



## LEARNER INFORMATION

**QualTrain Australia** is a Registered Training Organisation providing quality assured training both in the VET (Vocational Education & Training) and Adult Learning (personal enrichment and career related education and training) and is approved to deliver, assess and issue qualifications for nationally recognised training.

We are dedicated to providing an interactive, thought provoking and stimulating learning experience; embracing contemporary techniques, skills and practices.

QualTrain Australia is a values-based training organisation, our training is delivered with passion, integrity, honesty and dignity; with a strong commitment to creating a valuable learning environment where the goals of the learners are recognised and desired outcomes achieved. QualTrain Australia aspires to encourage learners to recognise these values and to recreate them in their own workplace.

### **QualTrain Australia offers the following courses:**

- CHC42608 Certificate IV in Celebrancy [Marriage & funeral celebrant training]
- Adult Learning: Skills enhancement workshops
- Ethical business development

### **A word of advice:**

Before enrolling in this, or any other celebrant training course, please read the important advice on the Attorney-General's website for people wishing to become a registered marriage celebrant: <http://www.ag.gov.au/celebrants> [becoming a celebrant].

### **Principal Trainer/Assessor: Carol Astbury**

Carol has over 36 years experience as an authorised marriage celebrant in Australia; she has extensive experience as a trainer/assessor and provider of ongoing professional development to registered celebrants. Carol brings her wealth of experience and passion to the course, encouraging aspiring celebrants to create personally meaningful and deeply rewarding ceremonies for their future clients.

### **Tutors/Trainers/Assessors**

QualTrain Australia employs tutors/trainers/assessors who meet the requirements of the Commonwealth Attorney-General's Department strict guidelines. They are all commonwealth registered marriage celebrants with extensive experience as trainers/assessors.

## The Qualification: CHC42608 Certificate IV in Celebrancy

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 providing a range of electives representing different aspects of celebrancy work. Celebrants may specialise in a range of areas of celebrancy as well as developing skills to manage their own business operations.

Any person wishing to be registered as a Commonwealth Registered Marriage Celebrant must achieve this qualification before applying to the Commonwealth Attorney-General's Department for registration. This qualification alone will not be sufficient, once application is made to the Department, a Fit & Proper Person's test is applied. For full information on the application process please visit: <http://www.ag.gov.au/celebrants> [becoming a celebrant].

Application for registration as a Commonwealth Registered Marriage Celebrant may not take place until the qualification has been achieved.

**Occupational title** includes:

- Celebrant • Funeral celebrant
- Civil celebrant • Loss and grief celebrant
- Community celebrant • Marriage celebrant
- Family celebrant

### Packaging rules

13 units must be selected for this qualification including:

- 5 compulsory units
- 8 elective units

**In order to achieve the qualification CHC42608 Certificate IV in Celebrancy** candidates must be assessed as having achieved competency in thirteen units of competency.

### STEP ONE

<b>The Compulsory units.</b> All candidates must complete the following <b>five</b> units
CHCADMIN305D Work within the administration protocols of the organisation
CHCCEL401A Work effectively in a celebrancy role
CHCCEL406A Identify and address client needs in a celebrancy role
CHCCOM403A Use targeted communication skills to build relationships
CHCCS400A Work within a relevant legal and ethical framework

### STEP TWO

<b>The Mandatory for Marriage units.</b> All candidates who wish to apply for registration as a Commonwealth Registered Marriage Celebrant, must complete the following <b>four</b> units
CHCCEL402A Establish and maintain knowledge of legal responsibilities of a marriage celebrant ( <i>Note pre-requisite: CHCCEL401A</i> )
CHCCEL403A Develop an effective relationship with a marrying couple ( <i>Note pre-requisite: CHCCEL402A</i> )
CHCCEL404A Plan a marriage ceremony in line with legal requirements ( <i>Note pre-requisite: CHCCEL402A</i> )
CHCCEL405A Conduct and review a marriage ceremony in line with legal requirements ( <i>Note pre-requisite: CHCCEL402A</i> )

### STEP THREE

<b>Elective units.</b> All candidates must also complete a selection of a further <b>four</b> elective units from a wide range available listed below.
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<b>Elective units</b>	
CUSMPF04A	Prepare self for performance
CHCCS426A	Provide support and care relating to loss and grief
SIFFNL009A	Plan and conduct a funeral ceremony
SIFIND001A	Work effectively in the funeral services industry
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
CUFWRT301A	Write content for a range of media
BSBCMM401A	Make a presentation
BSBREL402A	Build client relationships and business networks
BSBSMB306A	Plan a home based business
BSBSMB403A	Market the small business

### **RPL (Recognition of Prior Learning)**

To gain the Certificate IV in Celebrancy, your evidence will need to show that you have worked as a celebrant, that you have applied (or are able to apply) your skills in the community services sector, and that your work has encompassed at least **thirteen** units of competency embedded in the qualification, including the **five** compulsory and **four** mandatory for marriage celebrancy listed above.

In addition to the elective units of competency listed above, further elective units of competency may be found on the National Training Information Service website:

<http://www.ntis.gov.au/?userguide>

QualTrain Australia welcomes your RPL enquiry.

### **Learning and Assessment Modes of Delivery**

Candidates may select a program of learning to best suit their needs:

#### **Self-paced learning OR Face-to-face in a classroom OR a combination of both**

**Self-paced learning:** Many of the units are theory-based and are suitable for self-paced learning. Candidates will be required to complete study and research assignments, face to face attendance may be required on nominated days. A time limit for completion of the assessments will be agreed by Principal and individual candidates and applied to the schedule.

Assessment for conduct of ceremonies and related practical demonstration assessments may occur by joining a classroom course for the assessment day(s), or by agreement with a small group of self-paced learners in consultation with QualTrain. Regional candidates who are not able to attend in person, may complete practical demonstration for assessment by video recording.

**Delivery Face to face:** This mode of learning is highly recommended, please review the timetable on [www.qualtrain.com.au](http://www.qualtrain.com.au) Some units of competency are more suitable for face-to-face learning than by correspondence/distance education. QualTrain Australia specialises in small group training which creates a valuable learning environment. Pre-course reading and assignments are issued upon enrolment and purchase of the learning material.

**Further Information:** Please contact the Principal, Carol Astbury, on (08) 9299 7770 or email [carol@qualtrain.net](mailto:carol@qualtrain.net) Find latest information on: [www.qualtrain.com.au](http://www.qualtrain.com.au)

**KEY to mode of learning: SPL = Self paced learning FF = Face-to-face****SCHEDULE**

<b>Module Code: C.IV.Comp.5</b> The Compulsory units. All candidates must complete the following <b>five</b> units of competency	<b>Delivery</b>
CHCADMIN305D Work within the administration protocols of the organisation	SPL/FF
CHCCEL401A Work effectively in a celebrancy role	SPL/FF
CHCCEL406A Identify and address client needs in a celebrancy role	SPL/FF
CHCCOM403A Use targeted communication skills to build relationships	SPL/FF
CHCCS400A Work within a relevant legal and ethical framework	SPL/FF
<b>Assessment:</b> Completion of workbooks, completion of assignments, written (open-book) tests/questionnaires, practical demonstration, reflective journal	
<b>Cost</b> for the learning material and assessment of the five compulsory units: <b>\$650.00</b> (GST free)	

<b>Module Code: C.IV.Mand.Mar.4</b> The Mandatory for Marriage units. All candidates who wish to apply for registration as a Commonwealth Registered Marriage Celebrant, must complete the following <b>four</b> units of competency	<b>Delivery</b>
CHCCEL402A Establish and maintain knowledge of legal responsibilities of a marriage celebrant ( <i>Note pre-requisite: CHCCEL401A</i> )	SPL/FF
CHCCEL403A Develop an effective relationship with a marrying couple ( <i>Note pre-requisite: CHCCEL402A</i> )	SPL/FF
CHCCEL404A Plan a marriage ceremony in line with legal requirements ( <i>Note pre-requisite: CHCCEL402A</i> )	SPL/FF
CHCCEL405A Conduct and review a marriage ceremony in line with legal requirements ( <i>Note pre-requisite: CHCCEL402A</i> )	SPL/FF
<b>Assessment:</b> Completion of workbooks, completion of assignments, written (open-book) tests/questionnaires, practical demonstration, reflective journal	
<b>Cost</b> for the learning material and assessment of the four mandatory for marriage units: <b>\$650.00</b> (GST free)	

<b>Module Code: C.IV.Elct.4</b> Elective units (you must select four)	<b>Delivery</b>	<b>Select four</b>
CUSMPF04A Prepare self for performance <b>**Highly recommended**</b>	FF	
CHCCS426A Provide support and care relating to loss and grief	SPL/FF	
SIFFNL009A Plan and conduct a funeral ceremony	SPL/FF	
SIFIND001A Work effectively in the funeral services industry	SPL/FF	
HLTHIR403B Work effectively with culturally diverse clients and co-workers	SPL/FF	
CUFWRT301A Write content for a range of media	SPL/FF	
BSBCMM401A Make a presentation	SPL/FF	
BSBREL402A Build client relationships and business networks	SPL/FF	
BSBSMB306A Plan a home based business	SPL/FF	
BSBSMB403A Market the small business	SPL/FF	
<b>Assessment:</b> Completion of workbooks, completion of assignments, written (open-book) tests/questionnaires, practical demonstration, reflective journal		
<b>Cost</b> for the learning material and assessment of four elective units: <b>\$600.00</b> (GST free)		

## QualTrain - Enrolment Information Sheet CHC42608 Cert IV in Celebrancy

<b>Enrolment Procedure</b>	Complete the application form provided by QualTrain you will receive a receipt and confirmation of the enrolment by post or email. Payment for the learning material is required with enrolment in each set of units.
<b>Procedure Prior to Attendance</b>	Students will be provided with information that will assist them in the successful completion of studies and achievement of competency.
<b>Course Content</b>	QualTrain will provide training/tutoring and assessment that leads to the achievement of competency in CHC42608 Certificate IV in Celebrancy. Where classroom attendance is required, the delivery will normally occur from 9.30am to 4.30pm on each scheduled day,
<b>Fees and Charges and refund policy.</b>	If notification is not given, non-attendance in classroom delivery will incur full course cost. Once enrolment has been affected and learning materials have been delivered to the candidate, no refund will occur. Any other circumstances will be considered on a case by case basis by the Principal.
<b>Time constraints for completion of assessment</b>	Candidates are advised that all assessments for each set of units of competency as outlined in the schedule, must be completed within a maximum of 12 weeks from commencement, unless other arrangements in writing have been made with the Principal of QualTrain Australia.
<b>Language Literacy and Numeracy</b>	All students who advise QualTrain staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. This assistance provided by QualTrain Staff will be within the principles of fairness and flexibility of workplace assessment and will be offered in a discrete manner. Please complete the generic skills test and send with enrolment.
<b>Welfare and Guidance</b>	All students experiencing any difficulty or concerns about their training experience should make contact with the tutor or QualTrain Management where a range of solutions may be discussed and provided. Please be sure to advise QualTrain if you have a particular physical need which might inhibit your ability to sit in a classroom for a period of up to eight hours per day. QualTrain staff will endeavour to ensure regular comfort breaks during the classroom activities.
<b>Complaints and Appeals</b>	The complaints and appeals policy of QualTrain provide an avenue for students to address their complaints and appeals to QualTrain Management and have them dealt with in a constructive and timely manner.
<b>Disciplinary Procedures</b>	Students who are unruly, offensive or conduct themselves in a disrespectful manner toward QualTrain staff or fellow students will be offered one caution to desist their behaviour after which continued behaviour will result in their enrolment being cancelled.
<b>Access and Equity</b>	QualTrain is committed to providing training and assessment services to all clients regardless of race, religion, sex socio-economic status, disability, language, and ability in literacy or numeracy.
<b>Legislative Compliance</b>	QualTrain Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO's including but not limited to OH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and training legislation. QualTrain regularly reviews the requirements of the Commonwealth Attorney-General's Department in relation to the regulatory requirements for the registration of Marriage Celebrants.
<b>National Recognition</b>	QualTrain recognises qualifications and statements of attainment issued by any other Registered Training Organisation under the Australian Qualifications Framework.
<b>Recognition of Prior Learning</b>	Recognition of Prior Learning (RPL) is offered to all students enrolling in QualTrain. Where sufficient documentation is provided QualTrain will provide credit transfer to enrolling students. QualTrain recognises all current competencies held by students regardless of how, where or when these competencies were learned. If a student would like to pursue RPL they can apply by separate enrolment.
<b>Privacy and confidentiality</b>	QualTrain recognises and respects the privacy and confidentiality of all candidates. Apart from the legislative requirements regarding reporting to the State and Federal bodies concerned with qualification registration, no information is given to any third party regarding the details of enrolled candidates.

**Please read the following advice:**

- Access to a computer is essential: assignments require completion of written tests, reports, draft of ceremony
- Connection to email is and Internet access is essential
- Candidates who elect to undertake self-paced learning in the metropolitan area and those who are able to travel to the metropolitan area will be invited to attend classroom session(s) prior to assessment of conduct of ceremony
- Rural/remote candidates may arrange to have conduct of ceremony assessed by videoing the activity and posting the video to QualTrain Australia
- Time frame for completion of self-paced learning: the following time allotments are highly recommended, some candidates may reach completion earlier, others may require more time [uoc = unit of competency]
  - C.IV.Comp.5 = five compulsory uoc's = 12 weeks
  - C.IV.Mand.Mar.4 = four mandatory for marriage uoc's = 12 weeks
  - C.IV.Elct.4 = your selection of four elective uoc's = 12 weeks
- Time frame for completion of face-to-face learning in a classroom (reduced if the candidate elects to undertake a combination of self-paced and face-to-face learning)
  - C.IV.Comp.5 = 4 days (add time for pre-course reading and completion of assignments)
  - C.IV.Mand.Mar. = 4 days (add time for pre-course reading and completion of assignments)
  - C.IV.Elct.4 = will depend upon the selection of electives (eg. Funeral Celebrancy will require 3 days including a field trip + pre-course reading and completion of assignments)
- Included in the cost of the learning material for the self-paced option is time allotted to each candidate for one-to-one tutoring with a QualTrain Australia tutor/assessor:
  - C.IV.Comp.5 = five hours
  - C.IV.Mand.Mar.4 = five hours
  - C.IV.Elct.4 = five hours
- Tutoring is not applied to face-to-face learning, there is no extra charge for classroom attendance

If you require any further information prior to enrolment, please contact the Principal on 08 9299 7770 or email [carol@qualtrain.net](mailto:carol@qualtrain.net)

When you have read and understood pages 1 – 6, please continue to the enrolment pages.

## ENROLMENT

**QualTrain Australia is a Registered Training Organisation**  
**National Provider Number: 51465 ABN: 148 825 527**

Please retain pages 1 - 6 above, complete all the information on pages 7 - 10 print clearly,  
sign and forward to: **QualTrain Australia, P O Box 280, Darlington, WA 6070**

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Is this the first time you have enrolled with QualTrain Australia? YES / NO

If YES, state the year study is to commence (i.e. 2011) .....

If NO, state student ID (if known) or year of previous study .....

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TITLE: (Please tick one box only) Mr  Mrs  Miss  Ms  Other .....

GENDER: (Please tick one box only) Male  Female

FAMILY NAME (Surname):.....

GIVEN NAME(S): .....

DATE OF BIRTH (dd/mm/yyyy): ...../...../.....

USUAL PLACE OF RESIDENCE (Street/Suburb/State or Territory/Post Code):

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POSTAL ADDRESS (if different to above):.....

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TELEPHONE:..... MOBILE:.....

EMAIL: .....

REQUIRED: Attached – certified copy of photo ID (eg. driver's licence, passport) YES / NO

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EMERGENCY CONTACT:..... RELATIONSHIP: .....

CONTACT DETAILS: .....

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Are you enrolling in CHC42608 Certificate IV in Celebrancy YES / NO OR

Are you enrolling in unit of competency only activity (eg. Funeral Celebrancy) YES / NO

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Do you speak a language other than English at home? YES / NO

(If more than one language, indicate the one that is spoken most often.) .....

Do you experience any difficulty with speaking the English language? .....

Are you of Aboriginal or Torres Strait Islander Origin? YES / NO

Do you consider yourself to have a disability, impairment or long term condition YES / NO

If yes, please select: hearing/deaf; physical; intellectual; learning; vision; medical; other

Comment: .....

What is your highest completed school level? .....

What is your highest completed qualification? .....

Are you currently employed? YES / NO

Your usual / most recent occupation: .....

Write clearly how you would like your name to appear on your certificate of attainment:

Please indicate which module(s) / units of competency (UoC) you wish to enrol in:

	UoC Code and Title	Select the mode of learning SPL or FF
1	CHCADMIN305D Work within the administration protocols of the organisation	
2	CHCCEL401A Work effectively in a celebrancy role	
3	CHCCEL406A Identify and address client needs in a celebrancy role	
4	CHCCOM403A Use targeted communication skills to build relationships	
5	CHCCS400A Work within a relevant legal and ethical framework	
6	CHCCEL402A Establish and maintain knowledge of legal responsibilities of a marriage celebrant (Note pre-requisite: CHCCEL401A)	
7	CHCCEL403A Develop an effective relationship with a marrying couple (Note pre-requisite: CHCCEL402A)	
8	CHCCEL404A Plan a marriage ceremony in line with legal requirements (Note pre-requisite: CHCCEL402A)	
9	CHCCEL405A Conduct and review a marriage ceremony in line with legal requirements (Note pre-requisite: CHCCEL402A)	
10	Select	
11	Select	
12	Select	
13	Select	

**ORDER LEARNING MATERIALS**

Please complete this order form for learning materials. Note that payment must accompany this order. Once processed, the learning materials will be posted to your nominated address within seven days of receipt of this order. Alternatively, you are invited to arrange collection of the materials and an opportunity to meet with the Trainer. QualTrain advises that candidates should order one module at a time, commencing with the Compulsory units of competency (C.IV.Comp.5) unless you are a registered celebrant wishing to undertake the Funeral Celebrancy course (four elective UOCs).

Required for completion of CHC42608 Certificate IV in Celebrancy	Cost
<b>Module Code: C.IV.Comp.5</b> The Five Compulsory units	\$650.00
<b>Module Code: C.IV.Mand.Mar.4</b> The Four Mandatory for Marriage units	\$650.00
<b>Module Code: C.IV.Elct.4</b> Elective units (you must select four)	\$600.00

**Confirm order:**

Title: .....Cost: \$.....

Title: .....Cost: \$.....

Title: .....Cost: \$.....

I have completed the enrolment form, nominated my selection of units of competency and declare this information to be correct. I have read and understand the information on pages 1 – 6 of this enrolment information document.

Signature of applicant

Date:

<b>PAYMENT DETAILS (please complete)</b>	<b>QualTrain Australia ABN: 148 825 527</b>
Payment may be made by cheque / money order made payable to: QualTrain Australia	
Post to: QualTrain Australia, P O Box 280 Darlington WA 6070	
<b>OR</b> deposit to Westpac Bank branch or electronic deposit EFT (Please tag the deposit by inserting your name on the Reference line and attach a copy of the transaction to this form):	
A/C name: QualTrain Australia BSB: 036-087 A/C: 31-9835	
Attach to this application: Cheque / Money Order / Record of Transaction (delete as applicable)	
Please ensure you have completed the above confirmation of order above	
Total amount paid with this enrolment: \$	

Please complete the following initial generic skills test. The test will not form part of an assessment; it is simply designed in order that QualTrain Australia may determine any potential *student support need* which might result in your experiencing difficulty in achieving the course outcomes. The completed test should be posted to QualTrain Australia with the enrolment form. Should any student support needs be identified, you will be contacted by the Principal within three days of receipt.

In your own words, please write a short paragraph to describe your inspiration to become a marriage celebrant.

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Demography is the branch of science which deals with statistics within a community. Please complete this short demographical study which will assist you later in developing a business plan for your business as a marriage celebrant.

Please find the following data:

1. Metro: How many civil marriage celebrants are based within a 10km radius of your home?  
or  
Regional: How many civil marriage celebrants are based within a 100km radius of your home?  
or  
Religious: How many pastors are based with a 10km radius of your church?

Where did you find this information? Yellow Pages / Attorney-General's website  
[www.ag.gov.au/celebrants](http://www.ag.gov.au/celebrants) / another source?

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2. List three locations that you feel may be suitable venues for marriages within 10km radius of your home: parks or gardens / reception centres / places of interest

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3. Name three additional factors that you believe would assist you in developing a demographical study. (e.g. age of population)

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Please go to the Attorney-General's website and check out the latest news for aspiring celebrants  
[http://www.ag.gov.au/www/agd/agd.nsf/Page/Marriage\\_Becomingacelebrant\\_Becomingacelebrant](http://www.ag.gov.au/www/agd/agd.nsf/Page/Marriage_Becomingacelebrant_Becomingacelebrant)

I confirm I have read this information. Comments.....

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Name:..... date:.....