

## **CHCCEL004**

## **Prepare for, present, and evaluate ceremonies**

### **Application**

This unit describes the skills and knowledge required to prepare for, present and evaluate ceremonies. It requires the ability to use well-developed public speaking and presentation skills to deliver the ceremony. It does not address the specific additional legal requirements for marriage celebrancy, which are found in separate units.

This unit applies to celebrants, and to different types of ceremonies, both public and private.

*The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*

### **ELEMENT**

Elements define the essential outcomes

#### **1. Prepare for ceremonies**

### **PERFORMANCE CRITERIA**

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Organise time line and script for ceremonial elements
- 1.2 Rehearse and review own ceremony presentation in advance of the ceremony
- 1.3 Organise and conduct rehearsals with others according to plans and agreements with clients
- 1.4 Identify and organise strategies to prepare other participants when there is no rehearsal
- 1.5 Identify and respond to any problems in consultation with the client
- 1.6 Obtain, prepare and confirm ceremony resources and requirements according to agreed ceremony plans
- 1.7 Complete ceremony preparations according to the agreed scope of the celebrant's role

**ELEMENT**

**PERFORMANCE CRITERIA**

2. Present ceremonies

- 2.1 Liaise with other service providers at the ceremony to support smooth running of ceremony
- 2.2 Organize the gathering to minimise distractions, within the constraints of the venue, occasion and client needs
- 2.3 Facilitate and lead the orderly progression of the ceremony according to the ceremony design and provide clear directions as required
- 2.4 Prepare self for ceremony presentation and use techniques for overcoming performance anxiety
- 2.5 Apply presentation, ceremonial delivery and performance techniques suited to the occasion, venue and audience and as agreed with the client
- 2.6 Enhance the ceremony through use of resources and aids
- 2.7 Adapt presentation to suit the size and nature of the venue and to match audience characteristics
- 2.8 Interact effectively with participants and the audience to engage them in the ceremony as agreed with client
- 2.9 Respond flexibly to unexpected events in ways that maintain the flow and integrity of the ceremony

3. Evaluate ceremonies

- 3.1 Seek client feedback, and take advice on, ceremonies, presentation and performance to continuously improve service
- 3.2 Establish and action strategies to observe and listen critically to own ceremonial delivery
- 3.3 Continuously evaluate ceremonial delivery for technical strengths and weaknesses and adjust own performance to achieve the required skills
- 3.4 Monitor and maintain vocal and non-verbal development to meet ceremony delivery requirements
- 3.5 Access and use celebrant support services and professional development opportunities
- 3.6 Use collaboration as a tool to develop, maintain and improve own skills and resources
- 3.7 Document evaluation outcomes and use to enhance future practice

## FOUNDATION SKILLS

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## UNIT MAPPING INFORMATION

No equivalent unit.

## LINKS

[www.cshisc.com.au](http://www.cshisc.com.au)

## ASSESSMENT REQUIREMENTS for CHCCEL004 Prepare for, present, and evaluate ceremonies

The assessment requirements provide advice on assessment and must be read in conjunction with the specific detail of this unit of competency and related assessment information for this Training Package.

### *Performance evidence*

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- prepared and documented pre ceremony documentation and checklists for at least 6 ceremonies
- presented at least 6 rehearsals and at least 6 ceremonies, including at least one each for the following:
  - engagement
  - a baby naming or blessing
  - birthday
  - anniversary (wedding or other)
  - graduation celebration or party
  - mother's day or father's day celebration
- presented ceremonies for audiences of varying size, including at least one each of the following:
  - 5 to 10 people
  - 10 – 20 people
  - over 20 people
- presented ceremonies in all of the following locations:
  - park
  - family home
  - hall or restaurant
  - beach (access issue?)
- presented ceremonies requiring the use of PA equipment on at least 3 occasions
- used the following public speaking, presentation and

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performance techniques in ways that are appropriate to the occasion, the participants and the audience:

- pacing to ensure audience understanding
- non-verbal communication:
  - eye contact
  - gesture
- use of voice:
  - clarity
  - projection
  - tone
  - pitch
  - volume
- presented ceremony content that includes:
  - 3 different styles of poetry
  - 3 different styles of music lyrics
  - explanation of 3 different symbols to the audience
- completed a process of evaluation for 6 ceremonies and identified and documented things that went well and potential areas of improvement in planning, preparation and delivery

### *Knowledge evidence*

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations (national, state/territory, local) for the conduct of ceremonies, and how these apply in individual practice:
  - codes of practice
    - professional body membership
  - copyright
  - discrimination
  - duty of care
  - insurance requirements (and impact of ceremony design):
    - public liability
    - professional indemnity
  - privacy, confidentiality and disclosure
  - records management
  - trade practices
  - work role boundaries – responsibilities and limitations:
    - agreeing scope of celebrant role in the ceremony

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- work health and safety, in relation to: (**make this more specific?**)
  - basic hazard identification and risk management procedures
  - hierarchy of control and its application in risk management
  - processes for raising WHS issues, reporting hazards, incidents and injuries and WHS issue resolution
  - potential emergency situations, alarms and signals and appropriate response
- ceremony preparation considerations:
  - rehearsals, what and who they need to involve
  - resources and props preparation for different types of props
  - pre-ceremony liaison with clients
- components of ceremony delivery, including:
  - the warm-up (and group bonding), welcome, introduction (including statement of purpose)
  - story telling, reflection, heightening the “gap/transition”, life coaching/ inspiration, the speaking one’s truth, the promises
  - the capturing of memories, preparation for the next stage
  - group affirmation and support
  - conclusion, after-ceremony refreshments
- stage management aspects of ceremony delivery:
  - personal presentation and dress
  - position and elements (such as seating and props) of the ceremony space and its relation to all present
  - the positioning of celebrant
  - features, use, limitations and hazards of equipment to enhance ceremony delivery (for celebrant and other participants):
    - sound equipment
    - elevated stage
    - lecturn
    - lighting
    - altar
- public, speaking, presentation and performance techniques, how and when these are used to engage, convey meaning, create atmosphere and enhance ceremonies:
  - preparing for performance – mentally, physically and socially

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- how to communicate central ideas of a message
- non-verbal communication, including:
  - eye contact
  - gesture
  - avoiding distracting mannerisms or facial expressions
- use of voice, including:
  - clarity
  - projection
  - tone
  - pitch
  - volume
- self-care techniques, including:
  - posture
  - fitness
- factors that affect audience engagement, including first impression, and ways to engage audiences of different types and to sustain engagement
- techniques and routines used by celebrants to maintain and enhance presentation and performance skills, including:
  - vocal routines
  - fitness strategies
- techniques for managing pre-ceremony performance anxiety and other anxiety reducing activities
- ceremony evaluation techniques
- strategies to improve ceremonial presentations
- celebrant support services and professional development opportunities

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### *Assessment conditions*

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - documented pre-designed ceremonies
  - PA equipment
- modelling of industry operating conditions, including:
  - ceremony participants
  - groups of people to whom the ceremony is delivered
  - scenarios involving problem solving

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

### **LINKS**

[www.cshisc.com.au](http://www.cshisc.com.au)