



Australian Government

Department of Education, Employment and Workplace Relations

CHC42608 Certificate IV in Celebrancy

Release: 2

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Modification History

CHC08 Version 3	CHC08 Version 4	Comments
CHC42608 Certificate IV in Celebrancy	CHC42608 Certificate IV in Celebrancy	Updated unit codes and imported units. No change to qualification outcome.

Description

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.

Occupational title includes:

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

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

13 units are required for award of this qualification including:

- 5 core units
- 8 elective units

A wide range of elective units is available, including:

- Group A electives which must all be selected for work in marriage celebrancy
- Group B electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on TGA or other public listing

Core units

CHCADMIN305F Work within the administration protocols of the organisation

CHCCEL401C Work effectively in a celebrancy role

CHCCEL406A Identify and address client needs in a celebrancy role

CHCCOM403A Use targeted communication skills to build relationships

CHCCS400C Work within a relevant legal and ethical framework

The importance of culturally aware and respectful practice

All workers undertaking celebrancy work need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

Group A electives - required for marriage celebrancy work

The following four units are required for marriage celebrancy work. These electives are required to apply for registration as a marriage celebrant with the Australian Attorney-General's Department.

CHCCEL402A Establish and maintain knowledge of legal responsibilities of a marriage celebrant (*Note pre-requisite: CHCCEL401C*)

CHCCEL403A Develop an effective relationship with a marrying couple (*Note pre-requisite: CHCCEL402A*)

CHCCEL404A Plan a marriage ceremony in line with legal requirements (*Note pre-requisite: CHCCEL402A*)

CHCCEL405A Conduct and review a marriage ceremony in line with legal requirements
(*Note pre-requisite: CHCCEL402A*)

Group B electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with specified Packaging Rules. The following grouping of relevant of electives is provided to facilitate selection.

Funeral celebrancy

CHCCS426B Provide support and care relating to loss and grief

SIFFNL003A Arrange funerals

SIFFNL009A Plan and conduct a funeral ceremony

SIFIND001B Work effectively in the funeral services industry

Business services

BSBCM401A Make a presentation

BSBFIA402A Report on financial activity

BSBITS401B Maintain business technology

BSBMKG413A Promote products and services

BSBREL401A Establish networks

BSBREL402A Build client relationships and business networks

BSBSMB301A Investigate micro business opportunities

BSBSMB303A Organise finances for the micro business

BSBSMB304A Determine resource requirements for the micro business

BSBSMB305A Comply with regulatory, taxation and insurance requirements for the micro business

BSBSMB306A Plan a home based business

BSBSMB307A Set up information and communications technology for the micro business

BSBSMB401A Establish legal and risk management requirements of small business

BSBSMB403A Market the small business

BSBSMB405B Monitor and manage small business operations

BSBSMB406A Manage small business finances

BSBWOR404B Develop work priorities

SITXICT001A Build and launch a website for a small business

Community services

CHCCOM504B Develop, implement and promote effective workplace communication

CHCCS411C Work effectively in the community sector

CHCCS426B Provide support and care relating to loss and grief

CHCDIS302A Maintain an environment to empower people with disabilities

CHCGROUP403D Plan and conduct group activities

CHCGROUP410B Deliver a structured program

CHCLD315A Recognise stages of lifespan development

CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

CHCMH411A Work with people with mental health issues

CHCORG428A Reflect on and improve own professional practice

CHCPAS401B Undertake pastoral care work

CHCYTH301E Work effectively with young people

HLTWHS300A Contribute to WHS processes

Writing and performance

CUFWRT301A Write content for a range of media