

1. Aims

The Certificate IV in Celebrancy (CHC42608) course is designed to provide skills and knowledge that underpin a range of celebrancy roles, as well as addressing specific legislative responsibilities of marriage celebrants and providing a range of electives representing different aspects of celebrancy work. This course will train ministers and potential ministers in a range of areas relevant to participating in and leading a celebrant role within the local church and/or community. This course would typically be conducted in conjunction with the Certificate IV in Christian Ministry and Theology (30772QLD) which has significant overlap with this course.

2. Ministry/Employment Outcomes

This course will provide training in the background knowledge and practical skills required for both paid and voluntary workers employed in professional and para-professional work that involves pastoral ministry within Christian organisations.

More specifically this course will give students:

- A capacity to undertake marriage and funeral celebrancy work
- Competence in communication, conflict-resolution and people management skills
- Pastoral ministry skills with a heart for God and people

There are no licensing requirements related to this course except in the area of marriage celebrancy. Intending marriage celebrants need to either:

- gain approval through their local church or denomination (this would be usual pathway for students undertaking this course) or
- apply to the Attorney Generals Department to be a celebrant. This requires among other things that the student has completed this qualification including the units CHCCEL402A, CHCCEL403A, CHCCEL404A and CHCCEL405A as well as satisfying the “fit and proper person” criteria set out in the Marriage Amendment Act 2002. *[NOTE: Unity College is able to offer this option depending on the trainer undertaking the training. Please advise Unity College in advance if you desire to seek Celebrancy approval in this manner].*

3. Overview

The qualifications are fully competency based and while knowledge and some aspects of competency are assessed within the realms of each subject, completion of relevant practical projects demonstrating all areas of competency will need to be completed to graduate.

The student will obtain practical experience by undertaking documented, simulated field celebrancy roles, and assisting a licensed celebrant. This practical experience is to be gained in an area that complements the assessment project and the immediate goals of the student.

Individual units may be delivered on a week by week basis or by intensives.

4. Duration

This course would typically be completed through a one year part time program. An accelerated program may also be made available based on recognition of pre-existing core

skills (eg such as would typically be held by an ordained pastor/minister) and/or the completion of the Certificate IV in Christian Ministry or Theology (or equivalent).

5. Costs 2011

Application Fee

For students wishing to study at credit level there is a one off non-refundable enrolment application fee.

Australian students	\$100
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Academic Fees

Annual fees for full-time students of this course are:

Tuition full course	\$1760
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Note: The college reserves the right to alter fees prior to the start of each academic year.

6. Entry Requirements

For entry into this course it is expected that the student is a committed Christian and actively involved in a local church or Christian community.

General requirements for entry are:

- A completed student application form & payment of the application fee
- A reference from local church pastor or leader
- A successful interview with the Principal or representative (where physically possible)
- Students should have basic computing skills including the ability to use a word processing package at an elementary level and be able to access the internet.
- Satisfactory English language skills. If students do not have satisfactory English language skills Unity College Australia has English language courses available to enable the student to reach the required entry level.

Students should in good conscience be able to subscribe to the Unity College Australia statement of beliefs that are found in the tenets of mainstream Christianity.

7. Training Process

The course entails an average of 10 hours a week contact, field work and private study for one year when done in the context of a Christian ministry qualification.

Unity College Australia uses a wide variety of training methods. Training may be conducted through:

- lectures, presentations and demonstrations
- interactive discussions
- group participation
- individual tutorials
- practical skills exercises
- individual projects
- research into literature and other resources
- audio/visual presentations
- participation in conferences and seminars
- visits to local Christian ministry centres

Certificate IV in Celebrancy *ctd.*

- use of guest speakers
- role plays and simulations
- field activities

Actual delivery modes and training and assessment materials are adapted as needed in order to meet the needs of a diverse range of students. This will be done on a subject by subject basis in consultation with the trainer.

Unity College Australia adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process. It is expected that each selected participant will be committed to meeting the requirements of the course and will attend relevant classes and activities and complete all work required for assessment.

It is expected that all program participants will have access to a computer. This is mandatory for successful course completion.

8. Course Competencies

Australia has a system of national standardisation of training for many industry areas. This system is implemented through the use of training packages (groups of courses) and individual units of competency within a course. This system enables students to get automatic recognition across all accredited government and private training organisations for relevant studies undertaken at any one of them. All competencies in this qualification fall into this category.



In order to complete this course, completion of 13 units of competency 5 core or compulsory units and 8 elective units are required.

The following core competencies are achieved through completion of the core units from the Certificate IV in Celebrancy.

National Code	Competency
CHCADMIN305D	Work within the administration protocols of the organisation
CHCCEL401A	Work effectively in a celebrancy role
CHCCEL406A	Identify and address client needs in a celebrancy role
CHCCOM403A	Use targeted communication skills to build relationships
CHCCS400A	Work within a relevant legal and ethical framework

In addition the following eight elective competencies are achieved on completion of this course.

National Code	Competency
CHCCEL402A	Establish and maintain knowledge of legal responsibilities of a marriage celebrant
CHCCEL403A	Develop an effective relationship with a marrying couple
CHCCEL404A	Plan a marriage ceremony in line with legal requirements
CHCCEL405A	Conduct and review a marriage ceremony in line with legal requirements
CHCCS426A	Provide support and care relating to loss and grief
SIFFNL003A	Arrange funerals
SIFFNL009A	Plan and conduct a funeral ceremony

SIFIND001A	Work effectively in the funeral services industry
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An additional unit has also been included to meet local requirements.

National Code	Competency
BSBCMM401A	Make a presentation

9. Course Structure

Total course requirements for the Certificate IV in Celebrancy course is the equivalent of 8 term units. Full time students will study these at the rate of 4 per term over one semester or two per term over an entire year.

The following breakdown of these units will apply.

Unit Code	Name	Unit length	Competency Code
COM001	Interpersonal Communication Skills	Term	CHCCOM403A (pt)
COM004	Public Communication	Term	BSBCMM401A
MIN002	Pastoral Counselling and Care	Semester	CHCCS400A (pt) CHCCS426A (pt) CHCCEL403A (pt) CHCCEL406A (pt) [CHCCS422A] [HLTOHS30 0A]
MIN027	Pastoral Ministry	Semester	CHCADMIN305D (pt) CHCCEL401A (pt) CHCCEL402A (pt) CHCCEL403A (pt) CHCCEL404A (pt) CHCCEL405A (pt) CHCCEL406A (pt) CHCCS400A (pt) CHCCS426A (pt) SIFFNL003A (pt) SIFFNL009A (pt) SIFIND001A (pt) [CHCCSL502A]
MIN055	Celebrancy practical	Semester	CHCADMIN305D (pt) CHCCOM403A (pt) CHCCEL401A (pt) CHCCEL402A (pt) CHCCEL403A (pt) CHCCEL404A (pt) CHCCEL405A (pt) SIFFNL003A (pt) SIFFNL009A (pt) SIFIND001A (pt)

Note: Units in square brackets [] are additional to requirements of this qualification but will be achieved through the completion of the indicated units.

10. Assessment overview

Assessment in each subject involves:

- Demonstration/observation (simulation and role play, interactive discussions, presentations)
- written assessments, exercises, tests, journal/process diary completion as applicable
- oral questioning (group/class participation)
- practical fieldwork as applicable

Competency-based assessment criteria apply to grading. Final assessment for each subject/unit studied will be shown as:

C Competent
NYC Not Yet Competent

Final Academic Transcripts will show results only for subjects/units assessed as Competent.

Students will be recommended for graduation once the following requirements are met:

- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Unity College Australia
- Return of all college resources including library books
- Maintained a satisfactory level of Christian conduct during his/her time at College

11. Pathways

- Certificate IV in Pastoral Care
- Certificate IV of Christian Ministry and Theology

12. RPL & Recognition of Past Studies

Students may apply for Recognition of Prior Learning (RPL) on the strength of formal or informal learning and experience. The student must:

- complete an 'RPL Initial Application' form
- pay the RPL Application fee
- participate in a preliminary interview to determine course and unit options and receive an RPL processing quote and appropriate RPL Submission Kit
- accept and pay the quoted RPL processing fee
- provide adequate supporting documentation (academic transcripts, certificates/diplomas, copies of achieved learning outcomes, course components and assignments)

It is the student's responsibility to outline the individual learning outcomes or skills they have acquired against the prescribed assessment criteria of the relevant subject(s). An RPL Initial Application is available from the Canberra campus office.

Relevant qualifications or units of competency studied at other Registered Training Organisations will be automatically recognised at no cost to the student.

13. Refund Policy

If you have already paid your tuition fees, Unity College Australia will refund all or part of your fees on the following basis.

Firstly where a student wishes to withdraw from a subject of study or a course, a 'Notification of Withdrawal' form must be completed and submitted to the Unity College office linked to your study. The date of withdrawal is the date in which written notification is received by the Unity College office.

The refund policy takes into account the commitment the college has to make to trainers in deciding if courses/subjects have sufficient numbers of students enrolled to proceed.

Refunds of monies paid in the following manner:

- Prior to the cut-off enrolment date for each semester (2 weeks prior to the first Monday of semester) - full refund less 10% of relevant semester subject fees.
- After the cut-off date - no refund is payable.
- Outstanding monies still owing within the current semester will remain payable.

Students can start a subject/course a maximum of two weeks after the commencement date. There is no refund for late commencements.

The Principal of the local campus of Unity College will make the final decision about refunds. Refunds will normally be made in Australian dollars even if the initial payment was made in another currency. The student is responsible for any currency conversion costs.

Notwithstanding the above full refunds of all relevant fees will be paid where the college defaults in its delivery (eg where a course doesn't run). This is in line with the provisions of the ESOS Act 2000 and the ESOS regulations 2001 which apply to international students.

14. Other Courses

Unity College Australia offers a wide range of other courses including areas such as Christian Ministry, Music, Creative Ministries, English as a Second Language, Information Technology and Training and Assessment. For the most up to date information please visit our web site www.unity.edu.au.

14. Course Dates:

General course dates are as per below. For specific subject dates please contact the college.

2012 Semester 1

Term 1	Monday 6 February - Friday 13 April
Term 2	Monday 30 April - Friday 6 July

2012 Semester 2

Term 3	Monday 23 July - Friday 28 September
Term 4	Monday 15 October - Friday 14 December
Graduation	Tuesday 18 December

2013 Semester 1

Term 1	Monday 4 February - Friday 12 April
Term 2	Monday 29 April - Friday 5 July

2013 Semester 2

Term 3	Monday 22 July - Friday 27 September
Term 4	Monday 14 October - Friday 13 December
Graduation	Tuesday 17 December