



Australian Government

CHCCEL004 Prepare for, present and evaluate ceremonies

Release: 1

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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 prepare for, present and evaluate ceremonies. It requires the ability to use well-developed public speaking and presentation skills to deliver the ceremony. It does not address the specific additional legal requirements for the delivery of marriage ceremonies, which are found in separate units of competency.

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. Prepare for ceremonies

1.1 Organise running sheet and document specific stage directions, tasks and resources for different ceremony stages

1.2 Rehearse and review own ceremony presentation in advance of the ceremony based on review of prepared ceremony

1.3 Organise and conduct rehearsals with others according to plans and agreements with clients

1.4 Identify and organise strategies to prepare other participants when there is no rehearsal

1.5 Identify and respond to any problems in consultation

ELEMENT	PERFORMANCE CRITERIA
	with the client 1.6 Obtain, prepare and confirm ceremony resources and requirements, according to agreed ceremony plans 1.7 Complete ceremony preparations according to the agreed scope of the celebrant's role
2. Present ceremonies	2.1 Liaise with other service providers at the ceremony to support smooth running of ceremony 2.2 Organise the gathering to minimise distractions, within the constraints of the venue, occasion and client needs 2.3 Facilitate and lead the orderly progression of the ceremony according to the ceremony design and provide clear directions as required 2.4 Prepare self for ceremony presentation and use techniques for overcoming performance anxiety 2.5 Apply presentation, ceremonial delivery and performance techniques suited to the occasion, venue and audience and as agreed with the client 2.6 Enhance the ceremony through use of resources and aids 2.7 Adapt presentation to suit the size and nature of the venue and to match audience characteristics 2.8 Interact effectively with participants and the audience to engage them in the ceremony as agreed with client 2.9 Respond flexibly to unexpected events in ways that maintain the flow and integrity of the ceremony
3. Evaluate ceremonies	3.1 Seek client feedback, and take advice on presentation and performance to continuously improve service 3.2 Establish and action strategies to observe and listen critically to own ceremonial delivery 3.3 Continuously evaluate ceremonial delivery for technical strengths and weaknesses 3.4 Access and use celebrant support services and professional development opportunities in response to evaluation 3.5 Use collaboration as a tool to develop, maintain and improve own skills and resources 3.6 Document evaluation outcomes and use to enhance

ELEMENT**PERFORMANCE CRITERIA**

future practice

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>