



**Australian Institute  
of Education and Training**

**Head Office:**

517 Victoria Street  
Brunswick West 3055  
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Web: [www.aiet.edu.au](http://www.aiet.edu.au)

**Mailing Address:**

P.O. Box 171  
Brunswick West 3055

Tuesday, October 25, 2011

Thank you for your enquiry regarding the course to become a Marriage Celebrant. From February 2010, all participants intending on applying to the Attorney-General's Department must have completed the full Certificate IV in Celebrancy.

The Australian Institute of Education and Training is now delivering the CHC42608 Certificate IV in Celebrancy, which includes the five compulsory units. The eleven-day course we have developed will provide you with the required competencies for this qualification, and allow you to apply to the Attorney-General's Department to become a Civil Marriage Celebrant. Please be aware, however, that we cannot guarantee that you will gain appointment as a celebrant; however, in order to apply, you **must** have the completed qualification. If you attend our course and complete the course requirements, we will mail out to you a certificate of completion for the CHC42608 Certificate IV in Celebrancy, and you will be eligible to apply for registration to become a marriage celebrant.

Further information regarding the application process can be obtained from the Attorney-General Department's web site at [www.ag.gov.au/celebrants](http://www.ag.gov.au/celebrants). Please note that we are unable to assist with the application process.

We run the face-to-face course at our premises – 517 Victoria Street, Brunswick West. We run small class sizes – a maximum of 10 people, and we register applicants upon receipt of payment. The course has been popular to date.

The course is nationally-recognised, and our trainer is qualified.

Registration forms should be returned to us by:

- FAX to (03) 9387 3470 OR
- Mail to P.O. Box 171 Brunswick West 3055 OR
- Drop it in to us in person.

**Directors:**

Allan Barnes  
Mobile: 0409 428 221  
[abarnes@aiet.com.au](mailto:abarnes@aiet.com.au)

Connie Barnes  
Mobile: 0409 029 848  
[cbarnes@aiet.com.au](mailto:cbarnes@aiet.com.au)

**Payment:**

\$ 1,400 for the full Certificate IV in Celebrancy.

The cost of the course covers the learning material, coursework manual, all training, catering (lunch / tea / coffee), all assessments, phone or e-mail support between sessions, and your qualification at the end of the course.

**Payment Options:**

- ❑ Cash – full payment required prior to the start of the course
- ❑ Credit card (Payment can be made in one lump sum, or in 4 monthly automatic installments of \$350).
- ❑ Bank cheque or money order – full payment required prior to the start of the course

**Unfortunately we are unable to accept personal cheques. All Cash/bank cheque/money order/lump sum credit card payments must be PAID IN FULL PRIOR to the course commencing. If paying by Credit Card Installments the first payment must be processed PRIOR to the course commencing.**

## **Course Dates for the 2012: - CHC42608 Certificate IV in Celebrancy**

**Course 1 (Weekend – Saturday):**

March 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>; April 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>; May 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>; June 2<sup>nd</sup>

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**Course 2 (Weekend – Saturday):**

September 22<sup>nd</sup>; October 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>; November 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>; December 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>

**PLEASE NOTE:**

**FULL CATERING (INCLUDING LUNCH) IS PROVIDED FOR COURSES. CATERING INCLUDES MEAT AND VEGETARIAN OPTIONS. IF YOU HAVE ANY FURTHER DIETARY REQUIREMENTS THAT CANNOT BE CATERED FOR YOU ARE ASKED TO SUPPLY YOUR OWN LUNCH.**

**At the completion of the 11 sessions, and after final submissions, applicants will be eligible to receive the *Certificate IV in Celebrancy* qualification if all assessments are completed and assessed as competent.**

**Directors:**

Allan Barnes  
Mobile: 0409 428 221  
[abarnes@aiet.com.au](mailto:abarnes@aiet.com.au)

Connie Barnes  
Mobile: 0409 029 848  
[cbarnes@aiet.com.au](mailto:cbarnes@aiet.com.au)

Please feel free to contact us if you have any further queries, or return the registration form if you wish to enrol.

For further information, please also visit the Attorney-General Department web site on [www.ag.gov.au/celebrants](http://www.ag.gov.au/celebrants).

Kind regards

A handwritten signature in black ink that reads "Allan Barnes". The signature is written in a cursive style with a horizontal line under the name.

Allan Barnes.

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[abarnes@aiet.com.au](mailto:abarnes@aiet.com.au)

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## **CHC42608 CERTIFICATE IV IN CELEBRANCY**

### **PREVIEW**

This qualification covers the responsibilities of Civil Marriage Celebrants to comply with the relevant legislation and to conduct their own business operations as a marriage celebrant including client contact administration and demonstrating high level communications skills.

From time to time, the Attorney-General's Department applies additional requirements on celebrants applying to the Attorney-General's Department. Should application processes change during the course, we will endeavour to update the training program and information as required.

### **STRUCTURE**

Completion of 13 units – five (5) compulsory units and eight (8) elective units.

#### **Compulsory**

**The following five units are compulsory units for the Certificate IV in Celebrancy**

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

#### **Electives required for marriage celebrancy**

The following four elective units 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
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

#### **Other relevant elective units**

SIFFNL009A	Plan and conduct a funeral ceremony
BSBCMM401A	Make a presentation
CHCORG428A	Reflect on and improve own professional practice
CUFWRT301A	Write content for a range of media