



**Australian Government**

# **CHCCEL006 Interview clients and plan marriage ceremonies**

**Release: 1**

## CHCCEL006 Interview clients and plan marriage ceremonies

### 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>Merged CHCCEL403A/CHCCEL404A. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant change to knowledge evidence.</p>

### Application

This unit describes the skills and knowledge required to assess client eligibility to marry, provide required information to couples, and plan marriage ceremonies consistent with legal requirements of marriage regulations.

This unit applies to individuals seeking to be registered as a Commonwealth marriage celebrant by the Australian Government 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

#### PERFORMANCE CRITERIA

*Elements define the essential outcomes*

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

1. Assess eligibility of clients to marry under Australian law

1.1 Obtain information from the couple that informs assessment of eligibility of a couple to marry

1.2 Obtain documentation to be sighted by the celebrant according to profile and age of the couple

1.3 Identify situations beyond scope of own current knowledge and use authoritative sources of celebrancy advice and guidance

1.4 Identify situations where services of translator or interpreter may be required, advise couple, and take

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	<p>action accordingly</p> <p>1.5 Confirm for the couple whether the couple may marry under Australian law</p>
2. Provide information on legal documentation requirements	<p>2.1 Explain documentation requirements and processes to marrying couples, including systems and processes to ensure privacy of marrying couples' records</p> <p>2.2 Discuss with the couple options for presentation of documentation other than legal documentation and agree on format and style of presentation</p>
3. Provide information about relationship services	<p>3.1 Explain the purpose of the marriage celebrant's obligation to provide information about family relationship services under section 39G of the <i>Marriage Act 1961</i></p> <p>3.2 Provide marrying couples with information about availability of relationship education services in accordance with the Code of Practice</p> <p>3.3 Maintain current information about family relationship services and local support services</p>
4. Assist couple to plan marriage ceremony within legal requirements	<p>4.1 Explain legal requirements of marriage ceremony to clients and/or potential marrying couples and respond to situations posing potential legal challenges using authoritative sources</p> <p>4.2 Provide marriage ceremony advice to couple about legal requirements of marriage regulations, the Code of Practice and other relevant legislation</p> <p>4.3 Offer the couple presentable and well maintained marriage ceremony resources</p> <p>4.4 Offer practical assistance with ceremony planning in accordance with agreed scope of services and Code of Practice</p> <p>4.5 Provide advice and assistance on marriage ceremony planning that is suited to the purpose and significance of the marriage ceremony, values, ideals and social and cultural contexts</p> <p>4.6 Identify with the couple whether rehearsal is needed and support rehearsal planning and conduct</p> <p>4.7 Ensure that civil ceremony vows are written in accordance with legislative requirements in section 45(2) and that legislative requirements of section 46 of the</p>

**ELEMENT****PERFORMANCE CRITERIA**

Marriage Act will be met

4.8 Ensure that religious marriage ceremony has the approval of the relevant authority and that the words from section 46 of the Marriage Act will be included where Commonwealth-registered marriage celebrant is conducting the marriage ceremony

5. Complete pre-marriage documentation

5.1 Obtain and/or prepare marriage stationery as agreed with couple and in accordance with the legal requirements

5.2 Sight documentation required by the Marriage Act prior to solemnisation of the marriage

5.3 Review all required documentation and ensure it is accurately completed for signing

**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>