



Australian Government

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.

Application

This unit describes the skills and knowledge required to prepare for, present and evaluate ceremonies. It requires the ability to use well-developed public speaking and presentation skills to deliver the ceremony. It does not address the specific additional legal requirements for the delivery of marriage ceremonies, which are found in separate units of competency.

This unit applies to celebrants, and to different types of ceremonies, both public and private.

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. Prepare for ceremonies

1.1 Organise running sheet and document specific stage directions, tasks and resources for different ceremony stages

1.2 Rehearse and review own ceremony presentation in advance of the ceremony based on review of prepared ceremony

1.3 Organise and conduct rehearsals with others according to plans and agreements with clients

1.4 Identify and organise strategies to prepare other participants when there is no rehearsal

1.5 Identify and respond to any problems in consultation

ELEMENT	PERFORMANCE CRITERIA
	with the client 1.6 Obtain, prepare and confirm ceremony resources and requirements, according to agreed ceremony plans 1.7 Complete ceremony preparations according to the agreed scope of the celebrant's role
	2.1 Liaise with other service providers at the ceremony to support smooth running of ceremony 2.2 Organise the gathering to minimise distractions, within the constraints of the venue, occasion and client needs 2.3 Facilitate and lead the orderly progression of the ceremony according to the ceremony design and provide clear directions as required 2.4 Prepare self for ceremony presentation and use techniques for overcoming performance anxiety 2.5 Apply presentation, ceremonial delivery and performance techniques suited to the occasion, venue and audience and as agreed with the client 2.6 Enhance the ceremony through use of resources and aids 2.7 Adapt presentation to suit the size and nature of the venue and to match audience characteristics 2.8 Interact effectively with participants and the audience to engage them in the ceremony as agreed with client 2.9 Respond flexibly to unexpected events in ways that maintain the flow and integrity of the ceremony
3. Evaluate ceremonies	3.1 Seek client feedback, and take advice on presentation and performance to continuously improve service 3.2 Establish and action strategies to observe and listen critically to own ceremonial delivery 3.3 Continuously evaluate ceremonial delivery for technical strengths and weaknesses 3.4 Access and use celebrant support services and professional development opportunities in response to evaluation 3.5 Use collaboration as a tool to develop, maintain and improve own skills and resources 3.6 Document evaluation outcomes and use to enhance

ELEMENT**PERFORMANCE CRITERIA**

future practice

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 CHCCEL004 Prepare for, present and evaluate ceremonies

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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:

- 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

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