

**CHC02 Review Project
Summary of Draft 2 Feedback – GENERAL – 2**

Respondents providing feedback

Respondent Code	Organisation name
104_CS_300308_ACMCV	Association of Civil Marriage Celebrants of Victoria Inc.
188_CS_070408_AG 203_CS_100408_AGDEPT	Attorney-General's Department
111_CS_310308_TGWIM	Individual marriage celebrant
107_CS_310308_AFCC	Individual response
112_CS_310308_UCSL	Individual response
119_CYS_310308_ATCM	Individual response
161_CS_010408_BCCL	Individual response
173_CS_020408_LH	Individual response
186_IC_S_040408_IRCNSW	Interchange Respite Care (NSW) Inc
110_CS_310308_PCA	Professional Celebrants Association
003_CS_200108_AAMCA	Association of Authorised Marriage Celebrants Australia
081_CS_280308_AFCC	Australian Federation of Civil Celebrants
054_CS_260308_CCGA	Civil Celebrants Graduate Association
055_CS_260308_DM 172_CS_020408_DMA	International College of Celebrancy
085_CS_280308_MONASH	Monash University
086_CS_280308_NCASA	National Council of Authorised Celebrants of Australia
019_CS_220208_RSMC	Ray Standen Audio

Summary of feedback and actions taken to address it

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104_CS_300308_ACMCV
Association of Civil Marriage
Celebrants of Victoria Inc.

- Re Cert IV in Celebrancy: Support AFCC 2006 submission & recommend:
 - Draft 3 modify current proposed compulsory units to address imbalances with respect to performance and group work skills and rites passage in relation to life span stages.
 - Have packaging rules to ensure trainee does complete or demonstrate competence in the compulsory units before specialising in a particular branch of celebrancy such as funeral or marriage celebrancy
 - A unit on Loss and Grief e.g. be made a pre-requisite to the WFSFNL407A Perform General Funeral Celebrancy unit
 - WFSFNL407, A Perform General Funeral Celebrancy unit, be expanded to cover the broader issues of the structure of the funeral industry in Australia and the role of the independent community based civil funeral celebrant in Australia
 - Compulsory units to be made pre-requisites to the Marriage Celebrancy elective units
 - Marriage Units be ordered by pre-requisites such that they form a sequential learning path from CHCCEL402A to CHCCEL403A to CHCCEL404A to CHCCEL405A
 - Content of Marriage Units CHCCEL402A and CHCCEL403A be more focused to reflect their titles and the sequence of the understanding and work required of the marriage celebrant.
 - The Skills Council require some guidelines from the AGs in relation to “Conflict of Interest” and “Fit & Proper Person” provisions and statistics on the ratio of weddings per head of population per religious celebrant/ non-aligned religious celebrant and civil celebrant to enable trainees to self assess their suitability for appointment as a marriage celebrant
 - A broader range of options for elective units be identified and included in the course description
 - Processes for gaining exemptions for prior learning & assessment of existing knowledge and skills for mature aged students be clarified and information provided such that prospective trainees can gain a clearer understanding to the training units they need to undertake to address gaps in their learning.
 - The Skills Council reviews its processes to make these clearer and more user friendly for those in new industries wishing to make a positive contribution to the development of training programs for their

- Re Cert IV Celebrancy:
 - Addressed in CHCCEL401A
 - Noted
 - Added to electives, but cannot require as pre-requ
 - Cannot change this imported unit
 - Noted
 - Some pre-requs included – not appropriate to further dictate sequence
 - Not appropriate for inclusion
 - Noted and addressed
 - See Assessment Guidelines

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<p>107_CS_310308_AFCC Individual response</p>	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy: <ul style="list-style-type: none"> - Level of Training <ul style="list-style-type: none"> • Recommendation: That the level of training for appointment as a registered Marriage Celebrant be the FULL Certificate IV in Celebrancy, given that all ceremonies are a "once in a lifetime" opportunity and can rarely if ever be repeated with all the same participants. - Packaging <ul style="list-style-type: none"> • Recommendation: That Compulsory units be required to be completed before Elective Units can be taken, so that the context of the role of Celebrant can be addressed BEFORE specialisation into a particular type of ceremony - Appointment Requirements as a Marriage Celebrant <ul style="list-style-type: none"> • Recommendation: That Compulsory units be required to be completed before "mandatory" Marriage Elective Units can be undertaken, particularly as since 2003, the "Code of Practice" requires marriage celebrants to perform to standards and expectations more complex and of a higher standard that simply completing the legal documentation and legal wording of the marriage contract. - Mandatory Units for Marriage Celebrant Appointment: <ul style="list-style-type: none"> • Recommendation: that the focus of training needs to be more aligned with the Elective Title, particularly for units CHCCEL402A and CHCCEL403A • See details - 4 Conflict of Interest: <ul style="list-style-type: none"> • Recommendation: That "conflict of interest" issues be addressed as part of the training in the compulsory Legal Issues Elective eg CHCCS400B and the Marriage Elective CHCCEL402A. <p style="text-align: right;"><i>continued ...</i></p>	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: <ul style="list-style-type: none"> - Noted - Noted - Noted - Noted - Noted - Noted
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<p>107_CS_310308_AFCC Individual response (contd)</p>	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy: <ul style="list-style-type: none"> - 5 Appropriateness and Balance of Compulsory and Elective Units with the Knowledge and Skills required by Celebrants <ul style="list-style-type: none"> . Recommendations: <ul style="list-style-type: none"> . 5a. that Compulsory units be increased to include units on <ul style="list-style-type: none"> . psychology & sociology of rites of passage: . organisation: . performance skills . 5b. that more units from other NTIS units need to be identified for inclusion as Elective units to broaden choices, especially for <ul style="list-style-type: none"> . non-aligned religious celebrants . people with previous business experience . people lacking computer, IT and research skills - 6 Compulsory Units <ul style="list-style-type: none"> . Recommendations: that <ul style="list-style-type: none"> . "Recognise stages of life span development" (CHCLD315A) adapted be added to Compulsory Units . "Plan and Conduct group activities" CHCGROUP403D adapted be added to Compulsory Units . "Make a Presentation" (BSBCMM401A) replace "Use targeted communication skills to build relationships CHCCOM403A" as a Compulsory Unit. . the latter be added to Elective Units and "Make a Presentation" be revised to ensure the particular skills of voice, body language, choreography and PA system use (technical side elsewhere) is covered in a core unit. . A unit on loss and grief eg Support Loss and Grief CHCTC406A or CHCTC426A which ever the most appropriate, be added to Compulsory units . Occupational health and safety issues be incorporated in "Establish legal and risk management requirements of small business SBSMB401A" in Compulsory Units and this unit replace (7) Contribute to OHS processes HLTOHS300A <p style="text-align: right;"><i>continued ...</i></p> 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: <ul style="list-style-type: none"> - Noted Addressed - Re compulsory units: <ul style="list-style-type: none"> . Retained as electives . Inconsistent with other feedback . Not possible – imported unit . Added . Not appropriate or possible – imported unit
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<p>107_CS_310308_AFCC Individual response (contd)</p>	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy: <ul style="list-style-type: none"> - 7. Specific Units <ul style="list-style-type: none"> . In addition to recommendations noted above for the individual marriage units, specific recommendations are also given for the following units . Work effectively in a celebrancy role See http://www.training.ronagoold.com/CHCCEL401Arev.htm . Identify and address client needs in a celebrancy role See http://www.training.ronagoold.com/CHCCEL406Arev.htm . Perform general funeral celebrancy See http://www.training.ronagoold.com/WFSFNL407Arev.htm - 8. Elective Units <ul style="list-style-type: none"> . Recommendation: that more units from other NTIS units need to be identified for inclusion as Elective units to broaden choices, including: <ul style="list-style-type: none"> . 8a. Elective units on people skills and performance arts for those students who already have small business skills. . 8b. Additional elective units for those wishing to be full-time funeral celebrants eg Respond to loss, grief & trauma HLTAHW509A and Provide pastoral care CHCPAS401A, . 8c. Elective units suitable for non-aligned religious celebrants be identified for listing in the course information. . Elective Units : Some possible units. Please note I have not had enough time to study these in any detail, so may not be so appropriate or may need significant modification for as a Celebrancy unit. . BSBMKG401B Profile market . CHCGROUP410A Delivered structured programs . TAADEL401A Plan and organise group based delivery . CHCGROUP408A Facilitate& review psycho-educational group . BSBREL402A Build client relationships & business networks . CHCYTH301D Work effectively with young people . BSBWOR402A Prom team effectiveness . HLTAHW509A Respond to loss, grief & trauma . CHCTC406A Provide support loss & grief . CHCCS426A Provide support loss & grief . CHCFCS803A Provide grief loss counselling . CHCPAS401A Provide pastoral care 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: <ul style="list-style-type: none"> - Re specific units <ul style="list-style-type: none"> . Changes made, except to mandatory and imported units - Re electives: <ul style="list-style-type: none"> . Electives added . Noted . Suggested electives reviewed and added as considered appropriate
<p>Community Services & Health Industry Skills Council, www.cshisc.com.au</p>	<p>Summary Draft 2 feedback July 2008 <i>continued ...</i></p>	<p>Page 6</p>

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<p>107_CS_310308_AFCC Individual response (contd)</p>	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy: <ul style="list-style-type: none"> - 8. Elective Units (contd) <ul style="list-style-type: none"> . PSPMNGT608B Manage risk . CULLB602C Use, evaluate and extend own information literacy skills . CULLB203C Develop and use information literacy skills . CULLB005B Search databases . LGACOM403B Conduct public educational presentations . CUSMPF04A Prepare self for performance . CUFPOP13A Manage rehearsals . burnt out . IT and web searching . word files & computer management . drama type courses ? - 9 Employability Skills <ul style="list-style-type: none"> Recommendations: <ul style="list-style-type: none"> . 9a. that this statement be included in all Certificate IV in Celebrancy units: The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements . NOTE: 1 "Conflict and interest' provisions associated with the appointment of Registered Marriage Celebrants restrict employment in wedding related work. whilst religious celebrants may be "employed" by their church institutions or congregations, secular /civil celebrants are primarily self-employed home based businesses. 2. There is no "conflict of interest' provision as no laws cover the provision of any other ceremonies except for marriages. . 9b. that this statement be included in the Funeral Unit/s . 3. HOWEVER, Funeral celebrants may be employed by Funeral Businesses, or funeral staff of Funeral Homes conducting other paid duties, could do this Unit to be able to perform funeral ceremonies as employees. <p style="text-align: right;"><i>continued ...</i></p>	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: <ul style="list-style-type: none"> - Re electives – as above - Re Emp skills: <ul style="list-style-type: none"> . Mandatory in all units . Noted . Not possible – imported unit
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<p>107_CS_310308_AFCC Individual response (contd)</p>	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy: <ul style="list-style-type: none"> - 9 Employability Skills (contd) <ul style="list-style-type: none"> . Yet funeral homes are in essence the "gate-keepers" for families access to funeral celebrants, and thus can dictate fees they are prepared to pay and restrict families options on the grounds of economics. Efforts by independent funeral celebrants to gain reasonable recompense for their services have found ACC rulings on 'price fixing" a hindrance to prior strategies to deal with this. new strategies need to be addressed as part of the Certificate IV , but focused upon in particular here. - 10 Other Recommendations: <ul style="list-style-type: none"> . 10a. that the Skills Council, being responsible for 'vocational' programs that are designed to give trainees "employability", ensure that the training level set for primarily self employed VET graduates will be sufficiently high as to give them the knowledge and skills to operate a successful home based business. . Note: My impression is that where the "employers" are agencies (government or NGOs) then there is a strong need for those employers to understand and provide feedback on courses training potential employees, particularly their legal and funding responsibilities to provide due diligence to the level of care provided to the clients or patients. This means that there is a strong and effective voice in addition to the relevant Regulatory bodies. For independent civil celebrant and non-aligned religious celebrants, there is not the equivalent of the "employer agencies whether government or NGO". This means that the training program may be inappropriately limited primarily to the Regulatory body views. . 10b. that the Skills Council Review its system of providing access to course information for industry feedback and review, especially for those courses where the "industry" primarily involves people who are "self employed" . Note: As noted in 10a. where there is group of employers (government or NGOs), many of whom it is assumed have completed VET programs for their area of concern, there are people who understand from an experiential level how the course outline translates into successful employability capability. 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: <ul style="list-style-type: none"> - Re Emp skills: <ul style="list-style-type: none"> . Noted - Other: <ul style="list-style-type: none"> . Noted
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<p>107_CS_310308_AFCC Individual response (contd)</p>	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy: <ul style="list-style-type: none"> - 10 Other Recommendations (contd): <ul style="list-style-type: none"> . These employers therefore would have less difficulty in accessing the Skills Council website information, because they would already be familiar either directly or indirectly with the VET course codes, terminology and the practical outcomes of the courses stated aims. knowledge and skills based objectives. As a result one assumes they would also be able to discern areas of concern more easily that those whose industry involves primarily "self employed" workers. . 10c. that the Skills Council acknowledge that <ul style="list-style-type: none"> * secular/ civil celebrants roles are much more complex than a simple "MC", * if seeking marriage celebrant appointment, 'conflict of interest' provisions limit other employment opportunities * secular/civil celebrancy is in early stages of its development by ensuring that the feedback from practicing celebrants and celebrant associations is translated into higher standards of training for a self-employed secular/ civil celebrant . Note: There appears to be a bias to addressing the needs of the Marriage Celebrant Unit of the Attorney General's Department and funeral celebrant employers, at the expense of the needs of the civil/secular celebrants. I say this because whilst working groups have been set up for other programs, this was not done for the training of celebrants, even though celebrant training is a relatively new program in the VET system, The workshop of Wednesday will address some of this, but perhaps not as satisfactorily as having a working party earlier. 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: <ul style="list-style-type: none"> - Re other: <ul style="list-style-type: none"> . Noted
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<p>110_CS_310308_PCA Professional Celebrants Association</p>	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy <ul style="list-style-type: none"> - Proposed structure: <ul style="list-style-type: none"> . 7 core units . All nominated mandatory units for applicable skill set . Electives as required - Core units: <ul style="list-style-type: none"> . CHCCEL406AC . CHCCEL40XA Develop and implement effective communication techniques in celebrancy practices (details included) . CHCCEL4XXA Work within a legal and ethical celebrancy framework (details included) . CHCCEL401A . BSBWOR404A Develop work priorities . BSBITS401A Maintain business technology . BSBREL402A Build client relationship and business networks - Skill sets: <ul style="list-style-type: none"> . Marriage Celebrancy – as per mandatory units in Draft 2 . Funeral celebrancy: WFSFLN405A - Electives: The following small micro business units are most relevant: <ul style="list-style-type: none"> . BSBSMB301A, BSBSMB303A, BSBSMB304A, BSBSMB305A, BSBSMB306A, BSBSMB307A 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: <ul style="list-style-type: none"> - Re structure: <ul style="list-style-type: none"> . Noted - Re core: <ul style="list-style-type: none"> . Noted . Not appropriate . Noted - Re skill sets <ul style="list-style-type: none"> . Noted - Re electives: <ul style="list-style-type: none"> . Added
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<p>111_CS_310308_TGWIM Individual marriage celebrant</p>	<ul style="list-style-type: none"> • My 'simple approach' is - to be a marriage celebrant one needs to have sufficient basic education to have a good command of the English language, spelling, grammar, punctuation, phraseology, sentence construction and the ability to write in a clear and concise manner. After all, celebrants are writing ceremonies. Shouldn't they have creative writing skills and an excellent command of language? This should be a prerequisite - not something to be covered by a marriage celebrant course. If they can't write at the time of doing a celebrant course, they probably never will be able to. Just about daily we see examples (from celebrants) of their inability to spell or to understand words. • Next a marriage celebrant needs to be a good public speaker, able to effectively use oratory with all its nuances. This requires confidence in front of an audience and an ability to pronounce words, emphasise them - to use pause, pitch and power to make them come alive. To understand the 'tricks of the speaker's trade' - emotion, humour, repetition, drama, to read and react to audiences. • Most importantly of all a celebrant needs to be a suitable person. To determine this we have the A-G's 'fit and proper person criteria' which completely ignores suitability, interviews and any personal selection criteria such as the all important English language and public speaking abilities described above. • Certainly a celebrant also needs to be able to fill in forms correctly (many can't) and a working knowledge of the Marriage Act and other relevant laws, regulations and Acts of Parliament - Copyright, Anti Discrimination, Privacy, Statutory Declarations, Migration, Trade Practices, Celebrant Code of Practice & Complaints Procedure and so on. Successful celebrant will need business and computer skills and the ability to effectively market their services. • Legal compliance and knowledge requirement should not overshadow the hugely important suitable and able person. At this stage there is an inadequate and passive selection process without interviews or suitability assessments. Furthermore, people already appointed under the 'new' system have been found to have inadequate language skills and in some cases appalling or non existent public speaking abilities. Marriage celebrancy is a performance occupation. Accordingly the performance aspects need to be a major part of training. 	<ul style="list-style-type: none"> • Noted
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<p>161_CS_010408_BCCL Individual response</p>	<ul style="list-style-type: none">• Re Certificate IV in Celebrancy<ul style="list-style-type: none">- I don't believe that the current training topics required for MC registration should be listed as 'electives'. These should be compulsory units. I also don't understand the term 'mandatory electives' as I would have thought this a contradiction in terms. My feedback is to include these 4 electives into the compulsory units and removed the confusing 'mandatory electives' term.- I think that Presentation Skills should be a compulsory topic- Writing Skills has not been mentioned – I also think this should be a topic (maybe an elective topic is good enough)- 3 of the compulsory units seem to be covering the same topics, ie – client needs, targeted communication, and effective communication techniques. Are all these necessary? Or can the eyes be picked out of them to create one client communications unit? (bearing in mind that enterprise-specific units of competency should be acceptable under the VET system)- The legal and ethical unit and the community sector unit also seem to be very similar, so both may not be required?- I assume that there has to be an OHS unit? (which is why it is included as a mandatory unit?)- I was also a little concerned by some of the wording in the unit descriptors. It doesn't fully comply with competency terminology. Simplifying some of the wording and making it more outcome-focussed would be a good first step.	<ul style="list-style-type: none">• Re Cert IV in Celebrancy<ul style="list-style-type: none">- Noted and addressed
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173_CS_020408_LH individual response	<ul style="list-style-type: none">• Thanks you for your time and consideration in formulating the Draft of Cert IV in Celebrancy.• Attended meeting with you in Perth on 18Feb08.• As a comparative newcomer I appreciate that this training will help Celebrants to become more professional.• Endorse comments made by AFCC Perth and AFCC Southern Highlands, NSW.• In addition to the compulsory OPD sessions I have endeavoured to attend as much other training as I am able such as AFCC Conference, Qualtrain Conference and have found all the training to be of a high standard.• I believe that a broad spectrum of Units being offered in the Cert IV will provide opportunities for those with prior learning.	<ul style="list-style-type: none">• Noted
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<p>188_CS_070408_AG 203_CS_100408_AGDEPT Attorney-General's Department</p>	<ul style="list-style-type: none"> • The Attorney-General's Department made extensive comments on the draft units specifically focussed on the requirements for marriages to which, as you are aware, the Department has made a significant contribution. The following Departmental comments relate particularly to the suggested compulsory units in draft 2 of the proposed Certificate IV in Celebrancy. • I would like to emphasise the following two matters before making specific comment: <ul style="list-style-type: none"> - No decision has yet been made by the Attorney-General as to what units or level of qualification will be specified in the Marriage Regulations 1963 as the minimum requirement for registration as a marriage celebrant by the Commonwealth. There are many factors to be considered in making this decision such as whether the qualification should be the full Certificate IV, the compulsory units and the marriage celebrancy units or some combination of these options. The Attorney-General will make a decision on this matter when the content of the qualification is finalised and its relevance to the full range of marriage celebrants registered by the Commonwealth specifically can be assessed. - In relation to the units specific to marriage celebrancy, it would be a cause of significant concern to the Department if the current four units relating specifically to marriage celebrancy were changed. As the regulatory body we would expect to be given the opportunity to comment on any proposed changes to these units from that contained in the current draft. The units covered by this comment are : CHCCEL402A, CHCCEL403A, CHCCEL404A and CHCCEL405A. • General comment <ul style="list-style-type: none"> - The current draft Certificate IV in Celebrancy contains compulsory and elective units for a general qualification in celebrancy, of which marriage celebrancy may form part. Our comments reflect our desire to ensure that the qualification has a coherent structure, that marriage is identified as one, but not the only, element of celebrancy and that marriage ceremonies are distinguished, where necessary, from other kinds of ceremonies. <p style="text-align: right;"><i>continued ...</i></p>	<ul style="list-style-type: none"> • Re Cert IV Celebrancy • Noted • Re general comment: <ul style="list-style-type: none"> - Noted
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<p>188_CS_070408_AG 203_CS_100408_AGDEPT Attorney-General's Department (contd)</p>	<ul style="list-style-type: none"> • Comments on specific units CHCCEL401A – Work effectively in a celebrancy role <ul style="list-style-type: none"> - The Department regards this unit as an appropriate introductory unit of study (subject to the comments below) and believes that it should be a pre-requisite for the remaining units, that is, the first unit undertaken for the Certificate IV qualification. While its intention is to be an introductory unit to celebrancy generally, its current content does not reflect that intention. Its current content replicates much of what is in the specific marriage celebrancy units. - Significant gaps in content <ul style="list-style-type: none"> • Significant work is needed, in our view, on the content of the unit to adequately cover the different type of ceremonies encompassed by the concept of ‘celebrancy’, the different public role and legal status of these ceremonies and what impact such differing status has on the practice of celebrancy. • As an introductory unit to celebrancy generally it needs to refer explicitly to the variety of ceremonies ‘celebrancy’ can cover – such as namings, commitments, renewal of vows, funerals, marriages and others. • As a consequence of the fact that this unit is intended to refer to celebrancy generally, including, but not limited to, marriage, specific work on different ceremony types needs to be included. At present the draft unit relates to marriage and largely repeats what will be covered in much more detail in the units specific to marriage celebrancy. • The content of this unit needs to refer explicitly to the different role and legal function each different type of ceremony performs as this is critical to the rest of the qualification if students are to have sufficient grounding in ‘celebrancy’. For example, naming, commitment and renewal of vows ceremonies are purely private ceremonies with no legal significance or consequences, funerals can serve both a private and public function while marriages are public ceremonies that have significant legal consequences for the parties and others. • More detailed content about the importance of marriage to society needs to be included in this unit along with the general importance, history and function of ritual, the importance of ceremony in societies, stages of the life cycle and the history of celebrancy (not only marriage celebrancy). 	<ul style="list-style-type: none"> • Re CHCCEL401A <ul style="list-style-type: none"> - Noted - Re gaps in content <ul style="list-style-type: none"> • Addressed • Added to Range Statement • Addressed • Addressed • See essential knowledge, CHCLD315A available as elective
<p>Community Services & Health Industry Skills Council, www.cshisc.com.au; Summary Draft 2 feedback July 2008</p>		<p style="text-align: right;">Page 15</p>

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<p>188_CS_070408_AG 203_CS_100408_AGDEPT Attorney-General's Department (contd)</p>	<ul style="list-style-type: none"> • CHCCEL401A (contd) <ul style="list-style-type: none"> - Significant gaps in content (contd) <ul style="list-style-type: none"> . The unit needs to also include working with culturally diverse people in a ‘celebrancy’ context and understanding the role of various kinds of ceremony such as marriage or funeral ceremonies, in different cultural contexts. - Assessment of this unit <ul style="list-style-type: none"> . Assessment for this unit needs to include ensuring that students can demonstrate an understanding of the role, legal status, nature and importance of different types of ceremonies and the impact of these separate factors on their role as a celebrant. - More detailed comments on this unit <ul style="list-style-type: none"> . In the Department’s view, it needs to be ensured that this unit introduces the learner to the key skills of a celebrant, including a marriage celebrant, by focussing on: <ul style="list-style-type: none"> . the history of celebrancy and the importance of ceremony in societies (see above comments) . the public role and legal importance of different kinds of ceremony (see above) . the value of good communication skills . the importance of working within a legal and ethical framework . the importance of good organisational skills in planning and conducting ceremonies and in administration (attending to paperwork and legal obligations) . the importance of good presentation skills for performing the ceremony . The Department notes that: <ul style="list-style-type: none"> . ‘required skills and knowledge’ includes reference to the ‘civil’ celebrant, which appears to exclude religious ceremonies and requests the removal of the word ‘civil’ wherever it appears, . under ‘legal and practical information’, ‘essential knowledge’ includes a range of legislation referenced in other units for marriage celebrants. We question whether this is relevant to general celebrancy and note that the essential knowledge needs to include legislation relevant to the conduct of other kinds of ceremonies such as funerals <p style="text-align: right;"><i>continued ...</i></p>	<ul style="list-style-type: none"> • Re CHCEL401A <ul style="list-style-type: none"> - Gaps: <ul style="list-style-type: none"> . See essential knowledge, item added to E Skills - Re assessment: <ul style="list-style-type: none"> . Noted - Detail: <ul style="list-style-type: none"> . Noted <p style="text-align: center;">Added</p> <ul style="list-style-type: none"> . Noted <ul style="list-style-type: none"> . retained where contrasting with religious ceremony . retained – broad application . Addressed in funeral celebrancy unit
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<p>188_CS_070408_AG 203_CS_100408_AGDEPT Attorney-General's Department (contd)</p>	<ul style="list-style-type: none"> • CHCCEL401A (contd) <ul style="list-style-type: none"> - More detailed comments (contd) <ul style="list-style-type: none"> . The Department notes that: <ul style="list-style-type: none"> . the importance of ritual and the history of celebrancy are specified as essential knowledge but are not referred to in the evidence guide . the evidence guide refers only to aspiring and existing marriage celebrants in nominating assessment methods – references to marriage should be removed from this unit except as referred to above, . the evidence guide also refers to ‘Code of Practice’ in specifying resources that may be accessed for assessment of the unit. If this is the Code of Practice for Marriage Celebrants it should be stated, as the Code only applies to people seeking registration as a Commonwealth-appointed marriage celebrant and may be of no relevance to the rest of celebrancy. Again, as the Code is covered exhaustively in the marriage celebrancy units we see no need to include it here except in a general sense, and . Similarly, the method of assessment appears to include evidence that would apply only to marriage celebrants, i.e. ‘accurate completion of required documentation prior to ceremony and correct finalising of documents for forwarding as required following ceremony’. If this remains it should refer to the wide variety of documents that a general celebrant may complete and differentiate these. • CHCEL406A – Identify and address client needs in a celebrancy role <ul style="list-style-type: none"> - This unit appears to duplicate some of the content of CHCCEL401A and CHCCOM 403A (Use targeted communication skills to build relationships) and this duplication should be removed. - The Department notes that: <ul style="list-style-type: none"> . the evidence guide refers only to aspiring and existing marriage celebrants in nominating assessment methods – the reference to marriage should be removed, <p style="text-align: right;"><i>continued ...</i></p>	<ul style="list-style-type: none"> • Re CHCCEL401A <ul style="list-style-type: none"> - Detail: <ul style="list-style-type: none"> . Noted . special case . removed . Noted • Re CHCCEL406A: <ul style="list-style-type: none"> - Removed element 1 from CHCCOM406A - Removed
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Summary of Draft 2 Feedback – GENERAL – 2**

<p>188_CS_070408_AG 203_CS_100408_AGDEPT Attorney-General's Department (contd)</p>	<ul style="list-style-type: none"> • CHCCEL406A (contd) <ul style="list-style-type: none"> - The Department notes that: <ul style="list-style-type: none"> · the evidence guide also refers to 'Code of Practice' in specifying resources that may be accessed for assessment of the unit. If this is the Code of Practice for Marriage Celebrants it should be stated, as the Code only applies to people seeking registration as a Commonwealth-appointed marriage celebrant and is of limited relevance to other forms of ceremony, and · similarly, the method of assessment appears to include evidence that would apply only to marriage celebrants, i.e. 'accurate completion of required documentation prior to ceremony and correct finalising of documents for forwarding as required following ceremony'. • CHCCOM403A – Use targeted communication skills to build relationships <ul style="list-style-type: none"> - This unit contains skills that would be valuable in a range of celebrancy roles, including marriage celebrants and, in our view, is appropriate as a compulsory unit. - The Department notes that: <ul style="list-style-type: none"> · under 'interviews include' the range statement includes references to 'discussion of staffing issues' and 'organisation policy and procedures', which would appear to be inappropriate for the role of celebrant, and · similarly, the evidence guide includes assessment 'on the job'. • CHCCOM504A – Develop, implement and promote effective communication techniques <ul style="list-style-type: none"> - The Department does not consider that this unit is appropriate as a compulsory unit as it focuses on higher level communication skills to enhance workplace relations. It refers to 'organisational guidelines', 'social research', 'report writing', 'project plans' and so on. We suggest that it could be offered as an elective rather than as a compulsory unit. • CHCCS400B – Work within a legal and ethical framework <ul style="list-style-type: none"> - This unit contains skills that would be valuable to all celebrant roles. We suggest that significant modification is required to suit the context of the celebrant role as a sole operator, rather than within an 	<ul style="list-style-type: none"> • Re CHCCEL406A: <ul style="list-style-type: none"> · Removed · Revised • Re CHCCOM403A: <ul style="list-style-type: none"> - Noted - Some changes made to reflect feedback • Re CHCCOM504A <ul style="list-style-type: none"> - Changed to elective • Re CHCCS400B <ul style="list-style-type: none"> - Noted
<p>Community Services & Health Industry Skills Council, www.cshisc.com.au</p>	<p>Summary Draft 2 feedback July 2008 <i>continued ...</i></p>	<p>Page 18</p>

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<p>188_CS_070408_AG 203_CS_100408_AGDEPT Attorney-General's Department (contd)</p>	<ul style="list-style-type: none"> • CHCS400B (contd) <ul style="list-style-type: none"> - For example, Performance Criteria 2 refers to following the organisation's policies and practices. We also question whether elements of Performance Criteria 4 are appropriate in this context, namely 4.2, 4.3 and 4.4. - Similarly, Essential Knowledge includes references to 'types of abuse experienced by client' and 'strategies for managing abuse of a client', which would appear to extend beyond the role of a celebrant and essential knowledge includes reference to the worker's ability to follow client service delivery plans, clarification from supervisors. - It would be appropriate to modify components of the range statement, which are directed to service delivery in the home. • CHCCS411A – Work effectively in the community sector <ul style="list-style-type: none"> - This unit appears to have little relevance to the celebrant role as it focuses on care of clients in the home and the worker as part of an organisation. The performance criteria that are relevant to the role of celebrant are repeated in CHCS400B and in CHCCOM403A. We suggest that it could be an elective rather than a compulsory unit. • HLTOHS300A – Contribute to OHS processes <ul style="list-style-type: none"> - Whilst it is clearly desirable that celebrants adhere to the relevant provisions of occupational health and safety legislation, the relevance of this unit is questionable and in the Department's view does not warrant being made compulsory. Matters concerning OH&S are referred to in other units and this would seem sufficient. • CHCEL402A, CHCEL403A, CHCEL404A, CHCEL405A – Units mandatory for marriage celebrancy role <ul style="list-style-type: none"> - The Department proposed these units in its earlier submission and refers again to the importance of these units to the Department. As noted above, any changes to the current draft of these units would be of concern to the Department. <p style="text-align: right;"><i>continued ...</i></p>	<ul style="list-style-type: none"> • Re CHCCS400B <ul style="list-style-type: none"> - Changes made - Retained - Retained – range of options only • Re CHCCS411A: <ul style="list-style-type: none"> - Moved to elective • Re HLTOHS300A: <ul style="list-style-type: none"> - Retained – OHS not adequately addressed in other units • Re mandatory units: <ul style="list-style-type: none"> - Retained as per Draft 2
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Summary of Draft 2 Feedback – GENERAL – 2**

<p>188_CS_070408_AG 203_CS_100408_AGDEPT Attorney-General's Department (contd)</p>	<ul style="list-style-type: none"> • CHCADMIN305D – Work within the administrative protocols of the organisation <ul style="list-style-type: none"> - In the Department's view this unit contains essential skills for celebrants generally, including marriage celebrants, and in our view it should be a compulsory unit in this qualification. • A presentation skills unit <ul style="list-style-type: none"> - The Department would like to see, as a compulsory unit, a unit focussing on public speaking and presentation skills and would appreciate the guidance of the Industry Skills Council in identifying an appropriate unit. • Elective units <ul style="list-style-type: none"> - The Department has suggested that some of the units currently listed as compulsory be made elective and that one unit currently elective be elevated to compulsory status. In the Department's view it is also necessary that there be more variety in elective units. The unit as currently drafted still retains too great a business focus, which will be of limited relevance to those planning on conducting religious ceremonies only, and is likely to be of limited relevance to many others. • Pre-requisite <ul style="list-style-type: none"> - In the Department's view a literacy and written skills pre-requisite is required for the four marriage celebrancy units. The literacy level required is that sufficient to interpret legal requirements and apply them to a variety of situations, written skills sufficient to complete documentation accurately and written skills sufficient to draft marriage ceremonies in accordance with legal requirements. 	<ul style="list-style-type: none"> • Re CHCADMIN305D: <ul style="list-style-type: none"> - Moved to compulsory • Re presentation skills: <ul style="list-style-type: none"> - Clearly included in CHCCEL401A – separate unit would duplicate • Re electives: <ul style="list-style-type: none"> - Electives added • Re pre-requisites: <ul style="list-style-type: none"> - Not appropriate as pre-requisite – literacy is addressed within units
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**CHC02 Review Project
Summary of Draft 2 Feedback – GENERAL – 2**

Summary of feedback and actions taken to address it

Respondent Code	Feedback	Action
003_CS_200108_AAMCA Association of Authorised Marriage Celebrants Australia	<ul style="list-style-type: none"> • Certificate IV in Celebrancy: <ul style="list-style-type: none"> - Fully support the entire Cert IV being basis for registration as a marriage celebrant - Re compulsory units: <ul style="list-style-type: none"> · HLTOHS300A – not appropriate whilst in a small degree it is part of the profession, there are so many other units of competency that would be more useful. · CHCCEL403A is a mandatory elective for aspiring marriage celebrants. It should replace CHCCEL406A as the content of the unit of competency is exactly the same. · CHCCEL404A should replace CHCCS400B - It is our belief that no person would do this qualification without wishing to be able to offer legal marriage, so the mandatory units for aspiring marriage celebrants should be combined into the compulsory units for the qualification. - Re elective units: <ul style="list-style-type: none"> · CHCADMIN305D – not suitable · CHCLD315A – only suitable if it looks at ceremony as rites of passage through a person’s life. - New Electives: <ul style="list-style-type: none"> · CUSMPF03A Develop and maintain stagecraft skills · THHGCT05A Build, launch a website for small business - New core subjects that should be written by working celebrants: <ul style="list-style-type: none"> · Development of ceremony · Public speaking for ceremonies · Secular celebrancy · Spirituality in Australia · Interfaith and multicultural Australia · Namegiving Ceremonies · General Ceremonies (love commitment, house blessing, retirement, marking special birthdays, corporate ceremonies for example citizenship, renewal of vows) <p style="text-align: right;">continued ...</p>	<ul style="list-style-type: none"> • Certificate IV in Celebrancy: <ul style="list-style-type: none"> - Noted - Re compulsory units – <ul style="list-style-type: none"> · Removed – OHS content addressed in CHCCEL401A · CHCCEL406A & CHCCS400B retained as generic compulsory units - Not consistent with other feedback - Re electives: - noted - New electives: <ul style="list-style-type: none"> · Specific to music performance · Added - These sound like support materials to be developed to support the qualification

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Respondent Code	Feedback	Action
003_CS_200108_AAMCA Association of Authorised Marriage Celebrants Australia (contd)	<ul style="list-style-type: none"> • Certificate IV in Celebrancy (contd): <ul style="list-style-type: none"> - The qualification should be a blend of learning how to design and deliver ceremony, with some business skills. It was originally mostly business units. At the workshop we asked for more “celebrant” subjects but there still remains a density of business units and now community services units that aren’t suitable either. - Trainers and Assessors for the qualification must have at least 5 years’ industry experience to be a trainer/assessor. - There is a vast lack of units of competency that are suitable for non-aligned religious celebrants. • Re CHCLD315A Recognise stages of lifespan development <ul style="list-style-type: none"> - Not clear that it deals with the psychology of change, it may only deal with a person’s physical body, and not address spiritual and emotional experiences. - Not enough information given in elements to understand what knowledge the unit will give. - The assessment is not descriptive and very vague. 	<ul style="list-style-type: none"> • Certificate IV in Celebrancy (contd): <ul style="list-style-type: none"> - Celebrancy aspects now included as compulsory, BSB unit included as requested as electives - See AQTF requirements - Noted • Re CHCLD315A: <ul style="list-style-type: none"> - Stages of psychological development included as essential knowledge

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Respondent Code	Feedback	Action
019_CS_220208_RSMC Ray Standen Audio	<ul style="list-style-type: none"> • Re Celebrancy qual: <ul style="list-style-type: none"> - What used to be the biggest complaint received by the Attorney General’s Department was Celebrants “could not be heard” when performing their services. - Draft two makes no reference to “The need to be heard”, “How and why you should use amplification”. - I fail to see how the new training schedule fails to include this component. - I also fail to comprehend that new prospective celebrants {and most existing celebrants} are allowed to create lawful services and yet fail to be heard by anyone more that 5 meters from the Bride and Groom. - Code of Practice for marriage celebrants (regulation 37L) <ul style="list-style-type: none"> · 5 General requirements for marriage ceremonies (g) make efforts to ensure that the marriage ceremony is audible to all those present (using audio equipment, if required) 	<ul style="list-style-type: none"> • Re Celebrancy qual: <ul style="list-style-type: none"> - Refer to essential skills in CHCCEL401A re presentation skills, including ‘Project voice effectively before an audience’
030_CS_060308_PCCMC Individual response	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy: <ul style="list-style-type: none"> - It is a privilege to be appointed as a celebrant and not to be taken lightly <ul style="list-style-type: none"> · Celebrants should not be too young, they need to have face some of life’s experiences · Numbers should remain limited so we have a good standard · The aim should be for quality of students not quantity for the training companies to make money · High standard of select training companies · There should be separate training for marriage naming and funerals and approval, as with marriage. · Not all celebrants want to do funerals so we should not have an Celebrancy · Funeral celebrants should be approved · Funeral homes should be made to offer all clients a list of celebrants · Funeral homes seem to be looking after themselves and not treating celebrants fairly, and try to dictate 	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy <ul style="list-style-type: none"> - Comments noted re implementation issues

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Respondent Code	Feedback	Action
054_CS_260308_CCGA Civil Celebrants Graduate Association (contd)	<ul style="list-style-type: none"> • Re Certificate IV in Celebrancy (cont) • Re compulsory units: <ul style="list-style-type: none"> - CHCCEL401A provides good coverage of required range of elements, skills and knowledge. However, it is suggested the unit's PCs need strengthening in the following areas to ensure students are required to demonstrate their understanding and ability to apply these skills and knowledge - Recommendations:- <ul style="list-style-type: none"> • Strengthen Performance Criteria [1] by adding additional items: Recognise individual and cultural differences and take these into account in preparation of ceremonies,(and) Demonstrate an understanding of the role of public and private ceremony in the community • Strengthen Performance Criteria [2] by adding additional items: Convey to clients an understanding of multicultural contributions to, and the place of art and culture in ceremony • Strengthen the required skills and knowledge by: The reinstatement of the words – and a commitment to – before “ongoing professional development”. - CHCCEL406A – good coverage but suggest unit's PCs need strengthening in the following areas to ensure students are required to demonstrate their understanding and ability to apply these skills and knowledge <ul style="list-style-type: none"> • Celebrants frequently work with culturally diverse clients and it is important that they have the necessary skills to recognise and respond to the needs of such clients. - Recommendation:- <ul style="list-style-type: none"> • To performance criteria (2) add- Recognise and take into account cultural and social differences including those relevant to Indigenous peoples. • Performance Criteria (2.2): The phrase “Use good practice to identify the clients needs” is very difficult to interpret; - Recommendation:- <ul style="list-style-type: none"> • It be replaced by “Sensitively, fully identify, and confirm the client's needs” 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: <ul style="list-style-type: none"> - Re compulsory: <ul style="list-style-type: none"> • Noted - Re recomndns <ul style="list-style-type: none"> • See element 2 • See element 4 • See PC 2.3 • Added - Re CHCCEL406A: <ul style="list-style-type: none"> • Addressed in several places • Added • Change made

continued ...

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Respondent Code	Feedback	Action
<p>054_CS_260308_CCGA Civil Celebrants Graduate Association (contd)</p>	<ul style="list-style-type: none"> • Re Certificate IV in Celebrancy (cont) • Re compulsory units (contd): <ul style="list-style-type: none"> - CHCCOM403A – an appropriate unit but PCs need strengthening in the following areas to ensure students are required to demonstrate their understanding and ability to apply these skills and knowledge. It is also suggested the unit would benefit from inclusion of a few items from CHCCOM504A (Develop, implement and promote effective communication techniques) that unit is then not required to be a compulsory one. <ul style="list-style-type: none"> . PC2 - recommendation add: Recognise and take into account individual, cultural and social differences Use conflict resolution skills to resolve differences with and between clients . PC4 - recommendation add: Facilitate access to interpretive and translation services . PC5 - recommendation add: Convey to clients an understanding of multicultural contributions to, and the place of art and culture in ceremony . From CHCCOM504A add the following to PC (4) <ul style="list-style-type: none"> 6.1 Ensure writing is succinct and clear and presented in a logical and sequential way to match audience needs and the purpose of the document 6.2 Ensure all written documentation produced addresses organisation guidelines and current accepted standards of writing in line with purpose 6.3 6.3 Prepare and provide appropriate and timely advice to management and clients as required . From CHCCOM504A add the following to PC (5) <ul style="list-style-type: none"> 7.1 In conducting interviews and formal discussions, make an effort to ensure that appropriate structures, timeframes and protocols are mutually agreed and adhered to 7.2 Use effective questioning, speaking, and listening and non-verbal communication techniques during discussions and interviews, to ensure the required information is accessed or message communicated 7.5 Use appropriate complaints management, grievance and 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: <ul style="list-style-type: none"> - Re compulsory (contd): <ul style="list-style-type: none"> . Re CHCCOM403A . Addressed . See PC4.5 – referral required . Change made . Not appropriate in generic unit – and would be repetitive . Not appropriate – some changes made in CHCCEL401A . Some changes made
<p>Community Services & Health</p>	<p>Industry Skills Council www.goldcoast.qld.gov.au Summary Draft 2 feedback July 2008 Counselling procedures to deal with serious problems</p>	<p style="text-align: right;">Page 25</p> <p style="text-align: center;"><i>continued ...</i></p>

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Respondent Code	Feedback	Action
<p>054_CS_260308_CCGA Civil Celebrants Graduate Association (contd)</p>	<ul style="list-style-type: none"> • Re Certificate IV in Celebrancy (cont) • Re compulsory units (contd): <ul style="list-style-type: none"> - CHCCOM504A - This Unit is not needed in addition to CHCCOM403A - CHCCS400B - Important Unit but overly focused on legal and ethical rules; however, still needs more specific reference to codes of practice and codes of ethics and needs more attention on the nature and significance of ethical values <ul style="list-style-type: none"> • Recommendation:- I suggest including two additional performance criteria: <ul style="list-style-type: none"> (3.9) Demonstrate an appreciation of variations in values between cultures and age groups, and (3.10) Recognise and take into account the extent to which ethics and values may lead to variations in the expectations of clients from different backgrounds and ages • It is also suggested some elements of HLTOHS300A (Contribute to OHS processes) be included [HLTOHS300A is then not required as compulsory] • Recommendations to PCs add new group of criteria (5) Plan and conduct work safely <ul style="list-style-type: none"> 5.1 Plan work in accordance with relevant provisions of OHS legislation, standards, codes of practice/compliance codes and guidance material 5.2 Identify hazards as part of work planning and work process 5.3 Address identified hazards prior to starting work using judgement within defined scope of responsibilities 5.4 Report residual risk according to organisation procedures 5.5 Report incidents and injuries in line with organisation policies and procedures 5.6 Undertake OHS housekeeping in work area 5.7 Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes - HLTOHS300A - OHS is very important issue we all need to understand but it does not warrant a complete compulsory unit. It is suggested above that basic elements be addressed as an element of CHCCS400B. This unit should then become an elective 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: • Re compulsory (contd): <ul style="list-style-type: none"> - Noted - Re CHCCS400B – generic unit – specific references elsewhere <ul style="list-style-type: none"> • Addressed in CHCCEL401A - Removed – OHS content addressed in CHCCEL401A
<p>Community Services & Health Industry Skills Council, www.cshisc.com.au Summary Draft 2 feedback July 2008 <i>continued ...</i></p>		<p>Page 26</p>

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Respondent Code	Feedback	Action
054_CS_260308_CCGA Civil Celebrants Graduate Association (contd)	<ul style="list-style-type: none"> • Re Certificate IV in Celebrancy (cont) • Re compulsory units (contd): <ul style="list-style-type: none"> - CHCCS411A - Important Unit; many celebrants are involved in promoting and leading community ceremony. It is unclear why the range statement referring to basic home fire safety is included. • Mandatory electives for marriage celebrancy <ul style="list-style-type: none"> - CHCCEL402A; CHCCEL403A; CHCCEL404A; CHCCEL405A - I note that these electives are likely to be required for registration as a marriage celebrant with the Australian Attorney-General's Department. I also note these Units have been significantly improved to address specific feedback, related to registration of marriage celebrants, received in response to the earlier draft. - CHCCEL402A To perform satisfactorily as a marriage celebrant it is necessary to be able to explain the requirements of the Marriage Act and Regulations it is not sufficient merely to know and work within their requirements. It is therefore suggested this is reflected in the PCs. [Currently reflected in the essential skills but not in the Performance Criteria] <ul style="list-style-type: none"> Recommendation: - include additional performance criteria "Demonstrate an ability to effectively communicate knowledge of the requirements of the Marriage Act and Marriage Regulations." If the minimum requirements for registration as a civil marriage celebrant is less than the full Certificate it is essential this unit include basic elements relating to OHS. Recommendation to performance criteria add new group of criteria (5) Plan and conduct work safely <ul style="list-style-type: none"> 5.1 Plan work in accordance with relevant provisions of OHS legislation, standards, codes of practice/compliance codes and guidance material 5.2 Identify hazards as part of work planning and work process 5.3 Address identified hazards prior to starting work using judgement within defined scope of responsibilities 5.4 Report residual risk according to organisation procedures 5.5 Report incidents and injuries in line with organisation policies and procedures 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: • Re compulsory (contd): <ul style="list-style-type: none"> - Unit made elective in response to other feedback • Re mandatory electives: <ul style="list-style-type: none"> - Noted <p style="text-align: center;">- Re CHCCEL402A –</p> <p style="text-align: center;">. Communication covered elsewhere</p> <p style="text-align: center;">. Noted</p>

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Respondent Code	Feedback	Action
<p>054_CS_260308_CCGA Civil Celebrants Graduate Association (contd)</p>	<ul style="list-style-type: none"> • Re Certificate IV in Celebrancy (cont) • Mandatory electives for marriage celebrancy (contd): <ul style="list-style-type: none"> - Re CHCCEL402A (contd) <ul style="list-style-type: none"> • 5.6 Undertake OHS housekeeping in work area • 5.7 Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes - CHCCEL403A - It is essential the celebrant has a basic appreciation of the significance of stages of human development and how the (relative) ages of the marrying couples and their emotional maturity will affect their expectations of the celebrant and each other - Recommendations: <ul style="list-style-type: none"> • PC (1) should include working with a basic knowledge of stages of human development • Essential Knowledge: should include: Basic knowledge of stages of human development – as this will affect the marrying couple’s expectations of the celebrant and each other • Essential Skills: Add “sensitivity to life stage issues” to “Demonstrate effective communication skills including:--maintain awareness of and sensitivity to needs of marrying couple” - If the minimum requirement for registration as a civil marriage celebrant is less than the full Certificate this unit should include the following elements from CHCCOM504A <ul style="list-style-type: none"> • From CHCCOM504A add the following to PC (4) <ul style="list-style-type: none"> 6.1 Ensure writing is succinct and clear and presented in a logical and sequential way to match audience needs and the purpose of the document 6.2 Ensure all written documentation produced addresses organisation guidelines and current accepted standards of writing in line with purpose 6.3 Prepare and provide appropriate and timely advice to management and clients as required • From CHCCOM504A add the following to PC (5) <ul style="list-style-type: none"> 7.1 In conducting interviews and formal discussions, make an effort to ensure that appropriate structures, timeframes and protocols are mutually agreed and adhered to 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: • Re mandatory elctvs (contd): <ul style="list-style-type: none"> - Noted - Re CHCCEL403A: Feedback noted and addressed
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Respondent Code	Feedback	Action
<p>054_CS_260308_CCGA Civil Celebrants Graduate Association (contd)</p>	<ul style="list-style-type: none"> • Re Certificate IV in Celebrancy (cont) • Mandatory electives for marriage celebrancy (contd): <ul style="list-style-type: none"> - re CHCCEL403A (contd) - Add from CHCCOM504A <ul style="list-style-type: none"> • 7.2 Use effective questioning, speaking, and listening and non-verbal communication techniques during discussions and interviews, to ensure the required information is accessed or message communicated • 7.5 Use appropriate complaints management, grievance and counselling procedures to deal with serious problems - CHCCEL404A <ul style="list-style-type: none"> • PC 2.11: The need is for all documents to be accurately completed, “the need for signing” does not impose any additional or different requirements; • Recommendation: the words “for signing” are deleted. - CHCCEL405A - A competent celebrant should ensure that back-up arrangements are in place should the celebrant be taken ill or involved in a car accident on the day of the ceremony. <ul style="list-style-type: none"> • Recommendation: PC 2.7; should, include an additional words – Put in place contingency plans including backup arrangements should the celebrant be unavoidably prevented from performing the ceremony • Re electives: <ul style="list-style-type: none"> - Funeral celebrancy elective - WFSFNL407A - Important Unit but still seems to be rather superficial; the language does not convey sufficient attention to the need for the celebrant to understand purpose of funeral ceremony and build an effective relationship with the bereaved clients to enable the celebrant to fully understand the client’s needs and expectations. <ul style="list-style-type: none"> • Recommendations:- The unit would benefit from the inclusion of two additional elements “(3) Communicate effectively with clients” and “(4) Address issues and problems with clients” addressing the establishment of a relationship with the bereaved client(s)” • It is suggested PC (1) [Communicate effectively with the marrying couple] and PC (2) [Address issues and problems in relation to a marrying couple] from CHCCEL403A be adopted changing “marrying couple” to “client(s)” 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: • Re mandatory elctvs (contd): <ul style="list-style-type: none"> - As above - Re CHCCEL404A: <ul style="list-style-type: none"> • Retained as per Att Gen requirement - Re CHCCEL405A <ul style="list-style-type: none"> • See CHCCEL401A • Re electives: <ul style="list-style-type: none"> - Imported unit – no changes
<p>Community Services & Health Industry Skills Council, www.esmisc.com.au Summary Draft 2 Feedback July 2008</p>	<p>Summary Draft 2 Feedback July 2008</p>	<p>Page 29</p>

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Summary of Draft 2 Feedback – GENERAL – 2**

Respondent Code	Feedback	Action
<p>054_CS_260308_CCGA Civil Celebrants Graduate Association (contd)</p>	<ul style="list-style-type: none"> • Re Certificate IV in Celebrancy (cont) • Re electives (contd): <ul style="list-style-type: none"> - Funeral celebrancy elective (contd) <ul style="list-style-type: none"> . Further recommendations: <ul style="list-style-type: none"> . Existing element (1) should have an additional point -- “Sensitively, fully identify, and confirm the client’s needs” . Underpinning knowledge and skills would benefit from the inclusion of additional points: An understanding and appreciation of the diverse purposes of funeral ceremonies, and An understanding and appreciation of the varying expectations of bereaved families, friends and communities with respect to funeral ceremonies . It is suggested that consideration be given to making this unit a compulsory unit - CHCLD315A - An important Unit for celebrants, however it is rather superficial and takes a purely functional approach, <ul style="list-style-type: none"> . Recommendations:- Would benefit from additional performance criteria and skills and knowledge requirements addressing: Varying emotional, relationship building and dependence and independence implications and responses associated with differing life stages, The varying nature of inter-relations between individuals of different life stages . It is suggested that consideration be given to making this unit a compulsory unit - HLTHIR403B - Another important Unit for celebrants it is suggested above that some elements of the unit should be incorporated in CHCCEL406A - Proposed electives [Business management] - Successful performance as a celebrant generally requires the celebrant to operate as a self employed (small business) person. Therefore, it is suggested that at least one elective be required to be a Business Management unit. 	<ul style="list-style-type: none"> • Re Cert IV Celebrancy: • Re electives (contd): <ul style="list-style-type: none"> - As above - Re CHCLD315A: This is a basic generic unit: <ul style="list-style-type: none"> . Some changes made - Re HLTHIR403B – noted - Not appropriate to dictate ‘required’ electives unless they apply to <i>all</i>

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Respondent Code	Feedback	Action
055_CS_260308_DM 172_CS_020408_DMA International College of Celebrancy	<ul style="list-style-type: none"> • As a celebrant of 33 years standing what I have observed is that, to people, it is the CEREMONY that matters. • So for Certificate IV there cannot be too much about Active Listening, Poetry, Music and song, creative writing, speaking skills (including PA equipment) story telling, choreography and movement, and that directing skill (theatre skill) which brings it all together. • The current emphasis on legalities (so excessive) and business (irrelevant to celebrancy as such) - do surgeons learn business skills as part of surgery? • So I hope you get it right. The day a PM calls on a Professional Celebrant to run the likes of a "Sorry Ceremony" is the day we have made it, and you have got it right. 	<ul style="list-style-type: none"> • Noted

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Summary of Draft 2 Feedback – GENERAL – 2**

Respondent Code	Feedback	Action
081_CS_280308_AFCC Australian Federation of Civil Celebrants	<ul style="list-style-type: none"> • Acknowledge work done in reviewing and preparing this Second Draft of the Training Package for celebrants • Acknowledge and support move to train celebrants on a holistic model, with marriage celebrancy and funeral celebrancy as speciality sub-sets • Support expansion of Certificate IV in Celebrancy to include a broader range of units than applied in previous Cert IV in Marriage Celebrancy • AFCC continues to support general principles outlined in our 2006 Submission (See Appendix1), being as follows: <ul style="list-style-type: none"> - very high level of knowledge and skills is required to enable celebrants to perform their duties as “Celebrants for All Occasions” in the Australian context. AFCC recommendation for such a role is at VET Graduate Diploma level - level of competency will require graduate to have good skills in the following: inter-personal oral and written communication, research, interviewing, ceremony design, symbolism, ethics, assessment, creative writing, group work, public speaking, performance arts and small business (planning, administrative, marketing, computer, internet and evaluation - training standard, if there are no pre-requisites, needs to train an 18 year old to enter this field as fully equipped as a mature age person who has acquired knowledge and skills from their other education and training, occupations and life experiences. - competency level determined for the role of marriage celebrant needs to be at a minimum of VET Advanced Diploma level - minimum number of face to face hours be increased, clearly defined and enforced. The AFCC recommendation is for 120 face to face hours (ie 20 six hour days or 4 x 30 hour weeks) - minimum of three separate face to face assessments sessions be required for the trainer will be able to properly assess the interpersonal, public performance and group work skills of the trainee <p style="text-align: right;"><i>continued ...</i></p>	<ul style="list-style-type: none"> • re Celebrancy qual – noted

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Summary of Draft 2 Feedback – GENERAL – 2**

Respondent Code	Feedback	Action
<p>081_CS_280308_AFCC Australian Federation of Civil Celebrants (contd)</p>	<ul style="list-style-type: none"> • Issues and recommendations re Draft 2 <ul style="list-style-type: none"> - Need for compulsory units on performance arts, planning and conducting group activities, research and writing skills. - Needs to be more emphasis on the historical, psychological, social and cultural importance of rites of passage in the various stages in life span development. <ul style="list-style-type: none"> · RECOMMENDATION 1. Modify current proposed compulsory units to include performance arts, planning and conducting group activities, research and writing skills, and the historical, psychological, social and cultural importance of rites of passage. - Trainee needs to complete compulsory units before doing training in elective units <ul style="list-style-type: none"> · RECOMMENDATION 2. Packing rules to ensure trainee completes or demonstrates competence in compulsory units before specialising in a particular branch of celebrancy such as funeral or marriage celebrancy. - Perform General Funeral Celebrancy unit WFSFNL407A appears to be too narrowly focussed on creation of ceremony itself – requires <ul style="list-style-type: none"> · content on issues of loss and grief, memorial ceremonies for individuals, families and societies, · understanding the structure of the funeral industry in Australia and · understanding the role of the independent community based civil funeral celebrant in Australia · RECOMMENDATION 3. unit on Loss and Grief be pre-requisite to the WFSFNL407A Perform General Funeral Celebrancy unit. · RECOMMENDATION 4. WFSFNL407A Perform General Funeral Celebrancy unit, be expanded to cover broader issues of structure of the funeral industry in Australia and the role of the independent community based civil funeral celebrant in Australia. <p style="text-align: right;"><i>continued ...</i></p>	<ul style="list-style-type: none"> • Re issues – <ul style="list-style-type: none"> - Please check content of CHCEL401A – additional electives provided - Can only specify sequence of assessment –pre-requisite added to CHCCEL402A - Imported unit – no changes possible <ul style="list-style-type: none"> · Elective added re loss and grief · Elective added · Cannot prescribe for imported unit · Cannot change this unit

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Respondent Code	Feedback	Action
<p>081_CS_280308_AFCC Australian Federation of Civil Celebrants (contd)</p>	<ul style="list-style-type: none"> • Issues and recommendations re Draft 2 (contd) <ul style="list-style-type: none"> - The four marriage celebrant electives are improvement on one current “Plan, Conduct and Review “. However the first two units need more focus, and these two units need to be a pre-requisite for the next two units which in turn need to be completed sequentially, so trainees are trained sequentially as is required of their role. - “Code of Practice” requires knowledge and skills far beyond just ensuring that the legal paperwork is completed and dealt with accurately and competently. Therefore the range of knowledge and skills required in the compulsory units should be pre-requisites for enrolment in the Marriage Electives <ul style="list-style-type: none"> • RECOMMENDATION 5. Compulsory units be prerequisites to Marriage Celebrancy elective units. • RECOMMENDATION 6. Marriage Units be ordered by prerequisites such that they form a sequential learning path with: CHCCEL402A Establish and maintain knowledge of legal responsibilities of a marriage celebrant, and CHCCEL403A Develop an effective relationship with a marrying couple, as prerequisites to CHCCEL404A Plan a marriage ceremony in line with legal requirements which would be a prerequisite to CHCCEL405A Conduct and review a marriage ceremony. • RECOMMENDATION 7. Content of CHCCEL402A and CHCCEL403A be more focussed to reflect their titles & sequence of understanding and work required of marriage celebrant. • RECOMMENDATION 8. The Skills Council require some guidelines from the AGs in relation to “Conflict of Interest” and “Fit & Proper Person” provisions, and statistics on ratio of weddings per head of population per religious celebrant/ non-aligned religious celebrant and civil celebrant, to enable trainees to more realistically self assess their suitability for appointment as a marriage celebrant. <p style="text-align: right;"><i>continued ...</i></p>	<ul style="list-style-type: none"> • Issues and recs (contd): <ul style="list-style-type: none"> - Noted - Noted • CHCCEL401A made pre-requ • Pre-requs retained as in Draft 2 • Noted

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Respondent Code	Feedback	Action
081_CS_280308_AFCC Australian Federation of Civil Celebrants (contd)	<ul style="list-style-type: none"> • Issues and recommendations re Draft 2 (contd) <ul style="list-style-type: none"> - The elective units chosen as suitable are weighted to small business related knowledge and skills. Whilst these are important for many trainees, for those coming from a business background a broader range of options is required. <ul style="list-style-type: none"> · RECOMMENDATION 9. Broader range of options for elective units be identified and included in the course description. · RECOMMENDATION 10. Processes for gaining exemptions for prior learning and assessment of existing knowledge and skills for mature aged students be clarified and information provided such that prospective trainees can gain a clearer understanding of training they need to undertake to address gaps in their learning. - Whilst AFCC appreciates work of determining knowledge and skills based learning and reviewing programs aimed at delivery these is complex, process of accessing information re development of celebrant training extremely difficult. <ul style="list-style-type: none"> · RECOMMENDATION 11. Skills Council reviews its processes to make these clearer and more user friendly for those in new industries wishing to make a positive contribution to the development of training programs for their sector. 	<ul style="list-style-type: none"> • Issues and recs (contd): <ul style="list-style-type: none"> - Noted · Addressed · See Assessment Guidelines - Noted

**CHC02 Review Project
Summary of Draft 2 Feedback – GENERAL – 2**

Respondent Code	Feedback	Action
083_CS_280308_CWJP Individual response	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy: <ul style="list-style-type: none"> - Like to ensure AG's 'compulsory units' required to qualify to apply to be appointed as a Marriage Celebrant do not become a long and expensive course. - The "job" of Marriage Celebrant is a serious legal function, performed [only with] with authority of the Commonwealth Government. I'd like to know that aspiring celebrants understand that this is not a "BIG money" making occupation, or a "nice little thing to do on a Saturday"... as many say... or I "just want to do a few for family and friends". Marriage celebrants need to be 'working'regularly to ensure they perform at their top level for every occasion. - Trainers of Celebrants should have practical experience in the field and especially the units, ie marriage, funeral and other ceremonies. It is fine to have people with a Certificate IV in training but they must be in a position to answer questions of a practical nature. - Delighted that the Certificate IV will now cover a variety of tasks which may be required of a Celebrant. I embrace the move to a Certificate IV in Celebrancy. 	<ul style="list-style-type: none"> • Noted

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Summary of Draft 2 Feedback – GENERAL – 2**

Respondent Code	Feedback	Action
085_CS_280308_MONASH Monash University (contd)	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy (contd): <ul style="list-style-type: none"> - Elective unit CHCLD315A: <ul style="list-style-type: none"> • This unit needs to place greater emphasis on the changing psychology of individuals as they move through the stages of the lifespan. At present the unit seems too narrowly focussed on physical manifestations of abnormal development. • PCs could be revised as follows to address this: <ul style="list-style-type: none"> (1.2) Work with basic knowledge of stages of human physical and psychological development relevant to delivery of community and client services. • Essential skills could be broadened to include: Describe key psychological features of each life stage. - CHCCOM403A and CHCCS411A are a good fit with the role of the celebrant in the community. • The following recommendations are made in the expectation that aspiring civil marriage celebrants will not be required to complete the full certificate but will nevertheless be working in the sector. <ul style="list-style-type: none"> - Recommendation for changes to CHCCEL403A: Develop an effective relationship with a marrying couple <ul style="list-style-type: none"> • If CHCCEL401A not mandatory, add the following: <ul style="list-style-type: none"> CHCCEL401A Performance Criteria 1.1, 1.2, & 1.5 CHCCEL401A Essential knowledge dot points 1, 2, 3, 4, 9, & 10 Also add <ul style="list-style-type: none"> CHCCOM403A Performance Criteria 2.7, 4.3, 5.1 CHCCOM403A Essential Knowledge dot points 3 & 4 CHCCOM403A Essential Skills dot point 6 CHCCEL406A Performance Criterion 2.4 CHCCEL406A Essential Knowledge dot point 3 • Adjust CHCCEL403A range statement to reflect the added content, in particular, expand the communication sub-section drawing appropriately from the CHCCOM403A range statement. <p style="text-align: right;"><i>continued ...</i></p>	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy: <ul style="list-style-type: none"> - Re CHCLD315A <ul style="list-style-type: none"> • Noted • Changes made - Noted • Noted <ul style="list-style-type: none"> - CHCCEL401A & CHCCOM403A now pre-requ for mandatory marriage units

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Respondent Code	Feedback	Action
085_CS_280308_MONASH Monash University (contd)	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy (contd): (Recommendations if aspiring civil marriage celebrants not required to complete the full certificate) <ul style="list-style-type: none"> - Recommendations for changes to CHCCEL404A: Plan a marriage ceremony in line with legal requirements <ul style="list-style-type: none"> · If CHCCEL401A not mandatory, add the following: <ul style="list-style-type: none"> CHCCEL401A Performance criteria 1.4, 2.2, 2.4 & 2.5 CHCCEL401A Essential Knowledge dot point 4 CHCCEL401A Essential Skills dot point 1 · Also add the following OHS performance criteria <ul style="list-style-type: none"> HLTOHS300A Performance Criteria 1.1, 1.2, 1.3, 1.7, & 1.8 · Adjust CHCCEL404A range statement accordingly - Recommendations for changes to CHCCEL405A: Conduct and review a marriage ceremony in line with legal requirements <ul style="list-style-type: none"> · If CHCCEL401A not mandatory, add the following: <ul style="list-style-type: none"> CHCCEL401A Performance Criteria 4.3 , 4.5, & 4.6 to expand the current criterion 3 CHCCEL401A Essential Knowledge dot point 8 CHCCEL401A Essential Skills dot point 2 · Also add the following OHS performance criteria <ul style="list-style-type: none"> HLTOHS300A Performance Criteria 5.1, 5.2, & 5.3 · Adjust CHCCEL405A range statement accordingly 	<ul style="list-style-type: none"> • Re Cert IV in Celebrancy: <ul style="list-style-type: none"> - Noted - OHS content addressed in CHCCEL401A
086_CS_280308_NCASA National Council of Authorised Celebrants of Australia	<ul style="list-style-type: none"> • Concern our members have is inclusion of various non-registered celebrant titled units such as Funeral, Family celebrancy etc • While these units and the studying thereof will be of assistance to some, not all Registered Marriage Celebrants conduct these services and so these units should be optional rather than mandatory 	<ul style="list-style-type: none"> • The unit in funeral celebrancy is elective not mandatory there is no unit in Family Celebrancy