



**Australian Government**

# **CHCCEL005 Establish and maintain marriage celebrancy practice**

**Release: 1**

## CHCCEL005 Establish and maintain marriage celebrancy practice

### Modification History

Release	Comments
Release 1	<p>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.</p> <p>Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant change to knowledge evidence.</p> <p>Supersedes CHCCEL402A</p>

### Application

This unit describes the skills and knowledge required to determine the specific legal and ethical requirements for marriage celebrancy practice, create and maintain systems and resources, and maintain and improve skills and knowledge in marriage celebrancy.

This unit applies to individuals seeking to be registered as a Commonwealth-registered marriage celebrant by the Attorney-General's Department.

*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

*Elements define the essential outcomes*

1. Determine legal and ethical requirements for marriage celebrancy practice

#### PERFORMANCE CRITERIA

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

1.1 Identify and access sources of authoritative information on the legal and ethical requirements for the establishment and maintenance of a marriage celebrancy practice

1.2 Review and collate current information that supports

**ELEMENT****PERFORMANCE CRITERIA**

	professional practice as a marriage celebrant
	1.3 Identify systems and resources required to meet legal requirements from evaluation of information
2. Create and maintain marriage celebrancy systems and resources	2.1 Organise resources required to support marriage celebrancy work
	2.2 Create and document systems and procedures that support adherence to legal requirements and the Code of Practice for marriage celebrants
	2.3 Ensure administrative systems and supplies are in place to support completion, storage and registration of relevant documentation in accordance with legal requirements
	2.4 Seek guidance from authoritative sources on establishment of systems and resources
3. Maintain and improve own skills and resources	3.1 Maintain currency of marriage celebrancy knowledge using authoritative information sources
	3.2 Pro-actively identify and use professional development opportunities
	3.3 Use feedback and reflection as the basis for practice improvement
	3.4 Collaborate with colleagues as part of ongoing professional development
	3.5 Integrate current and emerging ideas and technologies into own practice and resources

**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>