



Australian Government

CHCCEL003 Research, design and organise ceremonies

Release: 1

CHCCEL003 Research, design and organise ceremonies

Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. New unit.

Application

This unit describes the skills and knowledge required to research, design and write ceremonies and address associated operational requirements.

This unit applies to celebrants, and to different types of ceremonies, both public and private.

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.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Research ceremonial components

- 1.1 Evaluate main components of the ceremony in relation to its purpose for the transition or rite of passage being celebrated or honoured
- 1.2 Identify credible sources of traditional and contemporary information about ceremony and ceremonial components relevant to client preferences
- 1.3 Assess information and select ceremonial components, elements or symbols best suited to client preferences, ceremony purpose and target audience
- 1.4 Generate ceremony ideas based on research undertaken and own existing resources and ideas database
- 1.5 Collate and organise ceremonial information in a manner that supports current and future ceremonial

ELEMENT	PERFORMANCE CRITERIA
	planning
2. Design ceremonies	<p>2.1 Integrate client values, culture and ideas by involving the client in ceremony design</p> <p>2.2 Match the ceremonial components, elements or symbols to the ceremony purpose and target group</p> <p>2.3 Identify and integrate practical planning and operational implications into ceremony design</p> <p>2.4 Confirm roles of ceremony participants or of other service providers as part of the design process</p> <p>2.5 Identify and address legal requirements in ceremony design</p> <p>2.6 Document the ceremony design and seek client confirmation</p>
3. Write ceremony content	<p>3.1 Elicit key information and ideas from content researched and agreed with the client</p> <p>3.2 Apply ceremony design principles to create format, structure and sequence for the ceremony content based on client preferences</p> <p>3.3 Use language suited to client preferences and profile, and the nature of the ceremony audience</p> <p>3.4 Use creative and other writing techniques to enhance ceremony content</p> <p>3.5 Integrate storytelling and biography into ceremony content according to client preferences</p> <p>3.6 Refine and finalise content in consultation with client</p>
4. Address operational arrangements	<p>4.1 Create an operational plan for the ceremony that includes clear actions, timelines and responsibilities for the celebrant</p> <p>4.2 Identify and organise resources and other ceremony requirements for the agreed ceremony</p> <p>4.3 Organise and confirm rehearsal details with clients and others according to ceremony needs</p> <p>4.4 Develop and confirm with client ceremony contingency plans suited to the agreed ceremony</p> <p>4.5 Document operational requirements and provide information to clients and others as required</p>
5. Extend and expand own	<p>5.1 Maintain and enhance own knowledge of ceremony</p>

ELEMENT

knowledge base

PERFORMANCE CRITERIA

through ongoing research

5.2 Identify and respond to professional development opportunities

5.3 Develop and adjust work practices as part of ongoing practice development

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>