Welcome to the Australian Institute of Education and Training

Hi, and welcome to the Australian Institute of Education and Training. Since 2003, the Australian Institute of Education & Training has successfully trained over 20,000 Australians, across a wide range of courses and programs.

Australian Institute of Education & Training programs are designed around each learner as an individual, with a range of flexible assessment strategies and frameworks, structured workplace learning and work placement programs, self and online testing tools, all designed to provide a learning environment that suits your needs.

Our Staff

Our experienced team of training and learning staff are committed to providing you with a range of practical, employment & skills based, work ready training packages, designed to get you where you want to be.

Our Training

Australian Institute of Education & Training programs are;

Versatile
Our programs are designed to cater to learners of all ages and backgrounds, with a wide range of delivery and learning methods.

Holistic
Our programs are designed to draw on the personal and professional skills of the facilitator, while acknowledging each learner’s prior experience and transferable skills.

Flexible
Our programs can be accessed in a range of formats, using a range of assessment formats and programs, designed to fit around your ever changing needs. Our online learning portal provides you with the information you need, when you need it.

Learner-paced
Our programs are designed to work around you and your commitments. Programs and courses can be completed full or part time, or 1 subject at a time.

Learner-centred
Our programs are all designed with the end result in mind. Your dedicated trainer will work with you to understand where your training can lead, while guiding you through your learning.
Certificate IV – Celebrancy - CHC 42608
AIET have been providing Celebrancy training since 2004, with many of our students going onto careers in marriage, funeral and civil celebrancy in various forms across Australia.

Studying with AIET
Enrolling with the Australian Institute of Education & Training will provide you with the best possible start to your new career, hobby or qualification. Our training is designed to show you what its really like to be a celebrant, from the highs of marriage, to the joys of celebration, along with an understanding of the industry, the clients, and your legal obligations and requirements working as a celebrant.

The Australian Institute of Education & Training currently provide Certificate IV Marriage Celebrancy in three modes; 1) via direct delivery (face to face) 2) by distance/online learning, and 3) via RPL for registered religious practitioners with previous religious celebrancy experience.

Based in Victoria or South Australia, our courses give you the knowledge you will need to seek registration as a celebrant in your chosen state, while providing a range of scenarios, group tasks, roleplays and planning exercises that will have you ready to go from the day you finish your training.
For more information on registering as a Marriage celebrant, please visit http://www.ag.gov.au/celebrants. Please note that completion of accredited training does not guarantee registration with the Attorney Generals department.

Unique Student Identifier
From 1st January 2015, any participant who completes a nationally-recognised qualification must obtain a Unique Student Identifier (USI). To obtain a USI you will need one form of identification.
For more information on Unique Student Identifiers (USI), please visit https://www.usi.gov.au/students/create-your-usi

Registration for a USI requires at least one of the below documents:
a. Driver's Licence
b. Medicare Card
c. Australian Passport
d. Visa (with Non-Australian Passport) for international students
e. Birth Certificate (Australian)
*please note a Birth Certificate extract is not sufficient
f. Certificate of Registration by Descent
g. Citizenship Certificate
h. ImmiCard
Please note that your enrolment name must match the name used to create your USI. Please contact us on 03 9387 2051 if you require more information.
Direct Delivery (Face to Face Training)
Certificate IV Celebrancy – Direct Delivery - $1500.00

AIET’s Direct Delivery Certificate IV Celebrancy provides you with the best possible start in Celebrancy, as a hobby, career or otherwise. Our training is designed to show you what its really like to be a celebrant, from the highs of marriage, to the lows of funerals, along with an understanding of the industry, the clients, and your legal obligations and requirements working as a celebrant.

AIET Certificate IV Celebrancy direct delivery training is condensed into an 11-day course, which will cover all aspects of celebrancy, including the 5 recognised core modules, and a series of electives, based on your required outcome.

Training Dates in 2016

<table>
<thead>
<tr>
<th>Course 1 (Weekend – Saturday):</th>
<th>Course 2 (Weekend – Saturday):</th>
<th>Course 3 (Weekend – Saturday):</th>
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<tbody>
<tr>
<td>Week 1: Saturday 2nd April</td>
<td>Week 1: Saturday 6th August</td>
<td>Week 1: Sunday 24th September</td>
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<td>Week 2: Saturday 9th April</td>
<td>Week 2: Saturday 13th August</td>
<td>Week 2: Sunday 8th October</td>
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<td>Week 3: Saturday 16th April</td>
<td>Week 3: Saturday 27th August</td>
<td>Week 3: Sunday 15th October</td>
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<td>Saturday 23rd April – NO CLASS (ANZAC Day long weekend)</td>
<td>Week 4: Saturday 3rd September</td>
<td>Week 4: Sunday 22nd October</td>
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<td>Week 4: Saturday 30th April</td>
<td>Week 5 – Saturday 10th September</td>
<td>Sunday 29th October – NO CLASS (Melbourne Cup long weekend)</td>
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<td>Week 5: Saturday 7th May</td>
<td>Week 6 – Saturday 17th September</td>
<td>Week 5: Sunday 5th November</td>
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<td>Week 6: Saturday 14th May</td>
<td>Week 7 – Saturday 24th September</td>
<td>Week 6: Sunday 12th November</td>
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<td>Week 7: Saturday 21st May</td>
<td>Saturday 1st October – NO CLASS (AFL Grand Final long weekend)</td>
<td>Week 7: Sunday 19th November</td>
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<td>Week 8: Saturday 28th May</td>
<td>Week 8 – Saturday 8th October</td>
<td>Week 8: Sunday 26th November</td>
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<td>Week 9: Saturday 4th June</td>
<td>Week 9 – Saturday 15th October</td>
<td>Week 9: Sunday 3rd December</td>
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<td>Saturday 11th June – NO CLASS (Queen’s Birthday long weekend)</td>
<td>Week 10 – Saturday 22nd October</td>
<td>Week 10: Sunday 10th December</td>
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<td>Week 10: Saturday 18th June</td>
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<td>Week 11: Saturday 25th June</td>
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Distance Education
Certificate IV Celebrancy – Online/Distance Learning - $1300.00
The cost of the course covers the learning material, coursework manual, assessments, and ongoing phone or e-mail support as required.

To undertake the course by Distance Education, you will require Internet access, regular e-mail access, a video camera / camcorder (which can be borrowed or hired if you don’t have one) and the knowledge to upload information to our web site, or dub the video across to a normal sized VHS videocassette, CD-ROM or DVD-ROM to be mailed to us.

Please be aware that we cannot guarantee that you will gain appointment as a civil marriage celebrant; however, in order to apply, you must have a certificate of completion for this qualification. If you complete the Distance Education course and complete the course requirements, we will mail out to you the Certificate IV in Celebrancy qualification, and you will be eligible to apply for registration as a marriage celebrant.

The Distance Education course is all completed on-line using our education software called Moodle. If videos cannot be loaded on to the system, you may mail them down to us, but all other questions, activities, assignments and projects are completed on line. You therefore require minimum skills to be able to use the Internet, attach files to the web site, conduct Internet research, etc.

If you are interested in continuing, please fill in the registration form and return it to us with details of payment.

You will need to apply for a USI (please see page 2 for information on applying for the USI and registering for the course with us).

Recognition of Prior Learning
Certificate via RPL - $750.00
RPL processes are available for Ministers and other Religious persons who can demonstrate experience in planning and delivering weddings and other ceremonies.

In order to be eligible for Certificate IV Celebrancy RPL processes, you must be able to provide AIET with:

(A) A copy of the letter issued to you by the Attorney-General’s Department with your Marriage Celebrant number on it (or other similar evidence noting that you are able to perform wedding ceremonies);

(B) A letter from your current religious denomination affirming that you have performed wedding ceremonies
COURSE PACKAGING RULES
The Australian Institute of Education & Training provide CHC42608 Certificate IV Celebrancy in the following format;

Total number of units = 13

Certificate IV Celebrancy includes the following units and modules;
- 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
- 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
- CHCORG428A Reflect on and improve own professional practice
- SIFFNL009A Plan and conduct a funeral ceremony
- BSBCM401A Make a presentation
- CUFWRT301A Write content for a range of media

Required resources
Marriage Act 1961 (latest edition)
Marriage Regulations (latest edition)
Attorney-General’s materials (supplied as part of the course)
Internet
Computer
E-mail
Video recorder / camcorder

Course Length
Typically, the course will take you between 120 – 150 hours to complete of personal study, dependent on your personal time commitment and circumstance.

For direct delivery, work must be completed in line with weekly class requirements. For students completing online/distance learning, booklets can be completed at your own pace, and in line with your trainer’s class requirements and expectations.
ENROLING ONLINE
Students wishing to enrol with AIET can complete an application in only a few minutes. To enrol, visit http://aiet.edu.au/AIET_cert_IV_celebrancy_registration.html, and follow the prompts. AIET will contact you with 3 working days to confirm your enrolment, and request any additional information required.
Please note: Students enrolling in this course must first apply for a UNIQUE STUDENT IDENTIFIER. Your USI will help keep your training records and results together in an online account controlled by you. Each time you enrol to study with a new training organisation, your USI will be used to store your training records and results.

Payment Options
Option 1. $1000 at time of enrolment ($500 per RPL students), with outstanding balance paid within first two weeks of training commencement.

Option 2. AIET offer an instalment based option for most courses. Please contact AIET for more information.

Frequently Asked Questions
1. When can I start the course?
Straight away, basically. Once you send your registration form back to us we will confirm with you by e-mail that we have received it. We will process it along with your payment, and we will then mail you the details you require in order to log in to the web site. Once you have your log in details, you can start straight away, generally within 72 hours of us receiving your registration form.

2. What does the course cover?
The course includes all thirteen (13) units in the CHC42608 Certificate IV in Celebrancy, which includes the required units to apply to the Attorney-General's Department to be an authorised celebrant.

3. When does the Semester start?
With our Distance Education courses, we don't believe in making you wait until the 'start' of a semester. You can start straight away (see question 1).

4. Are you a marriage celebrant yourself?
Currently, one of our assessors is a registered civil marriage celebrant. We are also experienced trainers and assessors, and we do liaise with marriage celebrants and maintain them as industry experts. Periodically we meet with these celebrants to discuss our training program to ensure that it meets the requirements of the industry. We also maintain links with Celebrants Australia (http://www.celebrantsaustralia.asn.au/)

5. How many of your graduates are now practicing celebrants?
We currently have many of our graduates as authorised celebrants. Many of the members of Celebrants Australia have completed training programs with us. Our first set of graduates completed the course in March 2004.
6. How long does the course take?
We think it will take you approximately 160-200 hours, but because it is a Distance Education course, times to complete the course will vary from student to student.

7. What equipment and materials do I need?
You need Internet access, e-mail, a video camera, and the required reading material mentioned earlier.

8. How am I assessed?
The course is assessed by competency-based assessment. This means that there are no exams. If you complete all of the activities and projects to the required standard, then you are assessed as competent for each activity, and therefore competent for the qualification.

9. What happens if I fail the course?
We don’t have any ‘fail’ in our course. There is ‘pass’ (or ‘competent’). If you haven’t completed the course, or some of the work needs to be re-submitted, then we call it ‘More Evidence Required’.

10. How long do I get to finish the course?
There is no cut-off date for completing the course; however, we would suggest you plan on taking six months to complete it, and not more than 12 months.

11. Once I finish the course, can I then start performing wedding ceremonies?
No, this course gives you one piece of evidence to use in your application to the Attorney-General’s Department. Ring them to get the application form.

12. Which part of the course goes through how to fill in the application form?
We are not allowed to coach you or help you fill in the application form. If you have any questions, we suggest you call the Attorney-General’s Department.

13. Are we left on our own to do the course?
No, we support you all the way. You can e-mail us or phone us any time you wish. Please remember that if you are interstate, there may be time differences, so if it is 4 PM in your state, it might be 6 PM in Victoria, and we work 9 – 5 each day. We have an answering machine – don’t hang up, please leave a message if it comes on. We are pretty busy, and we do run training programs here on average three days a week, but we will get back to you as soon as we can, generally within 24 hours if you ring.

14. How long does it take you to look at the work and get back to me?
We do run face to face training sessions on average three days a week so we are not always available to assess submissions. We do aim to assess submissions within 3 – 5 business days.
**FURTHER INFORMATION**
Please contact AIET for more information

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<tr>
<th>Melbourne</th>
<th>Adelaide</th>
<th>Online</th>
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<tr>
<td>517 Victoria Street Brunswick West, VIC 3055</td>
<td>P.O Box 7020, West Lakes, SA 5021</td>
<td>Email: <a href="mailto:info@aiet.edu.au">info@aiet.edu.au</a></td>
</tr>
<tr>
<td>Ph. 03 9387 2051</td>
<td>Ph. 08 8242 6411</td>
<td>Web: <a href="http://www.aiet.edu.au">http://www.aiet.edu.au</a></td>
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<tr>
<td>Fax. 03 93873470</td>
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Australian Institute of Education & Training – CHC42608 Celebrancy – http://www.aiet.edu.au - info@aiet.edu.au – RTO No. 121314