



Australian Government

Assessment Requirements for 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.

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:

- prepared and documented pre-ceremony planning forms and checklists for at least 3 ceremonies
- presented at least 3 rehearsals and at least 6 ceremonies, to include at least 3 of the following
 - engagement
 - a baby naming or blessing
 - birthday
 - anniversary (wedding or other)
 - graduation celebration or party
 - mother's day or father's day celebration
- presented ceremonies for audiences of varying size, including at least one for an audience of over 20 people
- presented ceremonies requiring the use of public address (PA) equipment on at least 2 occasions
- used the following public speaking, presentation and performance techniques in ways that are appropriate to the occasion, the participants and the audience:
 - pacing to ensure audience understanding
 - non-verbal communication:
 - eye contact
 - gesture
 - use of voice:

- clarity
- projection
- tone
- pitch
- volume
- presented ceremony content that includes:
 - 3 different styles of poetry
 - 3 different styles of music lyrics
 - explanation of 3 different symbols to the audience
- completed a process of evaluation for 6 ceremonies and identified and documented things that went well and potential areas of improvement in planning, preparation and delivery.

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:

- legal and ethical considerations (national, state/territory, local) for the conduct of ceremonies, and how these apply in individual practice:
 - codes of practice requirements
 - duty of care
 - privacy, confidentiality and disclosure
 - records management
 - work health and safety (WHS), in relation to
 - basic hazard identification and risk management procedures
 - hierarchy of control and its application in risk management
 - processes for raising WHS issues, reporting hazards, incidents and injuries and WHS issue resolution
 - potential emergency situations, alarms and signals and appropriate response
- ceremony preparation considerations:
 - rehearsals, what and who they need to involve
 - preparation for different types of resources and props
 - pre-ceremony liaison with clients
- components of ceremony delivery, including:
 - the warm-up or group bonding
 - welcome, introduction
 - statement of purpose
 - story telling or reflection
 - symbols or rituals
 - focusing on the transition
 - the promises (given and assumed)

- inspiration and preparation for the next stage
- group affirmation and support
- conclusion, after-ceremony refreshments
- stage management aspects of ceremony delivery:
 - personal presentation and dress
 - position and elements (such as seating and props) of the ceremony space and its relation to all present
 - the positioning of celebrant
 - features, use, limitations and hazards of equipment to enhance ceremony delivery (for celebrant and other participants):
 - sound equipment
 - elevated stage
 - lectern
 - lighting
 - altar
- public, speaking, presentation and performance techniques, and how and when these are used to engage, convey meaning, create atmosphere and enhance ceremonies:
 - preparing for performance – mentally, physically and socially
 - how to communicate central ideas of a message
 - non-verbal communication, including:
 - eye contact
 - gesture
 - avoiding distracting mannerisms or facial expressions
 - use of voice, including:
 - clarity
 - projection
 - tone
 - pitch
 - volume
 - self-care techniques, including:
 - posture
 - fitness
- factors that affect audience engagement, including first impression and ways to engage and sustain audiences of different types
- techniques and routines used by celebrants to maintain and enhance presentation and performance skills, including:
 - vocal routines
 - fitness strategies
- techniques for managing pre-ceremony performance anxiety and other anxiety reducing activities
- ceremony evaluation techniques

- strategies to improve ceremonial presentations
- celebrant support services and professional development opportunities.

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:
 - documented pre-designed ceremonies
 - PA equipment
- modelling of industry operating conditions, including:
 - ceremony participants
 - audience members (at least 1 audience of more than 20 people)
 - scenarios involving problem-solving.

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

Links

Companion Volume implementation guides are found in VETNet -

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