

## CHCCEL006

## Interview clients and plan marriage ceremonies

### Application

This unit describes the skills and knowledge required to assess client eligibility to marry, provide required information to couples and plan marriage ceremonies consistent with legal requirements of the Marriage Act 1961 and Marriage Regulations 1963.

This unit applies to individuals seeking to be registered as a Commonwealth marriage celebrant by the Australian Government Attorney-General's Department.

*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

### PERFORMANCE CRITERIA

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

- |   |   |
|---|---|
| <p>1. Assess eligibility of clients to marry under Australian law</p> | <p>1.1 Obtain information from the couple that informs assessment of eligibility of a couple to marry</p> <p>1.2 Obtain documentation to be sighted by the celebrant according to profile and age of the couple</p> <p>1.3 Identify situations beyond scope of own current knowledge and use authoritative sources of celebrancy advice and guidance</p> <p>1.4 Identify situations where services of translator or interpreter may be required, advise couple, and take action accordingly</p> <p>1.5 Confirm for the couple whether the couple may marry under Australian law</p> |
| <p>2. Provide information on legal documentation requirements</p>     | <p>2.1 Explain documentation requirements and processes to marrying couples, including systems and processes to ensure privacy of marrying couples' records</p> <p>2.2 Discuss with the couple options for presentation of documentation other than legal documentation and agree on format and style of presentation</p>   |

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
3. Provide information about relationship services	<p>3.1 Explain the purpose of the marriage celebrant's obligation to provide information about family relationship services under section 39G of the <i>Marriage Act 1961</i></p> <p>3.2 Provide marrying couples with information about availability of relationship education services in accordance with the Code of Practice</p> <p>3.3 Maintain current information about family relationship services and local support services</p>
4. Assist couple to plan marriage ceremony within legal requirements	<p>4.1 Explain legal requirements of marriage ceremony to clients and/or potential marrying couples</p> <p>4.2 Provide marriage ceremony advice to couple about legal requirements of the Marriage Act 1961, the Marriage Regulations 1963, the Code of Practice and other relevant legislation</p> <p>4.3 Offer the couple presentable and well maintained marriage ceremony resources</p> <p>4.4 Offer practical assistance with ceremony planning in accordance with agreed scope of services and Code of Practice</p> <p>4.5 Provide advice and assistance on marriage ceremony planning that is suited to the purpose and significance of the marriage ceremony, values, ideals and social and cultural contexts</p> <p>4.6 Identify with the couple whether rehearsal is needed and support rehearsal planning and conduct</p> <p>4.7 Ensure that civil ceremony vows are written in accordance with legislative requirements in section 45(2) and that legislative requirements of section 46 will be met</p> <p>4.8 Ensure that religious marriage ceremony has the approval of the relevant authority and that the words from section 46 will be included where Commonwealth-registered marriage celebrant is conducting the marriage ceremony</p>
5. Complete pre-marriage documentation	<p>5.1 Obtain and/or prepare marriage stationery as agreed with couple and in accordance with the legal requirements</p> <p>5.2 Sight documentation required by the Marriage Act prior to solemnisation of the marriage</p> <p>5.3 Review all required documentation and ensure it is accurately completed for signing</p>

## 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 CHCCEL006 Interview clients and plan marriage 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:

- conducted first interviews, assessed eligibility and provided information according to legal requirements for clients presenting with diverse circumstances, including at least 1 of each of the following scenarios:
  - neither party has been married previously
  - at least one party has been married previously
  - at least one party does not speak or read English
  - at least one party was born outside of Australia
  - at least one party lives outside of Australia
  - the parties wish to get married in less than 30 days
- and at least 3 of the following scenario:
  - at least one party presents a legal impediment to the proposed marriage
- prepared accurate pre-ceremony documentation for 3 ceremonies according to legal requirements, including \ Notice of Intended Marriage form, Declaration of No Legal Impediment to Marriage form, Official Certificate of Marriage, Form 15, and Record of Use form
- created full draft of 5 unique marriage ceremonies of at least 15 minutes duration according to legal requirements, including at least one ceremony where delivery will raise marriage law issues, such as where an interpreter must be used or another person will be centrally involved in the ceremony

The candidate must be able to demonstrate essential

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### *Knowledge evidence*

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 requirements under the *Marriage Act 1961* and Marriage Regulations 1963 that impact marriage ceremony planning and preparation:
  - what marriage is under Australian law
  - who may marry
  - requirements for a valid marriage
  - instances in which marriage may not take place, for example surprise marriages
  - requirements in the case of marriages in which one party is aged between 16 and 18
  - when and where marriages may take place
  - requirements for use of interpreters
  - requirements for those coming to Australia from overseas to marry
  - requirements for shortening of time for notice of an intended marriage
  - requirements for witnesses to the marriage
  - offences under the Marriage Act relating to marriage ceremony planning and preparation
  - legal content required in a marriage ceremony
  - legal differences between a religious and a non-religious (or civil) marriage ceremony
  - legal differences between requirements for ministers of religion and those marriage celebrants who are not
  - requirements of the Code of Practice relating to marriage ceremony planning and preparation
  - process for transferring responsibility where original celebrant unavailable
- legal requirements under the *Marriage Act 1961* and Marriage Regulations 1963 relating to marriage stationery and the completion of forms:
  - requirements relating to marriage stationery, including where to obtain
  - requirements for completing and retention of forms
  - correct recording of names on marriage documents, including names:
    - by common usage
    - where person was born overseas, and
    - used after a previous marriage.
  - correct completion of Notice of Intended Marriage, including witnessing of signatures on

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### the Notice of Intended Marriage

- what can be used as evidence of the:
  - date and place of birth of parties to a proposed marriage (evidence required when parties born in Australia and born overseas)
  - end of a previous marriage of a party to a proposed marriage (evidence required for previous marriages conducted in Australia and overseas)
  - identity of parties to a proposed marriage
- use of statutory declarations in place of evidence
- correct completion of Declarations of No Legal Impediment to marriage
- documents required to be given to marrying couples
- legal and ethical considerations beyond the *Marriage Act 1961* impacting on marriage ceremony planning and preparation:
  - conflict of interest issues relating to marriage ceremony planning and preparation
  - insurance requirements:
    - public liability
    - professional indemnity
  - copyright and intellectual property
  - privacy, confidentiality and disclosure
  - registration requirements in states and territories, including the procedures and processes of state/territory Registrars of Births, Deaths and Marriages
  - use of public spaces
  - work role boundaries – responsibilities and limitations
  - work health and safety
- information that must be provided to a marrying couple about family relationship services:
  - purpose and the importance of the obligation to provide couples with information concerning family relationship services
  - what information must a marriage celebrant have about marriage and relationship education services
  - maintenance of the currency of this information
  - proper role of the marriage celebrant
  - special provisions for ministers of religion and relationship with the Code of Practice
  - conveying this information to couples – when

**Comment [s1]:** These may be better-placed in the 'Prepare for, conduct and review' unit.

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and how to do it

- marriage celebrant obligations in assisting a couple with marriage planning:
  - legal requirements for marriage ceremony content and how to ensure these are covered
  - marriage celebrant role in supporting the social, cultural and legal significance of marriage, and the importance of marriage and the marriage ceremony
  - role of the celebrant when other religious organisations are involved
- cultural rights, multicultural contributions, and the place of the arts in culture in marriage ceremonies
- potential considerations when religious circumstances or sensitivities may apply
- importance of marriage ceremony and ritual in community and family life
- marriage celebrant involvement in marriage ceremony planning:
  - scope of involvement based on client preference
  - practical assistance – scheduling, venue considerations and limitations
  - need for provision of varied, presentable and well-maintained ceremony resources
  - rehearsal planning and conduct
- marriage celebrant involvement in marriage ceremony creation and types of advice that may be provided:
  - use of ritual – kind of ritual, placement of ritual, appropriateness of ritual
  - use of symbols – kind of symbols, placement of symbols, appropriateness of symbols – development of resources
  - choice and use of readings, poetry, prayers, religious readings, visiting speakers, special participants, music – development of resources
  - involvement of family or friends
  - participation of other people – ensuring legal requirements are met
- structure of a traditional Western wedding ceremony:
  - processional
  - welcome
  - introduction
  - monitum
  - reading

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- asking
- vows
- ring exchange
- ritual
- signing
- declaration of marriage
- signing
- presentation
- final announcements
- conclusion
- recessional
- how to respond to common problems and issues that marriage celebrants face:
  - current and prospective spousal visas
  - refugee related issues
  - second marriage requests where couple do not wish for parents/family/friends to know
  - second marriage requests where the couple have been married overseas and cannot provide evidence of their marriage or are unsure of the validity of their marriage under Australian law
  - elopements
  - unusual or special request weddings eg nude
  - legitimacy of documents presented
  - issues of consent related to:
    - known mental illness
    - accident and/or age-related memory loss (marriages of older couples)
    - persons with impairment or intellectual disabilities
    - possible coercion
  - alcohol and/or drugs, intoxication issues
  - dealing with aggressive and/or perfectionistic couples or couples wanting offensive content
- wedding stationery requirements, different options for creation and presentation

**Comment [s2]:** Could this detail go in a companion guide that outlines industry best practice?

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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:
  - legislative information on marriage (be more specific?)
  - pre-ceremony marriage documentation
  - client information on which interviews and ceremony preparations are based
- modelling of industry operating conditions, including:
  - interactions with other people
  - scenarios requiring 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)