outlets are within walking distance. Morning and afternoon tea will be provided.

## Industry Requirements

### ***Before you apply—some things to consider***

Marriage celebrants perform an important and significant legal function in the community. In addition, marriage celebrants operate largely unsupervised in performing that function.

Errors or poor judgement in the discharge of a marriage celebrant's legal responsibilities can have serious consequences for marrying couples and may result in criminal charges in some cases. That is why knowledge of the law relating to the solemnisation of marriages is so important and is one of the factors the Registrar of Marriage Celebrants will consider in determining whether you are a fit and proper person to be a marriage celebrant.

It is also why there is an emphasis on maintaining a high professional standard among marriage celebrants through training and ongoing professional development.

*You may only advertise your services and perform marriages once you are registered as a marriage celebrant.*

Different criteria for registration as a marriage celebrant apply to people who are fluent in an Australian Indigenous language. Email [marriagecelebrantssection@ag.gov.au](mailto:marriagecelebrantssection@ag.gov.au) for more information.

Substantial changes to the process of becoming a marriage celebrant came into effect from 1<sup>st</sup> July, 2017. (See [www.ag.gov.au](http://www.ag.gov.au) - Becoming a Marriage Celebrant to ensure you have all the facts before enrolling in this course).

Just paying for and completing the Certificate IV in Celebrancy does not mean you will automatically become a marriage celebrant. After receiving your qualification, aspiring marriage celebrants will be required to undergo the following application process with the Attorney-General's Department. Please visit the above website for further information

Marriage celebrants also have high ongoing costs, such as annual Ongoing Professional Development, optional Celebrant Association fees, insurances, business administration costs, purchase of audio equipment, internet access and website maintenance, clothing, travel, marriage stationery, storage and office facilities etc. Please take all of this into consideration when applying.

There are no specific entry requirements for this qualification *However*, it is anticipated that you will have completed year 10 or equivalent.

*Students are required to submit a 250 word essay outlining why they would like to become a celebrant, transfer some information into a mock application form and attend a face to face interview.*

## RTO Entry Requirements

## Pre-Training Review

Prospective students are interviewed by NIET's Student Support Coordinator or Trainer. This process is to ensure that all students are assessed as a suitable candidate to the qualification they have chosen. Students are assessed and pre-approved for a course enrolment. If a candidate is not suitable at this point, NIET can direct the student to obtain sufficient support for the level qualification they are seeking. E.g.: a recommendation to Foundation Skills course to enable them to achieve their chosen pathway such as Certificate III or a Diploma level. We also discuss:

- Course suitability
- Ensure Student is well informed of course they are applying for; assessment requirements; assessment conditions
- Existing educational attainment, capabilities, aspirations and interests
- Discuss likely outcomes and job opportunities
- Support for equity and the disadvantaged
- To assess the LLN level for qualification
- Identify any support required for the Student in regard to equity and access; medical, wellbeing or physical requirements to support their learning and assessment
- Cooling off period

NIET ensures prospective students are suitable for their chosen course as defined against the Skills First Quality Charter.

You may access a copy of the Skills First Quality Charter on our website: <http://www.niet.com.au/fees-funding/>

## Reasonable adjustments

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by NIET Training to meet their specific individual needs. These individual student needs may include (but not limited to):

- Disability
- Temporary or permanent injury (i.e. back injury, broken leg/arm)
- Sight or hearing impairments

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessments to assist the student undertake the course. The adjustments may include actions such as:

- proposed learning strategies and materials that are appropriate for the individual
- adjustments to the assessment methods and or practical placement (if required) to cater for any special needs (without effecting the integrity of the outcome)

## I.T Requirements

To complete the course you will need access to a computer and the Internet. Please provide a current email address on the enrolment form in the relevant space provided. Your Trainer and our Administration Team will be required to communicate with you via email.

In addition you will need to have a range of computer skills to conduct research on your current topics to complete some or all of your assessments. In particular, you will need skills in word processing.

## Minimum Age Requirements

The minimum age to apply for this course is 15 years old. If under the age of 18, a parent/guardian signature will be required upon enrolment and you may be required to present evidence of leaving secondary school. All individuals will undertake a Pre-Training Review to determine suitability.

## Literacy, Language, Numeracy (LLN) and Foundation Skills (ACSF) Requirements

Students must have an adequate level of Language, Literacy and Numeracy skills (LLN). Entry into the course requires English proficiency to Year 10 level or equivalent. Students are able to test their LLN skills by completing an appropriate level LLN test at the Pre-course Interview. For additional information and support contact the Reading Writing Hotline at [www.readingwritinghotline.edu.au](http://www.readingwritinghotline.edu.au)

The Australian Core Skills Framework (ACSF) describes the core skills of learning, reading, writing, oral communication and numeracy across five levels of performance. The framework is primarily used by language, literacy and numeracy (LLN) practitioners for reporting on core skill levels of a learner. However, the ACSF can also be used in other contexts, such as in the workplace and in training specifications to accurately and consistently describe core skill requirements.

This qualification ACSF level is 3-4. The key features of the ACSF are:

Five core skills

- Learning
- Reading
- Writing
- Oral communication
- Numeracy

## RTO completion Requirements

To complete this qualification you are required to attend all classes; complete all assessments books with a satisfactory result and other assessment requirements. On the successful completion of these requirements you will be deemed Competent for each unit of competency and issued the Qualification at **6 months**.

**(see next page)**

## Qualification

Students need to complete 13 units of competency, consisting of:

- 6 Core units
- 7 Elective units

### Core units

Unit Code	Unit Name
CHCCEL001	Develop sustainable celebrancy practice
CHCCEL002	Establish client celebrancy needs
CHCCEL003	Research, design and organise ceremonies
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
CHCCEL004	Prepare for, present and organise ceremonies

### Elective units

Unit Code	Unit Name
CHCCEL005	Establish and maintain marriage celebrancy practice
CHCCEL006	Interview clients and plan marriage ceremonies
CHCCEL007	Prepare for, present and evaluate marriage ceremonies
CHCCOM002	Use communication to build relationships
BSBSMB403	Market the small business
BSBSMB306	Plan a home based business
BSBCMM401	Make a presentation

### What are the fees?

\$ 2895.00	Fee for Service	Break down: \$2695 tuition fee; \$200 resource fee
\$ 2250.00	Fee for Service – Distance learning	Break down: \$2,050 tuition fee; \$200 resource fee
\$ 700.00	Funded Fee (includes distance learning)	Breakdown: \$500 tuition fee ; \$200 resource fee
\$ 300.00	Concession Rate	Breakdown \$100 tuition fee; \$200 resource fee
\$ 15.00	For re- issuance of Certificates and Statements of Attainments	Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the RTO
\$ 90.00	Lost Text book	

**NIET implements a 3 day cooling off period for all payments. If within 3 days you have changed your mind, you will be eligible for a full refund. After this time, you may incur a fee for withdrawal.**

The Refund Policy and Procedure can be gained from the Student Handbook on our website [www.niet.com.au](http://www.niet.com.au).

### Funding

This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to access training subsidised through the Skills First Program. The student tuition fees as published are subject to change given individual circumstances at enrolment.

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The 2018 Standard VET Funding Contract Skills First Program. The objective of this funding is to access high quality courses and relevant to industry and employers:

- For eligible individuals to obtain the required skills to be job-ready
- To assist eligible individuals to undertake further study
- To promote / enable access to training for disadvantaged learners

For information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of services refer to the Student handbook.

### **RPL and Credit Transfer**

RPL and credit transfer are available to eligible participants. This is to be indicated on the enrolment application form and further discussed in your Pre-Training Review.

### **What is the enrolment process?**

*It is easy!*

Contact the RTO to discuss your interest in the course, and one of our friendly staff members will help determine if the course is appropriate for you.

If you decided to enrol in the course you must:

1. Read and understand the information contained in the Course outline and Student Information Handbook
2. Complete and sign an Enrolment Application form to declare that you understand all of the information provided (*At this stage this is an application only, pending approval after the Pre-Training Review, see below*)
3. Create a Unique Student ID number on <http://www.usi.gov.au/Pages/default.aspx#> (NIET can assist you if required) and add to the enrolment form in the relevant space provided
4. Book a Pre-Training Review with NIET and bring with you:
  - The Enrolment Application
  - Photo ID
  - Medicare Care (Green)
  - Health Care Card (Concession entry if required)

*The above ID is required for VET funding requirements*

5. Undertake a Language, Literacy and Numeracy test at the Pre-Training Review
6. NIET Student Support Coordinator advises prospective students of the Pre-Training Review outcome and how to proceed with the enrolment process, which includes a deposit to secure your course selected.

### **Would you like more information?**

Contact our NIET team on:

**Telephone:** 03 9770 1633  
**Fax:** 03 97831001  
**Email:** [info@niet.com.au](mailto:info@niet.com.au)  
**Website:** [www.niet.com.au](http://www.niet.com.au)

