



Australian Government

CHCCEL007 Prepare for, present and evaluate marriage ceremonies

Release: 1

CHCCEL007 Prepare for, present and evaluate 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>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 CHCCEL405A</p>

Application

This unit describes the skills and knowledge required to finalise pre-ceremony arrangements, present and review marriage ceremonies consistent with legal requirements of marriage regulations.

This unit applies to individuals seeking to be registered as Commonwealth marriage celebrants 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. Finalise pre-ceremony arrangements

1.1 Confirm Notice of Intended Marriage forms have been received according to legal requirements and provide advice to couple about applying for shortening of time when required

1.2 Ensure that Declaration of No Legal Impediment to marriage forms are signed by both parties prior to the

ELEMENT**PERFORMANCE CRITERIA**

ceremony

1.3 Prepare and check 3 marriage certificates prior to ceremony with accurate, legible and complete information consistent with the Notice of Intended Marriage

1.4 Confirm marriage ceremony, venue and time arrangements with the marrying couple, ensuring other arrangements at the venue will not interfere with planned marriage ceremony

1.5 Confirm roles of marriage ceremony participants and/or other service providers

1.6 Identify special needs of marriage ceremony participants and/or other service providers, including interpreters

1.7 Establish working relationships with other service providers prior to commencement of marriage ceremony within scope of agreed celebrant role

2. Make on site preparations

2.1 Apply Code of Practice in relation to arrival times and standard of personal presentation at the event

2.2 Check that planned arrangements are in place and that other aspects of the event will not interfere with the marriage ceremony requirements

2.3 Confirm the presence of witnesses and location for completion of documentation

2.4 Identify where problems may occur, and respond in consultation with the marrying couple or their nominated representative

3. Present marriage ceremonies within legal requirements

3.1 Ensure appropriate placement of marriage celebrant during the ceremony particularly in relation to other people participating

3.2 Facilitate orderly progression of ceremony as agreed with marrying couple

3.3 Present marriage ceremony accurately and professionally in line with plan agreed with marrying couple and in keeping with religious or non-religious context

3.4 Ensure marriage ceremony is audible to the audience

3.5 Use resources and techniques as agreed with marrying couple to enhance the significance and symbolism of the

ELEMENT**PERFORMANCE CRITERIA**

marriage ceremony in line with values and ideals of the couple

4. Manage marriage ceremony documentation

4.1 Ensure that all documentation (3 certificates of marriage) are correctly signed by the marrying couple and their witnesses

4.2 Check documentation and ensure that any omissions or errors are rectified in the presence of, and initialled by, the marrying couple and their witnesses

4.3 Present completed marriage certificate to one or both members of the couple as soon as possible after signing

5. Register the marriage

5.1 Maintain privacy, security and confidentiality of marrying couple documentation and communication

5.2 Accurately complete forms and procedures within specified timeframes for lodgement under the *Marriage Act 1961*

5.3 Forward documents to state/territory Registrar of Births, Deaths and Marriages after performing ceremony within legislated timeframe

5.4 Securely store documentation in suitable location relating to the marrying couple in accordance with legal requirements

6. Evaluate ceremonies

6.1 Seek feedback from the marrying couple about services provided

6.2 Reflect on own performance and services and identify areas of strength and those for potential improvement

6.3 Review efficacy of resources used and identify and act on potential improvements

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>