

CHCCEL007

Prepare for, present and evaluate marriage ceremonies

Application

This unit describes the skills and knowledge required to finalise pre-ceremony arrangements, present and review marriage ceremonies consistent with legal requirements of the Marriage Act 1961 and Marriage Regulations 1963.

This unit applies individuals seeking to be registered as Commonwealth marriage celebrants 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.

1. Finalise pre-ceremony arrangements

- 1.1 Confirm Notice of Intended Marriage forms have been received according to legal requirements and provide advice to couple about applying for shortening of time when required
- 1.2 Ensure that Declaration of No Legal Impediment to marriage forms are signed by both parties prior to the ceremony
- 1.3 Prepare and check three marriage certificates prior to ceremony with accurate, legible and complete information consistent with the Notice of Intended Marriage
- 1.4 Confirm marriage ceremony, venue and time arrangements with the marrying couple, ensuring other arrangements at the venue will not interfere with planned marriage ceremony
- 1.5 Confirm roles of marriage ceremony participants and/or other service providers
- 1.6 Identify special needs of marriage ceremony participants and/or other service providers, including interpreters
- 1.7 Establish working relationships with other service providers prior to commencement of marriage ceremony within scope of agreed celebrant role

ELEMENT

PERFORMANCE CRITERIA

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| 2. Make on site preparations | 2.1 Apply Code of Practice in relation to arrival times and standard of personal presentation at the event |
| | 2.2 Check that planned arrangements are in place and that that other aspects of the event will not interfere with the marriage ceremony requirements |
| | 2.3 Confirm the presence of witnesses and location for completion of documentation |
| | 2.4 Identify where problems may occur, and respond in consultation with the marrying couple or their nominated representative |
| 3. Present marriage ceremonies within legal requirements | 3.1 Ensure appropriate placement of marriage celebrant during the ceremony particularly in relation to other people participating |
| | 3.2 Facilitate orderly progression of ceremony as agreed with marrying couple |
| | 3.3 Present marriage ceremony accurately and professionally in line with plan agreed with marrying couple and in keeping with religious or non-religious context |
| | 3.4 Ensure marriage ceremony is audible to the audience |
| | 3.5 Use resources and techniques as agreed with marrying couple to enhance the significance and symbolism of the marriage ceremony in line with values and ideals of the couple |
| 4. Manage marriage ceremony documentation | 4.1 Ensure that all documentation [3 certificates of marriage] are correctly signed by the marrying couple and their witnesses |
| | 4.2 Check documentation and ensure that any omissions or errors are rectified in the presence of, and initialled by, the marrying couple and their witnesses |
| | 4.3 Present completed marriage certificate to the couple prior to leaving venue |

ELEMENT

5. Register the marriage

PERFORMANCE CRITERIA

- 5.1 Maintain privacy, security and confidentiality of marrying couple documentation and communication
- 5.2 Accurately complete forms and procedures within specified timeframes for lodgement under the Marriage Act
- 5.3 Forward documents to state/territory Registrar of Births, Deaths and Marriages after performing ceremony within legislated timeframe
- 5.4 Securely store documentation in suitable location relating to the marrying couple in accordance with legal requirements

6. Evaluate ceremonies

- 6.1 Seek feedback from the marrying couple about services provided
- 6.2 Reflect on own performance and services and identify areas of strength and those for potential improvement
- 6.3 Review efficacy of resources used and identify and act on potential improvements

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

ASSESSMENT REQUIREMENTS for CHCCEL007 Prepare for, conduct and review 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:

- prepared for, presented, documented, registered and evaluated in writing, at least 5 marriage ceremonies in line with legal requirements and marriage

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celebrant Code of Practice, which must include:

- indoor ceremony
- outdoor ceremony
- ceremony where another person will be centrally involved, such as a conducted in conjunction with an unauthorised religious minister not authorised to solemnise marriages
- ceremony involving bridal parties of more than 4 people
- ceremony involving other presenters and performers
- ceremony with an audience of more than 20 people (?)

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 requirements under the *Marriage Act 1961*, *Marriage Regulations 1963* and the Code of Practice (contained in the regulations) that impact the conduct of marriage ceremonies:
 - use and role of interpreters
 - use of required wording
 - maintaining a high standard of service in professional conduct and practice
 - ensuring accuracy in the preparation of documents, and in the conduct of the marriage ceremony
 - ensuring personal presentation is of an appropriate standard for the marriage ceremony, and respecting the expectations of the parties in relation to the ceremony
 - making efforts to ensure that the marriage ceremony is audible to all those present (using audio equipment, if required)
 - arriving at the venue for the marriage ceremony no later than the time agreed with the parties
 - where the marriage celebrant has agreed to perform more than one marriage ceremony on the same day
- legal requirements under the *Marriage Act 1961* and *Marriage Regulations 1963* that impact marriage documentation:
 - lodgement times for forwarding documentation to registering authorities

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- recordkeeping requirements in relation to:
 - what records must be kept
 - type of storage
 - duration of storage
 - celebrant role in storage when religious organisation keep records
 - religious registers
 - civil celebrant certificates
 - recordkeeping sheets
- registration requirements in the states and territories, including:
 - processes and procedures of state/territory Registrars of Births, Deaths and Marriages,
 - requirements to retain certain records
- common errors in documentation ceremony stagecraft, performance and evaluation techniques, specifically in relation to marriage ceremonies
- Code of Practice requirements, including:
 - maintaining a high standard of service in professional conduct and practice.
 - ensuring accuracy in the preparation of documents, and in the conduct of the marriage ceremony
 - ensuring personal presentation is of an appropriate standard for the marriage ceremony, and respecting the expectations of the parties in relation to the ceremony
 - making efforts to ensure that the marriage ceremony is audible to all those present (using audio equipment, if required);
 - arriving at the venue for the marriage ceremony no later than the time agreed with the parties
 - if the marriage celebrant has agreed to perform more than one marriage ceremony on the same day
 - ensuring that all relevant documents are completed and sent to the appropriate registering authority within 14 days after the marriage ceremony, as required by section 50 of the Marriage Act 1961
 - accepting evaluative comment from the parties, and using any comments to improve performance
- common issues that marriage celebrants may encounter during rehearsal and solemnisation of marriage, and approaches for responding, including:
 - working cooperatively with wedding planners

Comment [NB1]: move this section to CV

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- and venue staff, photographers, musicians, translators etc.
- late arrival of bridal party or significant others e.g. parents of bride or groom;
- copyright issues related to the use of music
- alcohol (and drugs) intoxication issues
- serious health issues of the parties to the marriage and significant others
- serious health or emergency issues that could prevent the celebrant from completing their contract with the couple
- extreme nervousness - the bride or groom cannot articulate the wedding vows
- interruptions before, during or after the ceremony
- disruptions caused by animals, children, photography drones
- extreme weather situations
- concerns related to the safety of couple, guests, self and others (including WHS issues)
- unexpected failure of power or equipment
- processes and procedures of State/territory Registrars of Births, Deaths and Marriages, including the requirements for registration of the marriage and retaining of some records by the celebrant. types of errors in documentation, and how to avoid these
- financial considerations (does this belong here? Move to establish client celebrancy needs)
 - invoicing requirements, and the information that must be included
 - use of receipts
 - refundable items
- celebrant Code of Practice in relation to:
 - providing information to couples about how to make a complaint consistent with the Code of Practice
- role of registering authorities and ways to establish professional relationships
- role and importance of marriage service evaluation, including:
 - how to incorporate evaluation into marriage celebrant practice
 - techniques for obtaining feedback from clients
 - techniques and process for self-evaluation

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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
 - marriage documentation
 - documented pre-designed marriage ceremonies
- modelling of industry operating conditions, including:
 - interactions with other people
 - presence of situations 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