



NATIONALLY RECOGNISED
TRAINING

Certificate IV in Celebrancy

CHC 41015

Marriage Celebrant Training Course

This qualification covers the broad based skills and knowledge that underpin a range of celebrancy roles, as well as addressing specific legislative responsibilities of marriage celebrants and provides a range of electives representing different aspects of celebrancy work.

Celebrants may specialize in a range of areas of celebrancy as well as developing skills to manage their own business operations.

Total number of units = 13

- 6 core units
- 7 elective units, consisting of:
 - at least 3 units from the Celebrancy group
 - up to 4 units from the electives listed in the packaging rules, any endorsed Training Package or accredited course – these units must be relevant to the work outcome

Refer to <http://training.gov.au/Training/Details/CHC41015>

Compulsory 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

Electives required for marriage celebrancy registration:

The following electives are required to apply for authorisation as a marriage celebrant with the **Commonwealth Australian Attorney-General's Department**.

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

Other relevant electives:

- CHCCOM002 Use communication to build relationships
- CHCCEL008 Plan, present and evaluate funeral and memorial ceremonies
- SIFXIND002 Work effectively in the funeral services industry
- BSBSM403 Market the small business

Delivery: Face to face (part-time)

The Certificate IV in Celebrancy can be completed part-time, face-to-face, class room based program.

Learners attend seven (7) x two (2) day workshops. Workshops are offered once per month.

Volume of Learning: *Workshops are 8.30am – 4.30pm each day (8 x 2 x 7 = 112hrs)*

Learners are expected to complete an additional 15-20 hours per week independent study (min 420hrs)

Learners engage with the trainers up to 5 hours per month (skype sessions, face time etc. 5x7=35hrs)

Learners have 12 months to complete the qualification.

The qualification is also available as a distance education course with scheduled face-to-face time with the trainer/assessor. This may be via skype or in person. Learners have 18 months to complete

Assessment:

The course is assessed via a combination of written and practical tasks. Learners will need to have access to a computer and the internet. Learners will complete theory information during the workshops and will be provided with assessment tasks to complete prior to the following session.

RPL:

RPL is available to existing celebrants. Please contact AssentTECS for information about how to apply for Recognition of Prior Learning

Fees:

Certificate IV in Celebrancy fee is \$2,145.00

Fee comprises:

\$150.00 non-refundable registration fee

\$200.00 learning resources

\$1,795.00 tuition fee

Payment schedule:

Seven (7) payments of \$285.00

First payment: \$150.00 registration fee + \$285.00 - \$435.00 due on enrolment

Subsequent payments of \$285.00 are to be made prior to attendance at each face-to-face workshop

Cancellation and Refund Policy:

Please refer to the enrolment form for AssentTECS cancellation and refund policy.

Contact Details:

If you have any questions or require further information please contact:

Leslie Mackee or Karen Malowiecki

AssentTECS

Office: 0473 118 624

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