



# CHCMCEL401A PLAN, CONDUCT AND REVIEW A MARRIAGE CEREMONY

CRICOS PROVIDER  
NO. 01740M

Version Date: 15 April 2005

## WHAT DOES THIS COURSE INVOLVE?

This unit is part of Certificate IV in Marriage Celebrancy that covers the responsibilities of marriage celebrants to comply with relevant legislation and to conduct their own business operations as a marriage celebrant. CHCMCEL401A is the mandatory unit required by the Commonwealth Attorney-General's Department responsible for authorising and appointing marriage celebrants.

Since 1 September 2003 all aspiring marriage celebrants must undertake the course before applying to the Commonwealth for appointment as a marriage celebrant. This includes all aspiring civil marriage celebrants as well as aspiring marriage celebrants for smaller, independent religious organisations whose marriage celebrants are appointed and regulated by the Commonwealth Attorney-General's Department. Aspiring marriage celebrants in recognised denominations (usually larger, long-established religious organisations) are **not** required to undertake the course nor are any celebrants authorised by the Commonwealth Attorney-General's Department prior to 1 September 2003.

The unit of competency covers:

- Complying with legal obligations
- Planning a ceremony
- Conducting a ceremony
- Reviewing a ceremony

## WHAT ARE MY EMPLOYMENT OPPORTUNITIES?

On successful completion, a Statement of Attainment will be issued for the unit and this can then be used in seeking authorisation as a Marriage Celebrant. Completion of the unit is mandatory prior to application to the Attorney-General's Department since 1 September 2003 but is not a guarantee of authorisation as there are additional "fit and proper person" criteria that need to be met.

## HOW LONG DOES IT TAKE?

The course duration is 12 weeks. Students usually complete the units just over 1 term.

**Note: All duration times stated are the maximum timeframe to complete the program and published fees cover this timeframe. Students who have not completed their qualification in the stated timeframe can continue the program at an additional cost.**

## LEARNING MODEL

The blended flexible learning model consists of:

- An introductory session during which an outline of the unit will be given and learning resources and assessment kits will be issued
- Self-paced study and preparation for practical assessments
- Assessment of a simulated client interview prior to ceremony
- Assessment of a simulated ceremony
- Assessment of the completion and submission of required documents

The assessments involve both observation and oral questioning. Students will have up to 12 weeks to complete all aspects of the course. A timetable will be provided to students at enrolment.

### **RESOURCE REQUIREMENTS**

No textbooks required, as Learning Package is supplied at enrolment.

### **ENTRY REQUIREMENTS**

Students under 18 years of age must have parental/guardian approval.

Students must be competent in Literacy in order to fulfil course requirements. If you have literacy needs that may impair your ability to study this course please discuss this with an educator to arrange assessment.

### **SUPPORT**

King's undertakes a duty of care towards student and offers student support services.

### **RECOGNITION OF PRIOR LEARNING**

Recognition of Prior Learning provides students an opportunity to have their current skills and competencies recognised. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning.

The process requires students to gather evidence confirming their competency. An educator will advise you in this task. **Enquire if you think you qualify.**

### **COURSE FEES**

There is a non-refundable enrolment fee required upon receipt of your enrolment form. Your place will not be confirmed unless this payment has been made. This fee applies to all courses. Please contact the College to enquire about course fees.

### **RESOURCES**

A course assessment kit will be provided (cost included in the course fees) and relevant legislation and regulations can be downloaded from a range of web sites.



**To Enrol or to find out more Information**

**Telephone + 61 7 5593 4386**

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