



## INTRODUCTION

The Unleashed Collective is a Registered Training Organisation (RTO number 45480) registered with the Australian Skills Quality Authority. The Unleashed Collective is proud to offer the CHC41015 Certificate IV in Celebrancy as an 18-month part-time program. The program involves scheduled classroom learning activities, self-paced distance learning and simulated workplace training and assessment. This program provides learners with the skills and knowledge required to be an authorized marriage celebrant in Australia. The course addresses the specific legislative responsibilities of marriage celebrants, all facets for establishing a sustainable celebrancy business and covers civil celebrancy concepts as well. If you work in or wish to pursue a career within the celebrancy industry, this is the course for you.

This qualification reflects the role of celebrants in a range of celebrancy settings. Students will learn the importance of the Marriage Act 1961 and Marriage Regulations 2017, while supporting client's needs, developing, performing and reviewing ceremonies and operating a small business. A range of simulated environments will be established to conduct mock interviews and ceremonies forming part of the assessment for this course. Students will develop a portfolio of resources to be job ready.

## WHO IS RESPONSIBLE FOR MY TRAINING?

The Unleashed Collective is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

## UNITS OF COMPETENCY

The CHC41015 Certificate IV in Celebrancy comprises 13 units of competency. The Unleashed Collective has organised 5 units of competency into relevant clusters relating to shared skills and knowledge or shared work tasks, and 8 units are stand alone. This results in efficient delivery of training and assessment and a structure that is very logical for learners.

To be issued the qualification CHC41015 Certificate IV in Celebrancy a learner must be assessed as competent in 13 units of competency. These units of competency are comprised of 6 core units, and 7 elective units with 3 of these units from the Celebrancy Group. The Unleashed Collective has selected the elective units of competency within this course, and have chosen these based on providing the learner with a broad set of skills and a focus on providing a better chance at gaining clients and expanding business options in the role as a celebrant. The selected units of competency are also supported by the learning content within the prescribed text.

The selection of these units of competency and the course structure has been confirmed through industry engagement undertaken by The Unleashed Collective.

The CHC41015 Certificate IV in Celebrancy is delivered using the course structure outlined below:

Note: Core (C) / Elective (E)

Clusters/Stand Alone	Unit(s)	Core / Elective
Cluster 1		
Celebrancy Group	CHCCEL005 Establish and maintain marriage celebrancy practice	E
	CHCCEL006 Interview clients and plan marriage ceremonies	E
	CHCCEL007 Prepare for, present and evaluate marriage ceremonies	E
Stand Alone 2		
Develop sustainable celebrancy practice	CHCCEL001 Develop sustainable celebrancy practice	C
Stand Alone 3		
Establish client celebrancy needs	CHCCEL002 Establish client celebrancy needs	C
Stand Alone 4		
Research design and organise ceremonies	CHCCEL003 Research design and organise ceremonies	C
Stand Alone 5		
Prepare for present and evaluate ceremonies	CHCCEL004 Prepare for present and evaluate ceremonies	C
Stand Alone 6		
Work with diverse people	CHCDIV001 Work with diverse people	C
Stand Alone 7		
Work legally and ethically	CHCLEG001 Work legally and ethically	C
Stand Alone 8		
Monitor and manage small business operations	BSBSMB405 Monitor and manage small business operations	E
Stand Alone 9		
Market the small business	BSBSMB403 Market the small business	E
Cluster 10		
Funeral Celebrancy	CHCCEL008 Plan, present and evaluate funeral and memorial ceremonies	E
	CHCCCS017 Provide loss and grief support	E

## NATIONAL RECOGNITION

These competencies have been drawn from the nationally endorsed industry training package the Community Services Training Package (CHC). On successfully completing the training and assessment, the CHC41015 Certificate IV in Celebrancy qualification will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider celebrancy community. The Unleashed Collective will issue a qualification within 30 days of the final assessment being completed.



## PROGRAM OUTLINE

Training is delivered in a blended mode classroom-based delivery (4 days at the commencement of training and one day per quarter) which is trainer led combined with self-paced learning (we recommend 10 hours per week), this will incorporate fortnightly contact from The Unleashed Collective. Written learning activities will reinforce theoretical knowledge, and skills will be practised in simulated work environments where learning will be placed into context. The Unleashed Collective trainers offer going support throughout each student's enrolment while assisting in the planning, delivery and review of assessments. The primary purpose of undertaking practical assessments, with observation is to collect workplace evidence. The course modules (clusters and standalone units) are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

## LOCATIONS

Please check the 'Training Events' page, or search by state on the website, for specific training opportunities, locations and dates. <https://www.theunleashedcollective.com/celebrant-training-events>

## EXPECTED DURATION

The program is designed to be delivered over 18 months. The Unleashed Collective is able to support participants that need additional time with course extension options. Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration.

## PRACTICAL (WORK) PLACEMENT

There are no specified practical work placements for this course.

## ASSESSMENT REQUIREMENTS

The assessment is conducted using a combination of realistic workplace tasks, knowledge activities, portfolio development, response to case studies and feedback. The following provides a brief explanation of the assessment methods that are to be applied:

- **Demonstration / Role-Play.** The student is required to demonstrate a range of skills whilst being observed by or interacting with, the assessor. These activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student to apply their knowledge and skills during practical activity.
- **Written Report / Case Study.** The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.
- **Portfolio.** The student is required to undertake a range of projects in the context of developing their own business or on a case study that is provided by the assessor. A portfolio will require the creation of various workplace documents (business and celebrancy resources). Portfolios will often have a presentation component where the student will be asked to present the outcomes of their portfolios to a professional standard.
- **Training Designed Activities and Assessments.** The student is required to undertake a number of written knowledge activities and assessments over the course of their study. These activities and assessments will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the activities. The student may research their answers from the course training materials and notes as well as relevant references.
- **Observation Report.** Observation reports will require feedback about the student's performance during a module. A briefing is provided before the student begins study to inform them of the module requirements. Observation assessment will occur as evidence collected.

## ENTRY REQUIREMENTS

There are no specified entry requirements for this qualification specified within the CHC Community Services Training Package. Noting this, The Unleashed Collective requires persons who undertake this course to:

- Be aged 18 years or over.
- Have local entry levels of LLN which are assessed in an LLN assessment prior to enrolment. As part of the enrolment process, students will be informed and will confirm that they understand the requirements to apply to become a marriage celebrant in Australia as set by the Attorney Generals Department.
- Have the ability to undertake online research.

An LLN assessment will take place prior to enrolment to ensure a clear and detailed understanding of competency levels prior to commencing study, this allows for the best training plan and support to be put in place immediately to gain greater outcomes of completion and competency.

**Please note.** The Unleashed Collective will engage with persons expressing interest in enrolment to discuss their language, literacy and numeracy skills. The Unleashed Collective can provide additional learning support to students who require basic assistance. For students who have more fundamental support needs, The Unleashed Collective can refer these students to a specialist language, literacy and numeracy development provider who can assist students to improve their language, literacy and numeracy skills to enable them to suitably commence the course.

## RECOGNITION OF PRIOR LEARNING

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program. Students are encouraged to notify The Unleashed Collective of their interest or intention to apply for RPL prior to their enrolment. We will provide you with a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.

## STUDENT INFORMATION

Detailed student information is available within our Student Handbook which is supplied with the enrolment package. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away or you can access the Student Handbook via our website.



## DRESS AND EQUIPMENT REQUIREMENTS

Students are required to present to the class in neat, casual attire suitable for participation in practical activities. Specific clothing requirements for practical assessment will be discussed during Day 1 Induction.

The student will require basic stationery and a notebook according to their own study preferences during classroom learning sessions and their own self-paced study. Access to a computer which has an internet connection is recommended to assist students to undertake study and research in response to some assessment tasks during self-paced distance learning.

Students may bring portable electronic devices to classroom sessions such as small laptops or tablets if they wish. Students are advised that no provision will be made to charge these devices in the classroom and charging or power extension leads are not to be used in the classroom. Students are issued with a prescribed textbook to assist with their study. This textbook is:

CHC41015 Certificate IV in Celebrancy Author: Jill Heaton The Unleashed Collective. 2018.

## COST

This course is available on a fee for service arrangement. The current cost can be found in our Fee Schedule along with details of refund rights and obligations.

## CONTACT US AND GET THE BALL ROLLING!

Phone us on 02 4683 3113, send an enquiry to [hello@theunleashedcollective.com.au](mailto:hello@theunleashedcollective.com.au) or visit our website for specific training events and locations: [www.theunleashedcollective.com](http://www.theunleashedcollective.com)