



Australian Government

Department of Education, Employment and Workplace Relations

CHCCEL401B Work effectively in a celebrancy role

Release: 1

CHCCEL401B Work effectively in a celebrancy role

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required by celebrants to work effectively in the celebrancy context

Application of the Unit

Application

This unit is suitable for individuals seeking to work in a range of celebrancy contexts

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains **Employability Skills**

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Work within the role of the celebrant

1.1 Demonstrate respect for the powerful role of symbolism and ritual in honouring and celebrating life events

1.2 Work with understanding of the celebrancy role:

- in developing and delivering ceremonies to address wishes and values of clients in a non-judgemental way
- historical evolution of the role
- in religious and secular contexts
- as possible career path for a range of occasions

1.3 Work as a resource and adviser to assist clients identify ways to express their values and ideals in relation to the ceremony to be performed

1.4 *Prepare each ceremony* individually in consultation with the client

1.5 Encourage clients to express themselves seriously through ceremony, and to strengthen values, ideals and relationships

1.6 Provide advice and information to clients to support their contribution to and participation in the ceremony/ritual

1.7 Advise clients of current legislative and regulatory requirements applying to particular ceremonies

1.8 Work with understanding of the purpose of participation in ceremony in the lives of individuals, groups and communities

ELEMENT

2. Plan ceremony

PERFORMANCE CRITERIA

2.1 Work in collaboration with client/s to determine *key parameters for ceremony* to address client needs and preferences

2.2 Plan, research and write content of ceremony and seek client feedback as a basis for confirming approach and content and/or making improvements

2.3 Convey to clients understanding of multicultural contributions to, and the place of art and culture in ceremony

2.4 Plan rehearsal/s as required and alternative or back-up arrangements

2.5 Seek external input as required to develop, or acquire resources to address client preferences and cultural background

2.6 Ensure planned ceremony is sensitive to client's social, cultural and linguistic needs, values and ideals

2.7 Ensure planned ceremony addresses relevant legislative and regulatory requirements

2.8 Put in place contingency plans including backup arrangements should the celebrant be unavoidably prevented from performing the ceremony

2.9 Ensure planning addresses relevant safety provisions in line with occupational health and safety (OHS) requirements, including hazard assessment and risk management

ELEMENT**PERFORMANCE CRITERIA**

3. Organise ceremony

- 3.1 Conduct rehearsal/s as required in accordance with pre-arranged plans and agreements
- 3.2 Manage venue and time arrangements to meet the needs of the clients
- 3.3 Confirm roles of ceremony participants or of other service providers
- 3.4 Facilitate orderly progression of the ceremony, as agreed with client/s
- 3.5 Ensure professional *presentation of ceremony* as agreed with client
- 3.6 Organise and use appropriate resources to achieve an effective presentation
- 3.7 Complete associated documentation and store and/or forward appropriately

4. Perform public or private ceremony

- 4.1 Apply understanding of the role of public and private ceremony in the community
- 4.2 Use appropriate presentation style in line with needs of client and purpose of ceremony
- 4.3 Adapt presentation style to suit the size and nature of the venue, including outdoor venues
- 4.4 Ensure presentation style matches *audience characteristics*
- 4.5 Make effective use of resources and presentation aids where appropriate to enhance the ceremony
- 4.6 Interact effectively with participants and the audience to engage them in the ceremony as agreed with client
- 4.7 Use appropriate public speaking techniques, ensuring there is a clear beginning and closing to the ceremony

ELEMENT

5. Undertake administration relevant to celebrancy work

PERFORMANCE CRITERIA

- 5.1 Establish, organise, maintain and review a resource file and/or database of ceremony related information and practices
- 5.2 Identify the resources and equipment required to establish a celebrancy service/ small business
- 5.3 Maintain securely and manage client documentation relating to the ceremony and communications with the client
- 5.4 Utilise effective administrative skills to collect and store documentation
- 5.5 Apply open, honest and effective invoicing procedures as appropriate

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include:

- Awareness of the history of ritual and ceremony, including both religious and secular focus
- Function and importance of ritual (ceremony/ group support) and story telling times of change, and in particular human life stages from birth to death
- Broad understanding of the role of the celebrant in Australian culture in 21st century
- Structure and function of ceremony and role of celebrant
- The public role and legal importance of different kinds of ceremony
- Recognition of range of ritual and ceremonial expression across different cultures
- Understanding of how ceremonies signpost a culture
- Benefits of ceremony and ritual to society
- Art and craft in the delivery of ceremony
- Broad knowledge of stages of human development and psychology of change
- Understanding of importance in relation to celebrancy of:
 - client centred focus
 - ethical and moral issues
 - distinctions between religious and civil ceremony content i.e. Church vs State issues
- Legal and practical information, such as:
 - Awareness of Commonwealth, State and Territory discrimination laws
 - Detailed knowledge of responsibilities in accepting a statutory declaration (*Statutory Declarations Act 1959*)
 - *Copyright Act (1968)* especially applicability of the use of material in ceremonies
 - Understanding that celebrants have an obligation to protect privacy and maintain confidentiality (*Privacy Act 1988*)
 - Understanding of obligations relevant to operating as a celebrant within the Trade Practices Act (*Trade Practices Act 1974*)

REQUIRED SKILLS AND KNOWLEDGE

- Understanding and awareness of cultural rights, multicultural contributions, and the place of the arts in culture and ceremony
- Understanding of and committed attitude to ongoing professional development
- Conflict of interest issues in a celebrancy role
- Resources and associated costs required to establish, support and maintain a celebrancy service/home based small business, including:
 - insurance (public liability, professional indemnity, accident and other)
 - professional association membership
 - professional development

continued ...

Essential knowledge (contd):

- Current knowledge of OHS issues and management of potential emergency situations as they apply to the celebrancy work role and range of work environments, including:
 - legal requirements relating to OHS
 - basic hazard identification procedures such as venue/environmental inspections and review of associated safety information and procedures
 - principles of basic risk assessment
 - hierarchy of control and its application in risk management
 - processes for raising OHS issues, reporting hazards, incidents and injuries and OHS issue resolution
 - potential emergency situations, alarms and signals and appropriate response

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Conduct an effective ceremony including use of additional materials
- Facilitate ceremonies in a manner that demonstrates cultural and social respect
- Incorporate visual and performing arts in ceremony and ritual appropriately in a manner that addresses client needs
- Manage ceremonies consistent with the celebrant's responsibility towards the value of ceremony, ritual and symbolism
- Personalise a ceremony or ritual to address specific identified client needs
- Research internet and other sources for ceremony and celebrant related information and resources and support

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of

REQUIRED SKILLS AND KNOWLEDGE

the identified work role

These include the ability to:

- Adhere to all required legislation
- Deliver the agreed format and content of the ceremony
- Determine and understand client needs and assist clients to feel at ease
- Determine content for ceremony, distinguishing between appropriate religious and civil ceremony content in line with client requirements
- Demonstrate effective communication skills, including:
 - speaking in public
 - speaking in a firm, diplomatic and culturally appropriate manner
 - provide clear information, listen to and understand the needs of clients, and clarify ceremony instructions
 - maintain awareness of and sensitivity to clients needs (e.g. demonstrate sensitivity to issues of ethnic, religious beliefs, cultural background, language levels, personal capabilities of clients)
 - confirm procedures with translator as necessary

continued ...

Essential skills (contd):

Ability to:

- Complete essential legal documents accurately
- Consider and provide appropriate acknowledgement of 'First Australians' and/ or 'Welcome to Country' and any other persons or groups relevant to the place and provision of the ceremony
- Demonstrate language and literacy competence, including:
 - literacy competence to satisfactorily fulfil the role of a celebrant including the ability to interpret legal requirements
 - using appropriate ritual and symbols in ceremony
 - language competence to provide clear information, listen to and understand the needs of clients and clarify ceremony instructions
 - succinct and clear written expression, in a style that addresses its purpose and suits audience needs
- Demonstrate effective presentation skills, including:
 - presenting materials for ceremony professionally
 - controlling assembly of clients and guests with discretion
 - projecting voice effectively before an audience
 - demonstrating discretion in terms of any perceived or actual disruption during ceremony

REQUIRED SKILLS AND KNOWLEDGE

- conducting ceremony with flow and continuity
- demonstrating respect and courtesy to clients, guests and other participants (i.e. photographer, musicians, translator) before, during and following the ceremony
- conveying an attitude of professionalism and compassion
- using effective problem solving skills to clarify any legal or other business issues arising
- Demonstrate management and administrative skills, including:
 - using effective techniques for monitoring own service area including client satisfaction
 - applying numeracy skills including satisfactory record-keeping
 - providing honest and open information re fees and monies refundable and in what circumstances
 - ensuring arrival at venue at agreed time
- Provide ceremony resources that are varied, presentable and well maintained
- Refer persons to appropriate authority for further information
- Research, develop and maintain a data base of appropriate poetry, prose, symbols, music, ceremony accessories, and other ceremony content for a range of ceremonies and clients
- Recognise and act upon opportunities to enhance sustainability
- Use celebrant support services such as Attorney-General's Department, state and territory registries of births, deaths and marriages, celebrant associations or religious affiliations as appropriate
- Use verbal and non-verbal skills to initiate and sustain participant engagement
- Work with culturally diverse people in a 'celebrancy' context and demonstrate understanding of the role of various kinds of ceremony such as marriage or funeral ceremonies, in different cultural contexts

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this unit of

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- For aspiring marriage celebrants, this unit is most

EVIDENCE GUIDE

competency:

appropriately assessed by the observation of a simulated meeting with client and simulated ceremony or through role play and the completion and submission of documents

- Assessment for this unit needs to ensure that individuals can demonstrate an understanding of the role, legal status, nature and importance of different types of ceremonies and the impact of these separate factors on their role as a celebrant
- For existing marriage celebrants choosing to be assessed against the competencies, this unit is most appropriately assessed prior to and during the conduct of a marriage ceremony and the completion and submission of completed documents
- Assessment should enable assessment of response to a diverse range of clients in a range of situations
- A diversity of assessment tasks is essential for holistic assessment

Access and equity considerations:

- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities

EVIDENCE GUIDE

Context of and specific resources for assessment:

- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
- Resources required for assessment of this unit may include access to:
 - relevant or appropriately simulated environment where assessment can take place
 - relevant legislation, guidelines and range of required documentation

Method of assessment:

- Observation of simulation and/or role play of client interview
- Observation of simulation and/or role play of ceremony
- Evidence of completion of documentation if required
- Evidence of the appropriate use of ceremony and symbolism

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

RANGE STATEMENT

Key parameters for ceremony may include, but are not limited to:

- Civil or religious focus
- Content of ceremony, such as:
 - Poetry/prose
 - Music/songs
 - Visual presentations
 - Prayer and/or meditation
- Duration and timing
- Involvement of participants
- Location/setting/venue
- Purpose of ceremony
- Rehearsal and back-up requirements to address contingencies
- Type of ceremony, such as:
 - citizenship
 - commitment
 - corporate ceremonies
 - funeral
 - house blessing
 - marking special birthdays
 - marriage
 - naming
 - renewal of vows
 - retirement
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RANGE STATEMENT

Prepare each ceremony may include but is not limited to:

- Develop a structure for the ceremony, including:
 - orchestrating positioning and movement of participants and guests
 - determining detail and sequence of elements of the ceremony
- Select and/or create content and integrate into ceremony, including:
 - reading or recitation of poetry/prose
 - music/songs
 - visual presentations
 - prayer and/or meditation
 - movement/dance
- Identify appropriate theme and style of presentation
- Research internet and other sources for ceremony content

Presentation of ceremony may include:

- Accurate and professional presentation of content according to plan
- Facilitation of ceremony participants and/or other service providers to perform their roles
- Orderly progression of ceremony, as agreed with clients
- Personal presentation to be in line with client needs and purpose of ceremony, including:
 - voice
 - clothing
 - persona
 - etiquette
 - public speaking

Audience characteristics may include:

- Age range
- Number of people in audience
- Social, cultural and language background of audience members

RANGE STATEMENT

Conflict of interest issues in a celebrancy role refer to:

- 'Conflict of interest' provisions applying to the appointment of marriage celebrants

Unit Sector(s)

Not Applicable