



## **Marriage (Celebrant Professional Development) Statement 2020**

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I, Rohan Verco, A/g Registrar of Marriage Celebrants, make the following Statement.

Dated 12 February 2020

Rohan Verco  
A/g Registrar of Marriage Celebrants

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## Contents

1 Name.....	1
2 Commencement .....	1
3 Authority.....	1
4 Definitions .....	1
5 Schedules .....	2
6 List of professional development activities.....	2
<b>Schedule 1—Professional development activities</b>	<b>3</b>
<b>Schedule 2—Repeals</b>	<b>12</b>
<i>The Marriage (Celebrant Professional Development) Statement 2019</i>	12



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## 1 Name

This instrument is the *Marriage (Celebrant Professional Development) Statement 2020*.

## 2 Commencement

- (1) Each provision of this instrument specified in column 1 of the table commences, or is taken to have commenced, in accordance with column 2 of the table. Any other statement in column 2 has effect according to its terms.

Commencement information		
Column 1	Column 2	Column 3
Provisions	Commencement	Date/Details
1. The whole of this instrument	The day after this instrument is registered.	

- (2) Any information in column 3 of the table is not part of this instrument. Information may be inserted in this column, or information in it may be edited, in any published version of this instrument.

## 3 Authority

This instrument is made under subsection 53(3) of the Marriage Regulations 2017.

## 4 Definitions

In this instrument:

**ACQ** means Alliance of Celebrants Queensland.

**Activity** means an OPD activity delivered by a provider on the Attorney-General's Department OPD Panel, or a Certificate IV in Celebrancy unit, or a celebrant association conference.

**AFCC** means Australian Federation of Civil Celebrants.

**Australian Celebrations Training** means Australian Celebrations Training Pty Ltd (ACN 104 287 112).

**Gordon Institute of TAFE** means the Gordon Institute of Technical and Further Education (ABN 27 241 053 246).

**Life Skills Training** means Life Skills Training Pty Ltd (ACN 059 479 159).

**Nepean Industry Edge Training** means Nepean Industry Edge Training Pty Ltd (ACN 144 553 300).

**QualTrain** means QualTrain Australia Pty Ltd (ACN 622 208 182).

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***Regulations*** means the Marriage Regulations 2017.

***Rose Training*** means Rose Training (ACN 605 893 810).

***The Unleashed Collective*** means The Unleashed Collective (ABN 53 906 894 024)

## **5 Schedules**

Each instrument that is specified in a Schedule to this instrument is amended or repealed as set out in the applicable items in the Schedule concerned, and any other item in a Schedule to this instrument has effect according to its terms.

## **6 List of professional development activities**

- (1) For the purposes of paragraph 53(3)(a) of the Regulations, Schedule 1 sets out a list of professional development activities for 2020.
- (2) For the purposes of paragraph 53(3)(b) of the Regulations, the professional development activity which is compulsory for 2020 comprises at least one activity which falls within Table 1 of Schedule 1.

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## Schedule 1—Professional development activities

Note: See section 6.

### 1 List of professional development activities

For the purposes of section 6(1), the professional development activities are set out in Table 1 and Table 2 below. For the purposes of section 6(2), at least one activity in Table 1 must be completed.

Table 1: Professional development activities				
Item	Code	Activity	Mins	Providers
1	20ACT008	Interviewing your marrying couple	120	Australian Celebrations Training
2	20ACT013	Rehearse a marriage ceremony	90	Australian Celebrations Training
3	20ACT017	Professional ethics for celebrants	120	Australian Celebrations Training
4	20ACT019	Marriage documents refreshed	120	Australian Celebrations Training
5	20ACT025	Conducting a marriage ceremony	90	Australian Celebrations Training
6	20ACT028	BDM presentation	120	Australian Celebrations Training
7	20ACT032	Working with interpreters at bilingual marriage ceremonies	60	Australian Celebrations Training
8	20ACT033	Bespoke marriage ceremonies	120	Australian Celebrations Training
9	20ACT036	Conducting marriage ceremonies in the air or at sea	60	Australian Celebrations Training
10	20ACT044	Special needs of marrying couples	120	Australian Celebrations Training
11	20ACT046	Retirement process for celebrants	60	Australian Celebrations Training
12	20ACT061	Marriage Celebrants Online Victoria Only	60	Australian Celebrations Training
13	20ACT064	Marriage celebrants Eregistry Lifelink NSW	120	Australian Celebrations Training
14	20ACT065	BDM Tour	60	Australian Celebrations Training
15	20ACT068	Special needs of marrying couples - Classroom	180	Australian Celebrations Training
16	20ACT080	Questionnaire on the Guidelines on the Marriage Act 1961 for Authorised Celebrants	60	Australian Celebrations Training
17	20ACT081	Questionnaire on the Guidelines on the Marriage Act 1961 for Authorised Celebrants	120	Australian Celebrations Training

<b>Table 1: Professional development activities</b>				
<b>Item</b>	<b>Code</b>	<b>Activity</b>	<b>Mins</b>	<b>Providers</b>
18	20ACT082	Questionnaire on the Guidelines on the Marriage Act 1961 for Authorised Celebrants	180	Australian Celebrations Training
19	20295017G	Foreign Marriages	60	Gordon Institute of TAFE
20	20295019G	Themed Weddings	60	Gordon Institute of TAFE
21	20290005G	Essential celebrant record keeping and administration	90	Gordon Institute of TAFE
22	20290035G	Ethics and the Modern Celebrant	180	Gordon Institute of TAFE
23	20290003G	Getting it right on the day	90	Gordon Institute of TAFE
24	20295005G	Best practice for Australian celebrants	90	Gordon Institute of TAFE
25	20290055G	Celebrants working with palliative clients	180	Gordon Institute of TAFE
26	20290062G	The Answers are in the Guidelines	120	Gordon Institute of TAFE
27	20290061G	Marriage Ceremony writing and delivery	180	Gordon Institute of TAFE
28	20290020G	Celebrant resources review	90	Gordon Institute of TAFE
29	20295003G	Are you having a rehearsal	90	Gordon Institute of TAFE
30	20295009G	Surprise Wedding	60	Gordon Institute of TAFE
31	20LST050	Completing the legal forms	120	Life Skills Training
32	20LST036	Legal refresher 2020	120	Life Skills Training
33	20LST041	New to celebrancy or need a refresher	180	Life Skills Training
34	20LST048	Working with couples who reside overseas	120	Life Skills Training
35	20LST005	Using interpreters and translators	180	Life Skills Training
36	20LST009	Ceremony transfer	120	Life Skills Training
37	20LST001	Elements of a successful wedding rehearsal	180	Life Skills Training
38	20LST006	BDM Victoria Marriage Celebrants Online software training	120	Life Skills Training
39	20LST029	BDM NSW Lifelink Online system	120	Life Skills Training
40	20LST035	Review of the guidelines on the Marriage Act 1961 for authorised celebrants	120	Life Skills Training
41	20QT030	Assure Currency and accuracy in the preparation of marriage documents	120	QualTrain Australia
42	20QT031	Resources for celebrants on the Attorney-Generals department website	120	QualTrain Australia
43	20QT032	Communicating effectively with your BDM	60	QualTrain Australia
44	20QT026	Finding your way through the Guidelines on the Marriage Act 1961	120	QualTrain Australia
45	20QT002	Reflect and improve on your celebrant practice	120	QualTrain Australia
46	20QT011	Document management	60	QualTrain Australia
47	20QT024	Help Replacement celebrant required	60	QualTrain Australia
48	20ACCVConf	2020 Conference	300	Association of Civil Marriage Celebrants of Victoria



<b>Table 1: Professional development activities</b>				
<b>Item</b>	<b>Code</b>	<b>Activity</b>	<b>Mins</b>	<b>Providers</b>
49	20ICCCConf	2020 Conference	300	International College of Celebrancy
50	20AFCCConf	2020 Conference	300	Australian Federation of Civil Celebrants
51	20TCSCConf	2020 Conference	300	The Celebrant Society
52	20ACQConf	2020 Conference	300	Alliance of Celebrants Queensland
53	20QT2016CA	Real consent (2016 Compulsory Activity to count as 2020 elective)	120	QualTrain Australia
54	20295015G	Real consent (2016 Compulsory Activity to count as 2020 elective)	120	Gordon Institute of TAFE
55	20LST2016CA	Real consent (2016 Compulsory Activity to count as 2020 elective)	120	Life Skills Training
56	20ACT2016CA	Real consent (2016 Compulsory Activity to count as 2020 elective)	120	Australian Celebrations Training
57	20QT2017CA	Checklist for the solemnisation of marriage; Offences under the Marriage Act 1961 (2017 Compulsory Activity to count as 2020 Elective)	120	QualTrain Australia
58	20295014G	Checklist for the solemnisation of marriage; Offences under the Marriage Act 1961 (2017 Compulsory Activity to count as 2020 Elective)	120	Gordon Institute of TAFE
59	20LST2017CA	Checklist for the solemnisation of marriage; Offences under the Marriage Act 1961 (2017 Compulsory Activity to count as 2020 Elective)	120	Life Skills Training
60	20ACT2017CA	Checklist for the solemnisation of marriage; Offences under the Marriage Act 1961 (2017 Compulsory Activity to count as 2020 Elective)	120	Australian Celebrations Training
61	20QT2018CA	Marriage equality (2018 Compulsory Activity to count as 2020 elective)	120	QualTrain Australia
62	20295016G	Marriage equality (2018 Compulsory Activity to count as 2020 elective)	120	Gordon Institute of TAFE
63	20LST2018CA	Marriage equality (2018 Compulsory Activity to count as 2020 elective)	120	Life Skills Training
64	20ACT2018CA	Marriage equality (2018 Compulsory Activity to count as 2020 elective)	120	Australian Celebrations Training
65	20LSTCertIV	A unit of competency that could, or would be undertaken as part of a Certificate IV in Celebrancy (CH41015)	300	Life Skills Training
66	20QTCertIV	A unit of competency that could, or would be undertaken as part of a Certificate IV in Celebrancy (CH41015)	300	QualTrain Australia

<b>Table 1: Professional development activities</b>				
<b>Item</b>	<b>Code</b>	<b>Activity</b>	<b>Mins</b>	<b>Providers</b>
67	20NIETCertIV	A unit of competency that could, or would be undertaken as part of a Certificate IV in Celebrancy (CH41015)	300	Nepean Industry Edge Training
68	20RTACertIV	A unit of competency that could, or would be undertaken as part of a Certificate IV in Celebrancy (CH41015)	300	Rose Training
69	20ACTCertIV	A unit of competency that could, or would be undertaken as part of a Certificate IV in Celebrancy (CH41015)	300	Australian Celebrations Training
70	20UCCertIV	A unit of competency that could, or would be undertaken as part of a Certificate IV in Celebrancy (CH41015)	300	The Unleashed Collective

<b>Table 2: Professional development activities</b>				
<b>Item</b>	<b>Code</b>	<b>Activity</b>	<b>Mins</b>	<b>Providers</b>
1	20ACT001	Invoice design	60	Australian Celebrations Training
2	20ACT002	Professional telephone skills	120	Australian Celebrations Training
3	20ACT003	Special inclusions within marriage ceremonies	120	Australian Celebrations Training
4	20ACT004	Significance of storytelling for ceremonies	180	Australian Celebrations Training
5	20ACT005	Importance of ritual and ceremony	120	Australian Celebrations Training
6	20ACT006	Copyright and the effective use of music and literature	120	Australian Celebrations Training
7	20ACT007	Trendspotting in the wedding industry	60	Australian Celebrations Training
8	20ACT009	Blended families ceremonies	120	Australian Celebrations Training
9	20ACT010	Interfaith Marriages	120	Australian Celebrations Training
10	20ACT011	International Matters	60	Australian Celebrations Training
11	20ACT012	How to write ceremonies creatively	120	Australian Celebrations Training
12	20ACT014	Cultural diversity	120	Australian Celebrations Training
13	20ACT015	There is more to celebrancy than hatching, matching dispatching	90	Australian Celebrations Training
14	20ACT018	Introduction to secular humanism	90	Australian Celebrations Training

<b>Table 2: Professional development activities</b>				
<b>Item</b>	<b>Code</b>	<b>Activity</b>	<b>Mins</b>	<b>Providers</b>
15	20ACT020	Using Instagram to connect with couples	60	Australian Celebrations Training
16	20ACT021	Enhancing clients family relationships	120	Australian Celebrations Training
17	20ACT022	Create a business page in Facebook	180	Australian Celebrations Training
18	20ACT023	Supporting people experiencing grief and bereavement	180	Australian Celebrations Training
19	20ACT024	Basics of Social Media	120	Australian Celebrations Training
20	20ACT026	Working with PA systems	120	Australian Celebrations Training
21	20ACT027	Design a love commitment ceremony	120	Australian Celebrations Training
22	20ACT029	Designing your website	120	Australian Celebrations Training
23	20ACT030	How to write a marriage blessing	60	Australian Celebrations Training
24	20ACT031	How to read poetry at ceremonies	90	Australian Celebrations Training
25	20ACT034	Honouring one another	60	Australian Celebrations Training
26	20ACT035	Being of the same mind	60	Australian Celebrations Training
27	20ACT037	Rites of Passage Arnold van Gennep	90	Australian Celebrations Training
28	20ACT038	Rites of Passage Joseph Campbell	90	Australian Celebrations Training
29	20ACT039	Rites of Passage Ronald L Grimes	90	Australian Celebrations Training
30	20ACT040	Special inclusions in marriage ceremonies interactive workshop	90	Australian Celebrations Training
31	20ACT041	WHS contingencies and risk management	90	Australian Celebrations Training
32	20ACT042	Design a client survey	90	Australian Celebrations Training
33	20ACT043	International marriage ceremony traditions	180	Australian Celebrations Training
34	20ACT045	Forgiving one another	60	Australian Celebrations Training
35	20ACT047	Social media marketing	120	Australian Celebrations Training
36	20ACT048	Renewing a couples vows	120	Australian Celebrations Training

<b>Table 2: Professional development activities</b>				
<b>Item</b>	<b>Code</b>	<b>Activity</b>	<b>Mins</b>	<b>Providers</b>
37	20ACT049	LinkedIn for marketing	60	Australian Celebrations Training
38	20ACT050	Preparing for the step family	120	Australian Celebrations Training
39	20ACT051	Effective interpersonal skills	120	Australian Celebrations Training
40	20ACT052	Morality in marriage	120	Australian Celebrations Training
41	20ACT053	Love in marriage	120	Australian Celebrations Training
42	20ACT054	Marrying with an already made family	180	Australian Celebrations Training
43	20ACT055	Celebrant wellbeing	180	Australian Celebrations Training
44	20ACT057	Search engine optimisation basics	90	Australian Celebrations Training
45	20ACT059	Grief and loss introductory	180	Australian Celebrations Training
46	20ACT062	Pinterest	60	Australian Celebrations Training
47	20ACT066	Grief loss and bereavement theories	180	Australian Celebrations Training
48	20ACT067	Introduction to building a FaceBook page	120	Australian Celebrations Training
49	20ACT070	Unexpected Deaths designing the funeral ceremony	120	Australian Celebrations Training
50	20ACT071	How to handle difficult clients	60	Australian Celebrations Training
51	20ACT073	Understanding mobile marketing	60	Australian Celebrations Training
52	20ACT075	Streamline your social media	60	Australian Celebrations Training
53	20ACT076	Young at Heart	60	Australian Celebrations Training
54	20ACT078	Child friendly marriage ceremonies	60	Australian Celebrations Training
55	20ACT079	Design a funeral ceremony	180	Australian Celebrations Training
56	20ACT083	Divorce healing ceremonies	60	Australian Celebrations Training
57	20ACT084	Make a YouTube clip to market your business	120	Australian Celebrations Training
58	20ACT085	Apps for celebrants	60	Australian Celebrations Training

<b>Table 2: Professional development activities</b>				
<b>Item</b>	<b>Code</b>	<b>Activity</b>	<b>Mins</b>	<b>Providers</b>
59	20ACT086	Design a Name giving ceremony	180	Australian Celebrations Training
60	20ACT087	Ethical choices in modern marriage	180	Australian Celebrations Training
61	20ACT090	Wedding Expo exhibiting	60	Australian Celebrations Training
62	20ACT091	Writing a eulogy	60	Australian Celebrations Training
63	20ACT092	Working with LGBTI couples to design ceremonies	90	Australian Celebrations Training
64	20ACT093	Designing memorial ceremonies	90	Australian Celebrations Training
65	20ACT094	Infants funeral and memorial services	180	Australian Celebrations Training
66	20ACT095	How to create awesome social media content	120	Australian Celebrations Training
67	20ACT096	Creating a wedding package for clients	120	Australian Celebrations Training
68	20ACT097	Self care for funeral celebrants	90	Australian Celebrations Training
69	20ACT098	Working in the funeral services industry	90	Australian Celebrations Training
70	20ACT099	From page to stage	90	Australian Celebrations Training
71	20ACT100	Setting professional fees	90	Australian Celebrations Training
72	20ACT101	Building your personal brand	90	Australian Celebrations Training
73	20ACT102	Professional Practice	180	Australian Celebrations Training
74	20ACT103	Ceremony Writing	90	Australian Celebrations Training
75	20295018G	Not just weddings and funerals	120	Gordon Institute of TAFE
76	20290025G	Developing an effective wedding kit bag	60	Gordon Institute of TAFE
77	20290002G	Communication and developing rapport	120	Gordon Institute of TAFE
78	20290024G	Creating and maintaining a social media presence	180	Gordon Institute of TAFE
79	20290039G	Creative collaboration with clients	120	Gordon Institute of TAFE
80	20290008G	Creative ways to involve loved ones and symbols in ceremony	180	Gordon Institute of TAFE
81	20290007G	Music in the marriage ceremony	90	Gordon Institute of TAFE
82	20290022G	Poetry and readings in ceremonies	90	Gordon Institute of TAFE
83	20290029G	Evaluating your celebrant service	120	Gordon Institute of TAFE
84	20290026G	How to personalise a ceremony	60	Gordon Institute of TAFE

<b>Table 2: Professional development activities</b>				
<b>Item</b>	<b>Code</b>	<b>Activity</b>	<b>Mins</b>	<b>Providers</b>
85	20290053G	Inclusive ceremony design	90	Gordon Institute of TAFE
86	20290033G	Mind your own celebrant business	120	Gordon Institute of TAFE
87	20290006G	Organising your celebrant office	90	Gordon Institute of TAFE
88	20290027G	Public speaking skills	180	Gordon Institute of TAFE
89	20290028G	Presentation skills	60	Gordon Institute of TAFE
90	20290009G	Relationship support services and the celebrant	120	Gordon Institute of TAFE
91	20290013G	Using PA systems Dont just be seen be heard	120	Gordon Institute of TAFE
92	20290051G	The Evolution of Marriage	120	Gordon Institute of TAFE
93	20290057G	Self care for the Celebrant	90	Gordon Institute of TAFE
94	20290019G	Celebrant skills review	90	Gordon Institute of TAFE
95	20290054G	Celebrant marketing with a website or blog	180	Gordon Institute of TAFE
96	20290037G	Celebrants make excellent stage managers	90	Gordon Institute of TAFE
97	20290038G	Celebrants embracing diversity	180	Gordon Institute of TAFE
98	20290036G	Celebrants bridging the generation gap	60	Gordon Institute of TAFE
99	20290052G	Wedding trends	60	Gordon Institute of TAFE
100	20290023G	Interview questions and writing strategies for celebrants	180	Gordon Institute of TAFE
101	20295002G	The blended family ceremony	90	Gordon Institute of TAFE
102	20295008G	Personal branding for celebrants	120	Gordon Institute of TAFE
103	20295006G	Creating a beautiful funeral ceremony	180	Gordon Institute of TAFE
104	20295007G	Wedding Expos	120	Gordon Institute of TAFE
105	20LST037	Apps and Software to assist a celebrant	180	Life Skills Training
106	20LST038	Funeral protocols and procedures	180	Life Skills Training
107	20LST039	Successful interview techniques	180	Life Skills Training
108	20LST040	Managing difficult clients	180	Life Skills Training
109	20LST042	Resources what to give prospective couples	180	Life Skills Training
110	20LST043	Using data analysis as the basis for your marketing	180	Life Skills Training
111	20LST044	Working effectively with LGBTI couples inclusion and respect	180	Life Skills Training
112	20LST045	Working with the photographer and leading a vendor team	180	Life Skills Training
113	20LST046	Writing creative fresh ceremonies	180	Life Skills Training
114	20LST047	Working with people with disability inclusion and etiquette	120	Life Skills Training
115	20LST049	Terms and conditions creating a watertight agreement	120	Life Skills Training
116	20LST003	In a Nutshell	180	Life Skills Training
117	20LST004	Wonderful naming ceremonies	180	Life Skills Training
118	20LST007	Understanding our Workplace Health and Safety WHS obligations	60	Life Skills Training
119	20LST010	Choreography in a ceremony	180	Life Skills Training

<b>Table 2: Professional development activities</b>				
<b>Item</b>	<b>Code</b>	<b>Activity</b>	<b>Mins</b>	<b>Providers</b>
120	20LST011	Customer service master class	180	Life Skills Training
121	20LST012	Creating forms for your celebrant business	120	Life Skills Training
122	20LST013	How ceremony promotes health and wellbeing	180	Life Skills Training
123	20LST015	Making the best of a ceremony location	180	Life Skills Training
124	20LST016	Marketing made easy	180	Life Skills Training
125	20LST017	Plans A and B managing the elements	60	Life Skills Training
126	20LST019	Maintaining and enhancing your professional edge	180	Life Skills Training
127	20LST020	Social media as a marketing tool	180	Life Skills Training
128	20LST022	What do I do now	180	Life Skills Training
129	20LST023	Writing a ceremony	180	Life Skills Training
130	20LST024	Writing an authentic funeral ceremony	180	Life Skills Training
131	20LST027	Beyond diversity and inclusion	180	Life Skills Training
132	20LST028	Wedding ceremony Structure	180	Life Skills Training
133	20LST030	Cultural diversity and rituals	180	Life Skills Training
134	20QT027	Masterminding Ceremony Logistics	120	QualTrain Australia
135	20QT028	Converting Callers into Customers	60	QualTrain Australia
136	20QT029	Friend or Foe What other wedding professionals really think	60	QualTrain Australia
137	20QT038	Marriage rituals symbols and customs	120	QualTrain Australia
138	20QT034	Advise marrying couples about marriage and relationship education	60	QualTrain Australia
139	20QT025	Working with culturally and linguistically diverse couples	120	QualTrain Australia
140	20QT001	Review communication strategies to identify needs and develop a support plan	120	QualTrain Australia
141	20QT004	Develop digital infrastructure for marketing purposes	120	QualTrain Australia
142	20QT005	Develop ceremonies for love life and loss	180	QualTrain Australia
143	20QT006	Choreography of the ceremony at the wedding venue	180	QualTrain Australia
144	20QT007	Networking using social media	60	QualTrain Australia
145	20QT008	Design your celebrant service agreement	60	QualTrain Australia
146	20QT009	Celebrants on tour	180	QualTrain Australia
147	20QT010	The social and cultural impact of marriage equality for celebrants	120	QualTrain Australia
148	20QT012	Wired for sound and performance	120	QualTrain Australia
149	20QT013	How to set up your own blog	60	QualTrain Australia
150	20QT015	Use technology to effectively coordinate business resources	120	QualTrain Australia
151	20QT017	Establish equitable fees for professional celebrant services	60	QualTrain Australia

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<b>Table 2: Professional development activities</b>				
<b>Item</b>	<b>Code</b>	<b>Activity</b>	<b>Mins</b>	<b>Providers</b>
152	20QT018	Promote your celebrant business effectively	180	QualTrain Australia
153	20QT019	Plan and develop personalised funeral and memorial ceremonies	180	QualTrain Australia
154	20QT020	Capture the Audience MC at a wedding	120	QualTrain Australia
155	20QT021	Self care and mindfulness for celebrants	60	QualTrain Australia
156	20QT022	The Dynamics of dying and bereavement	60	QualTrain Australia
157	20QT023	Crafting marriage ceremonies for older Australians	120	QualTrain Australia

## **Schedule 2—Repeals**

*The Marriage (Celebrant Professional Development) Statement 2019*

### **1 The whole of the instrument**

Repeal the instrument