



**THE UNLEASHED
COLLECTIVE.**

CIVIL CELEBRANTS TOOL BOX - STRUCTURED DISTANCE LEARNING

NON-ACCREDITED UNITS OF STUDY

The Modern Celebrant Tool Box
Business Structure Tool Box
Civil Celebrancy Tool Box
Free Templates Tool Box

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 Non-accredited course The Civil Celebrant Tool Box as a 3 month part-time program. The program involves learning activities, self-paced distance learning. This program provides learners with the skills and knowledge required to be a civil celebrant in Australia. The course addresses the specific legislative responsibilities of business in Australia, facets for establishing a sustainable civil celebrancy business and covers concepts relating to modern day celebrants, celebrancy resources and provides free templates as well. If you work in or wish to pursue a career within the civil celebrancy industry, this is the course for you.

This non-accredited qualification reflects the role of civil celebrants in a range of celebrancy settings. Students will learn the importance of supporting personal needs, client's needs and those of colleagues, developing networks, performing and reviewing ceremonies and operating a small business. A range of suggestions will be offered to expand the business idea and growth potential. Students will develop a portfolio of resources to be job ready.

WHO IS RESPONSIBLE FOR YOUR TRAINING?

The Unleashed Collective is responsible to provide a quality training product and to issue all certificates.

UNITS OF STUDY

The Civil Celebrant Tool Box comprises of 2 units of study (1/2 day face to face 9 am – 2 pm). The Unleashed Collective has organised both units of study into a relevant cluster relating to shared skills and knowledge or shared work tasks. This results in efficient delivery of training and assessment and a structure that is logical for learners.

To be issued the certificate a learner must be assessed as competent in the units of study in full. These units of study are comprised of non-accredited subjects relevant to a modern-day celebrant operating a business. The Unleashed Collective has selected these units of study within this course, and have chosen these based on providing the learner

with a broad set of skills, a focus on providing a better chance at gaining clients and expanding business options in the role as a civil celebrant. Selected units of study are supported by the learning content within the prescribed text.

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

The Civil Celebrant Tool Box non-accredited course is delivered using the course structure outlined below:

Note: Core (C) / Elective (E)

Clusters	Unit(s)	Core / Elective
Cluster 1		
The Civil Celebrant Tool Box	<ul style="list-style-type: none"> The Modern Celebrant Tool Box Business Structure Tool Box Civil Celebrancy Tool Box Free Templates Tool Box 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

WHY NOT NATIONAL RECOGNITION?

The Civil Celebrant Tool Box is a non-accredited course and is not recognised nationally under an endorsed industry training package such as the Community Services Training Package (CHC). There are no courses for Civil Celebrancy specifically available in Australia. On successfully completing the training and assessment, The Civil Celebrant Tool Box certificate will be issued. A transcript listing all units of study will also be issued. The course and units of study are not nationally recognised and solely provide individuals with valuable information that can be applied throughout Australia and the wider celebrancy community. The Unleashed Collective will issue a certificate within 30 days of the final assessment being completed.

PROGRAM OUTLINE

Training is delivered in a self-paced learning environment (we recommend 10 hours per week), this will incorporate fortnightly contact from The Unleashed Collective. Written learning activities will reinforce theoretical knowledge learning will be placed into context within assessments. 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 assessments, with observation, is to collect workplace evidence. The course modules (clusters) 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

Structured Distance Learning can take place anywhere at anytime suitable for the learner.

EXPECTED DURATION

The program is designed to be delivered over 3 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.

ASSESSMENT REQUIREMENTS

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

- **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.

PRACTICAL (WORK) PLACEMENT

There are no specified practical work placements for this course.

ENTRY REQUIREMENTS

There are no specified entry requirements for this course. 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.
- 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 not apply for recognition of their existing skills and knowledge as this is a stand-alone non-accredited course designed by The Unleashed Collective.

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

There are no specific dress requirements for this course.

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 are issued with a prescribed textbook to assist with their study. This textbook is:

The Civil Celebrant Tool Box Author: Jill Heaton The Unleashed Collective. 2019.

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 or visit our website for specific training events and locations: www.theunleashedcollective.com