



**Australian Institute  
of Education and Training**

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Tuesday, January 18, 2011

Thank you for your enquiry regarding the course to become a Celebrant. The Australian Institute of Education and Training is registered to deliver the CHC42608 Certificate IV in Celebrancy, which includes the compulsory units required by the Attorney-General's Department to apply to become a Civil Marriage Celebrant. You can view our details on the Attorney-General's web site, as well as the National Training Information Services web site, where you will find our details, and you will note that we are accredited to deliver the course nationally.

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, however, 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 enrolment form and return it to us with details of payment.

This can be done by:  
FAX to (03) 9387 3470  
Mail to P.O. Box 171, Brunswick West 3055  
E-mail to [abarnes@aiet.com.au](mailto:abarnes@aiet.com.au)

**Payment:**

Coursework fee: \$ 1200 (This covers all of the assessments, phone and email support, qualification).

Payment options include:

- full payment upfront; OR
- 4 monthly payments of \$300; OR
- 6 monthly payments of \$200.

**(For students who already have the Plan, Conduct and Review a Marriage Ceremony statement of attainment; a modified online course is available at a cost of \$600. Please contact us for more information.)**

**Qualification**

This incorporates the following units:

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
BSBCMM401A	Make a presentation
CUFWRT301A	Write content for a range of media

You will also require access to the Marriage Act and the Marriage Regulations. Links to these documents will be provided in the course notes; alternatively you can order copies of the Marriage Act and Marriage Regulations with Canprint in Canberra, or we can mail them out to you for \$35 plus postage.

**Required resources:**

Marriage Act 1961 Reprint 5 27 Oct 2003

Marriage Amendment Act 2004 No. 126 of 2004

Marriage Amendment Regulations 2009 (No. 1) SLI 2009 No. 200

Marriage Regulations 1963 Reprint No. 3 27 October 2003

Internet  
Computer  
E-mail  
Video recorder / camcorder

**Suggested reading:**

The Funeral Celebrant's Handbook by Barry Young (RRP \$49.99)

**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 four equal monthly installments).
- Bank cheque or money order - full payment required prior to the start of the course

*Unfortunately we are unable to accept personal cheques.*

Typically, the course will take you about 120 – 150 hours to complete, but you may find that it takes you longer as you may need to conduct research for some questions and activities.

As the course is completed on-line, the assessor that is assigned to you can see when you complete activities and can provide you with feedback on a regular basis, generally within 48 – 72 hours of you completing an activity. In this way you can see how you are going, receive feedback, request assistance, and log your progress through the course.

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

We have a student handbook on our website which we ask you to read prior to signing the Registration Form. The student handbook is available on line by going to our web site at <http://www.aiet.edu.au>; and selecting the Training tab.

For information on how marriage celebrants are authorised, please visit the Attorney-General Department's web site at [www.ag.gov.au/celebrants](http://www.ag.gov.au/celebrants).

Kind regards



Allan Barnes.

# 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.

## **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 120 – 150 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. So what does the course cost?**

\$1,200. We keep our overhead costs as low as possible to pass these savings on to our students, so we offer the course at a reasonable cost. Our mission statement states that we are committed to offering high quality programs to our students at affordable and ethical prices.

## **9. 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.

## **10. 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'.

## **11. 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.

## **12. 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.

## **13. 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.

**14. 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.

**15. 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 business days.

**16. Is this a real course?**

Yes, it is nationally recognised all around Australia.

You can find us at: <http://www.ntis.gov.au/?/rto/121314>.