



Australian Government

CHCCEL001 Develop sustainable celebrancy practice

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant change to knowledge evidence. Supersedes CHCCEL401C

Application

This unit describes the skills and knowledge required to determine what makes a sustainable celebrancy practice and then to set goals and develop an approach to own practice.

This unit applies to celebrants.

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
<i>Elements define the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine requirements for sustainable celebrancy practice	1.1 Identify, access and interpret information on celebrancy practice 1.2 Identify key issues that affect the development and sustainability of professional celebrancy practice 1.3 Evaluate impacts of emerging or changing technology on celebrancy practice 1.4 Collate current information that supports professional practice

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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

2. Set own celebrancy practice goals

2.1 Reflect on professional goals and aspirations and the opportunities and constraints of individual personal circumstances

2.2 Identify and assess professional opportunities in celebrancy

2.3 Assess and match personal skills and attributes against those perceived as necessary for particular professional opportunities

2.4 Determine viability of celebrancy opportunities according to perceived risks, resources available, financial returns and other outcomes sought

3. Develop approach to own practice

3.1 Make decisions about practice direction, based on reflection and research

3.2 Develop and document strategies, systems and resources that address own practice goals

3.3 Engage in a process of ongoing questioning and review to inform 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>

Assessment Requirements for CHCCEL001 Develop sustainable celebrancy practice

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- used critical thinking skills to:
 - review and reflect on information from a range of sources about celebrancy practice
 - evaluate and articulate requirements for sustainable celebrancy practice
- developed and documented a plan for own celebrancy practice, including:
 - own goals
 - strategies, resources and systems
 - professional development strategy
 - personal care plan.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- historical development of celebrancy in Australia in last 50 years, including knowledge of the evolving role of the civil celebrant and celebrancy in Australian culture in the twenty-first century

- role of celebrants and different perspectives
- demographic and other information that supports assessment of potential range and volume of ceremonies
- key issues that affect the development and sustainability of professional celebrancy practice:
 - economic – opportunities and viability
 - environmental
 - individual – personal health, professional development, family
 - social responsibility
- professional celebrancy networks and industry bodies
- advantages and disadvantages of competition, collaboration, networking and, teamwork for professional celebrants at an organisation level and at a personal level
- professional context for a given area of the practice in terms of opportunities and constraints
- professional opportunities in the area of celebrancy practice, across other related areas and across the business and community generally
- different models of professional celebrancy practice and their employment opportunities
- nature of goals and aspirations and the viability of achieving these professional goals in the context of the celebrant's knowledge, skills, personality and attributes, resources, geographical location and other factors
- tools, techniques and strategies used by celebrants and small business practitioners to build sustainable practice
- issues for consideration in the development of a personal care strategy
- key sources of assistance for professional celebrants, including:
 - Attorney-General's Department (marriage celebrancy only)
 - celebration and funeral providers
 - community elders
 - educators and training providers
 - family members
 - mentors
 - other service providers
 - professional bodies
- the impact on changing technologies on celebrancy practice, clients and ceremonies, including:
 - historical and potential future impacts
 - attitudes that help and hinder IT and computer skilled
 - web and IT communication mechanisms
 - hardware and software requirements and associated devices needed for celebrancy practice
 - strategies to maintain currency and resources available
- legal and ethical considerations (national and state/territory) and how they impact celebrancy practice

- children in the workplace
- codes of conduct/practice
- conflicts of interest
- consumer law
- continuing professional education
- copyright and intellectual property Copyright Agency Limited (CAL) (difference between licence and insurance)
- discrimination
- duty of care
- human rights
- insurance requirements
- mandatory reporting
- privacy, confidentiality and disclosure
- professional body membership – ethics and standards
- records management
- specific legislation that applies to marriage (existence and key objectives only), including offences under the *Marriage Act 1961* for unauthorised civil celebrants conducting of marriage ceremonies)
- work role boundaries – responsibilities and limitations, including:
 - celebrants not counsellors
 - agreed scope of role in ceremony
- work health and safety

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including sources of information about celebrancy practice.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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