

# *Life Skills Training Pty Ltd*



**RTO 22417**

Information for Enquirers – CHC41015 -  
Certificate IV in Celebrancy



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## GREETINGS AND WELCOME!

What are you looking for in your celebrant training? Are you looking for the best celebrancy courses in the world: a course that will provide you with professional and relevant celebrancy training, education and ongoing support? Look no further, for this is what Life Skills Training (LST) offers you. If you believe you have that special something to become a ceremonial leader, we are for you. If you want to understand ceremony and ritual to enrich your community and your family life, and yourself - really good reasons to study celebrancy, then we can help you.

If you are an authorised celebrant wishing to improve your understanding of ceremony and ritual, your skills, and depth, we are also for you.

You would realise there is an ethical obligation to know what you are doing when you officiate at important events in people's lives. You will come to appreciate ceremonies are an essential component of our culture. You will become convinced that a culture rich in ceremonies - ceremonies of acknowledgment, of recognition, of bonding and of support - enrich human life. You will be inspired to realise how good ceremonies in individual lives add to the sum total of human happiness. Human happiness is what we have always been about.

As one of our valued students, you will receive support, information and inspiration all the way through. Our students always have direct access to us through e-mail and phone.

Our main contact person is: Sally Cant – the owner of LST – email is: [training@celebrantstraining.com.au](mailto:training@celebrantstraining.com.au)

**CALL ANY TIME BETWEEN 9am and 7pm MONDAY TO FRIDAY and 9am – 5pm on the weekends - for a talk. We don't fob you off with recorded messages, if you have to leave one we respond to you, you do get to talk to a person who can answer your questions!**

You will come to see that we continue to support you after your studies, when you are facing the challenges of creating best practice ceremonies in the real world. You will be able to stay in touch with each other on our Facebook Group page and in many other ways. You will be encouraged to attend (observing protocols) ceremonies, learn from your colleagues, and enrich each other by sharing experiences.

At LST, you will not be subjected to inexperienced amateurs. You have assisting you, our trainers who are all experienced celebrants and educators. All are authorised marriage celebrants. You know already that there is simply no substitute for real competency.

In addition to initial training, we have been authorized to provide Ongoing Professional Development for celebrants through the Attorney Generals Department (AGD).

## INTRODUCTION TO CHC41015 CERTIFICATE IV IN CELEBRANCY

Thank you for your interest in becoming a Celebrant! If you are already a Celebrant, we respect your interest in gaining deeper knowledge, skill and further qualifications within your profession!

LST is an Registered Training Organisation (RTO) dedicated to promoting the use of ceremony to mark the milestones and transitions in the lives of individuals, families, communities and organisations. Celebrants are trained professionals who believe in the power and effectiveness of ceremony and ritual to serve the basic needs of society and the individual. The Celebrant's mission is to help the client create a ceremony that reflects his or her beliefs, philosophy of life, and personality. The Celebrant's personal beliefs are irrelevant to this task. However, skills – the craft of ceremony and the dynamics of human interaction – are essential for professional integrity and success.

### INFORMATION FOR STUDENTS:

LST educates and trains students to become professional Celebrants by offering the qualification CHC41015 *Certificate IV in Celebrancy*. This booklet will focus on CHC41015 Certificate IV in Celebrancy which is the nationally recognised training for Australian students which allows them to then apply to the Attorney General's Department (AGD) for registration as a Marriage Celebrant. We believe we have developed (and are still developing) our courses so that they have quality, depth, integrity, substance and effectiveness. We also believe they are the best value for money. Courses are generally completed by Face to Face classes in Melbourne, Sydney, Perth, Gold Coast and other capital cities, numbers permitting – followed by assignment work at home – which is called blended learning.

All dates, times and locations are listed on our site:

<https://www.celebrantstraining.com.au/courses/marriage-celebrant-courses>

Hard copy comprehensive manuals are provided along with a range of extra required material through CANVAS - our online learning management system (LMS) . There is a Closed Facebook Group (FB) of students, graduates and celebrants, and email and telephone assistance. Some weeks - we offer a weekly Live Video session where you can access and chat to a trainer during this time. You must be registered with that closed FB group to access this live video session. We do not tag students unless they ask us to – so the wider public do not see you are a member of this Closed Group.

Distance education courses are also available. The fees vary - check our website – <https://www.celebrantstraining.com.au/courses/marriage-celebrant-courses> – as there is no classroom face to face time with a trainer – however, the material provided in hard copy, and in our LMS for your use and future reference are the same. Whatever method of study you choose, you should be prepared to allow a minimum of 15 – 20 hours per week over a 9-12 month period in order to complete the course on time. We offer you a maximum of 12 months to complete the required assessment work.

We have developed and are developing a number of low cost mechanisms for mutual assistance for our students eg the FB group, but still give the maximum interest and

assistance. We also offer students to observe experienced celebrants on a short term basis according to proper protocols before they officiate on their own.

The competent Celebrant must have that blend of knowledge, attitude and skills, which enable him or her to create, in collaboration with clients, ceremonies of power and effectiveness. Celebrations are the signposts of every person's life. They are moments that are often a significant mark in a larger community. Our course offers you an opportunity to contribute to a new and exciting era for our culture, one where high quality, personalised and dignified ceremonies are available to all.

**Important Notice - for those who wish to apply to the AGD to become Authorised Marriage Celebrants: completion of the course does not guarantee authorisation.** After completion of the course and receipt of your official certificate the applicant must then apply to the AGD. You can find information about the application process directly from the Attorney-General's Department, Marriage Celebrants Program in Canberra, go to the internet: <https://www.ag.gov.au/FamiliesAndMarriage/Marriage/Pages/Becomingamarriagecelebrant.aspx>

**The AGD warns all students that it is very difficult – due to the high numbers of celebrants – to expect to earn a living from celebrancy.**

## ENTRY REQUIREMENTS

There are no formal entry requirements, however, the professional nature of the Celebrants role requires that the celebrant has at least a Year 10 standard in English and high standard of ability in the following areas. A 250 word statement on 'Why I want to undertake this course' is to be provided at enrolment. This will assist us to assess your current level of competence. The age for commencing this course is 18 years.

- Writing - The nature of the civil celebrant role is that the celebrant is responsible totally for all aspects of the client interaction, from maintaining legal client detail and forms, writing cohesive and grammatically correct ceremonies.
- Speaking – The celebrant is required to deliver a ceremony to audience numbers that range from 5 – 10 people to over 200. Some-one 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. Some-one who has hearing difficulties may find it hard to discuss these requirements unless both the celebrant and the client are hearing impaired in which case Auslan could be used.
- Reading – The celebrant is required to read and understand Marriage law and various other laws, regulations and guidelines. Difficulty with reading may mean that the celebrant mis-interprets requirements for law and for ceremony inclusion, particularly in regard to the appropriate reading of poetry, prose and ceremony.
- Maths/Numeracy – The celebrant operates essentially as a small business, providing invoices and recording details of costs and expenses. Difficulty in this regard may mean the celebrant will not be effectively able to maintain their small business in the long term.

## HOW THE COURSE IS STRUCTURED:

Our Certificate IV in Celebrancy course runs over a 12 month period and consists of a 3 days face to face session where you will undertake some of your practical and other learning work. After that, you will be expected to complete the assignment workload, we suggest a minimum of 15-20 hours per week would be needed. We run a number of courses during the year, please contact the office to determine the best available start dates for your course.

Or check our website for specific dates, times and locations:

<https://www.celebrantstraining.com.au/courses/marriage-celebrant-courses>

## RPL

If you believe that previous qualifications you have obtained would be relevant, you are able to request a Recognition of Prior Learning (RPL) assessment where the evidence of your competency can be established. This is offered to you on enrolment. However please note that unless the units of competency are related to Celebrancy, it is highly unlikely RPL would be offered. The AGD does not allow RPL for any of the core units within this training package.

## FEES

Our 3 day face to face course fee costs \$2495.00. This covers the full Certificate IV CHC41015 course, including all types of ceremonies, not just marriage but name-givings, transition, family, all manner of great occasions. It also covers all the workbooks and all the reading material that you need to complete the course. The fee is to be paid in the following manner. On our website you will see that an initial deposit of \$1295.00 is offered and a \$1200.00 balance owed one month after starting.

## REFUNDS

A refund will only be offered if we cancel or postpone a course for any reason. We will refund all monies paid for that course unless we can make alternative course arrangements acceptable to the student.

The refund will be given to the student within 4 weeks of the notification to the student.

**Once a student pays the initial fee and has received the course materials they are deemed to have started the course and so no refund is payable. If you have commenced the course early and your face-face-face component is cancelled we will then work with you to determine another LST class suitable for you to attend.**

## EXTENSIONS OF TIME

Although we generally assume that you will finish the course within a 12 month period, if you do take longer – and we can see that you have completed a reasonable amount of your course work, there you can apply for an extension. There is a further administration fee to be charged, and a monthly fee of \$100.00. These fees are there as a deterrent to ensure you give your all in trying to complete the qualification in the given time.

It is up to you to put in the effort to complete the course within the timeframe, gain your Certificate of Completion and if you wish to do so, apply to the AGD for your authorisation as an Authorised Marriage Celebrant. This process is completely separate to anything we do. You can check the AGD website for further information on the application process.

## APPLYING TO BECOME AN AUTHORISED CELEBRANT

Completion of the Certificate IV in Celebrancy is no guarantee of becoming a civil marriage celebrant, that process belongs to the AGD. Their application process costs \$600 and is quite rigorous. But we can assist to prepare you in the best possible way to manage this process. It can also take between 2-3 weeks to complete, then the AGD can take up to 3 months to decide on your application - as they do not consider they have a completed application until all the elements of the application are successfully completed. Then the 3 months count commences. We will discuss this during your class sessions.

## UNIQUE STUDENT IDENTIFIER

The Australian Government has implemented a system for student identification called the Unique Student Identifier (USI). Anyone undertaking a course of nationally recognized training in Australia is required to obtain a USI before a qualification will be issued to them.

We recommend that you go to the following website in order to create/obtain your USI, preferably before you enroll but it can be provided after. The USI website is

<http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

Once you have obtained your USI, it will be included in all your student records maintained by us and provided to the Government according to our obligation as an RTO to provide that information to them.

## YOUR PRIVACY

We protect your privacy whenever possible however there are national requirements for our RTO that are outside our control.

## Vocational education and training (VET)

### VET Data Use Statement

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for the following purposes:

- populate authenticated VET transcripts;
- facilitate statistics and research relating to education, including surveys and data linkage;
- pre-populate RTO student enrolment forms;
- understand how the VET market operates, for policy, workforce planning and consumer information; and
- administer VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## SUMMARY DESCRIPTIONS OF UNITS AND ELEMENTS

Every student must complete 13 units for this qualification. Following is a list of units that have been chosen to ensure the course commencing with the mandatory core units, followed by the mandatory units for application to the AGD for authorisation as an Authorised Marriage Celebrant, followed by the remainder of the elective units.

### ***CORE UNITS – These are mandatory core units***

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

### ***To apply for registration as a marriage celebrant with the Australian Attorney-General's Department the following units must be selected***

- CHCCEL005 – Establish and maintain marriage celebrancy practice
- CHCCEL006- Interview clients and plan marriage ceremonies
- CHCCEL007 – Prepare for, present and evaluate marriage ceremonies

### ***ELECTIVES – the following electives are chosen by us as necessary for your professional development in the role.***

- BSBREL401 – Establish networks
- BSBSMB306 – Plan a home based business
- BSBSMB406 – Manage Small Business Finances
- BSBSMB403 – Market the Small Business

We have provided brief descriptions of the 6 mandatory core, the 3 mandatory marriage and the 4 business electives. This constitutes the 13 units of study you need to undertake to complete the Certificate IV in Celebrancy.

## CERTIFICATE IV IN CELEBRANCY

### COMPULSORY CORE UNITS

#### CHCCEL001 – Develop sustainable celebrancy practice

This unit describes the skills and knowledge required to determine what makes a sustainable celebrancy practice and then to set goals and develop an approach to own practice.

This unit applies to celebrants.

##### Elements:

1. Determine requirements for sustainable celebrancy practice
2. Set own celebrancy practice goals
3. Develop approach to own practice

#### CHCCEL002 – Establish client celebrancy needs

This unit describes the skills and knowledge required to establish the client-celebrant relationship, work with the client to identify their needs, and then match celebrancy services to those needs. It does not address the specific additional legal requirements for marriage celebrancy, which are found in separate units.

This unit applies to celebrants.

##### Elements

1. Establish client celebrant relationship
2. Clarify client needs
3. Match services to client needs
4. Complete administrative tasks
5. Obtain feedback from clients in relation to their celebrancy services

#### CHCCEL003 – Research, design and organise ceremonies

This unit describes the skills and knowledge required to research, design and write ceremonies and address associated operational requirements.

This unit applies to celebrants, and to different types of ceremonies, both public and private.

##### Elements:

1. Research ceremonial components
2. Design ceremonies
3. Write ceremony content
4. Address operational arrangements
5. Extend and expand own knowledge base

## CHCCEL004 – Prepare for, present and evaluate ceremonies

This unit describes the skills and knowledge required to prepare for, present and evaluate ceremonies. It requires the ability to use well-developed public speaking and presentation skills to deliver the ceremony. It does not address the specific additional legal requirements for the delivery of marriage ceremonies, which are found in separate units of competency.

This unit applies to celebrants, and to different types of ceremonies, both public and private.

### Elements

1. Prepare for ceremonies
2. Present ceremonies
3. Evaluate ceremonies

## CHCDIV001 – work with diverse people.

This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.

### Elements

1. Reflect on own perspectives
2. Appreciate diversity and inclusiveness and their benefits
3. Communicate with people from diverse backgrounds and situations
4. Promote understanding across diverse groups

## CHCLEG001 – Work Legally and Ethically

This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role.

### Elements

1. Identify and respond to legal requirements
2. Identify and meet ethical responsibilities
3. Contribute to workplace improvements

## MANDATORY UNITS FOR MARRIAGE APPLICATION

### CHCCEL005 – Establish and maintain marriage celebrancy practice

This unit describes the skills and knowledge required to determine the specific legal and ethical requirements for marriage celebrancy practice, create and maintain systems and resources, and maintain and improve skills and knowledge in marriage celebrancy.

This unit applies to individuals seeking to be registered as a Commonwealth-registered marriage celebrant by the Attorney-General's Department.

#### Elements

1. Determine legal and ethical requirements for marriage celebrancy practice
2. Create and maintain marriage celebrancy systems and resources
3. Maintain and improve own skills and resources

### CHCCEL006 – Interview clients and plan marriage ceremonies

This unit describes the skills and knowledge required to assess client eligibility to marry, provide required information to couples, and plan marriage ceremonies consistent with legal requirements of marriage regulations.

This unit applies to individuals seeking to be registered as a Commonwealth marriage celebrant by the Australian Government Attorney-General's Department.

#### Elements

1. Assess eligibility of clients to marry under Australian law
2. Provide information on legal documentation requirements
3. Provide information about relationship services
4. Assist couple to plan marriage ceremony within legal requirements
5. Complete pre-marriage documentation

### CHCCEL007 – Prepare for, present and evaluate marriage ceremonies.

This unit describes the skills and knowledge required to finalise pre-ceremony arrangements, present and review marriage ceremonies consistent with legal requirements of marriage regulations.

This unit applies to individuals seeking to be registered as Commonwealth marriage celebrants by the Australian Government Attorney-General's Department.

#### Elements –

1. Finalise pre-ceremony arrangements
2. Make on site preparations
3. Present marriage ceremonies within legal requirements
4. Manage marriage ceremony documentation
5. Register the marriage
6. Evaluate ceremonies

## ELECTIVE UNITS

### BSBSMB403 Market the small business

This unit describes the skills and knowledge required to monitor and improve business performance via a clear marketing strategy integrated into the business plan.

It applies to individuals who operate a small business independently or within a larger organisation. Individuals in this role analyse and interpret market data.

Elements –

1. Develop marketing strategies
2. Determine a marketing mix for the business
3. Implement marketing strategies
4. Monitor and improve marketing performance

### BSBSMB306 Plan a home based business

This unit describes the skills and knowledge required to assess the viability and create a plan to operate a business in the home environment.

It applies to individuals who are establishing or operating a micro business providing self-employment.

Elements

1. Determine viability of basing a business in a home environment
2. Plan workplace in a home environment
3. Minimise potential sources of conflict

### BSBSMB404 Undertake small business planning

This unit describes the skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives.

It applies to individuals who operate a small business that operates independently, or as part of a larger organisation. Individuals in this role interpret business information and numerical data competently.

## Elements

1. Identify elements of the business plan
2. Develop a business plan
3. Develop strategies for minimising risks

## BSBREL401 Establish Networks

This unit describes the skills and knowledge required to develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.

It applies to individuals with a broad knowledge of networking and negotiation who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of tasks to others.

## Elements

1. Develop and maintain business networks
2. Establish and maintain business relationships
3. Promote the relationship

## CERTIFICATES

Certificates of Completion containing all the information required will be issued on completion of all 13 units of study. Completion of each individual unit will be acknowledged through student communication processes. A Statement of Attainment is provided for individual units of study should the course not be completed for any reason.

## CONTACT INFORMATION:

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