

## QualTrain Australia Timetable for Courses – 2010 to early 2011 – Last updated 20.10.2010

<p><b>Course description</b> <b>CHC42608 Certificate IV in Celebrancy</b></p>	<p>Enrolment for accredited training courses is essential – 28 days in advance. Prices are available on application.</p>	
<p><b>(Part 1) Five Compulsory units of competency:</b>            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</p> <p><b>(Part 2) The four elective units for Marriage Celebrancy:</b>            CHCCEL402A Establish and maintain knowledge of legal responsibilities of a marriage celebrant            CHCCEL403A Develop an effective relationship with a marrying couple            CHCCEL404A Plan a marriage ceremony in line with legal requirements            CHCCEL405A Conduct and review a marriage ceremony in line with legal requirements</p>	<p><b>Course: Part 1 &amp; 2 January 2011</b></p> <p>Thursday 6<sup>th</sup>            Friday 7<sup>th</sup>            Saturday 8<sup>th</sup>            Sunday 9<sup>th</sup>            Monday 10<sup>th</sup></p> <p><i>Break</i></p> <p>Saturday 15<sup>th</sup>            Sunday 16<sup>th</sup></p>	<p><b>Course: Part 1 &amp; 2</b></p>
<p><b>(Part 3) Four elective units including Funeral Celebrancy</b></p> <p>CHCCS426A Provide support and care relating to loss and grief            SIFFNL009A Plan and conduct a funeral ceremony            SIFFNL003A Arrange funerals            CUSMPF04A Prepare self for performance</p>	<p><b>Course: Elective (Part 3) January 2011</b></p> <p>Tuesday 18<sup>th</sup>            Wednesday 19<sup>th</sup>            Thursday 20<sup>th</sup> group fieldtrip            Friday 21<sup>st</sup>  <i>Break</i>            Sunday 23<sup>rd</sup></p>	
<p><b>Refresher course for newly registered celebrants (and those awaiting registration)</b>            Duration: 4 hours            Review of relevant documentation and legislation to prepare for performance as a Commonwealth Registered Marriage Celebrant:            Eligibility of the marrying couple; review forms NOIM + declaration form 14 + marriage certificates + statutory declarations + working with interpreters  <i>** This is not Ongoing Professional Development</i></p>	<p><b>November 2010</b></p> <p>4pm – 8pm            Wednesday 20<sup>th</sup></p>	
<p><b>(Part 3) Further elective units including Writing and Performance and Business Services</b>            There are currently no fixed dates for these units – expressions of interest will be addressed</p> <p>HLTHIR403B Work effectively with culturally diverse clients and co-workers            CUFWRT301A Write content for a range of media            BSBCEM401A Make a presentation            BSBREL402A Build client relationships and business networks            BSBSMB306A Plan a home based business            BSBSMB403A Market the small business</p>		
<p><b>RPL (Recognition of Prior Learning)</b>            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 <u>thirteen</u> of the competencies listed above, including the five compulsory and five mandatory for marriage celebrancy.</p> <p>QualTrain Australia welcomes your RPL enquiry.</p>		