

QUALTRAIN AUSTRALIA PROSPECTUS JUNE 2018

'It is the supreme art of the teacher to
awaken joy in creative expression and
knowledge.' – Albert Einstein

*CHC41015
CERTIFICATE IV
IN CELEBRANCY*



Marriage Celebrant Training & Funeral Celebrant Training

Australia National Identifier 51465

A message about celebrant training from the Principal, Carol Astbury:

"Thank you for finding our Registered Training Organisation, QualTrain Australia. I have been a marriage and funeral celebrant for over 40 years and I can honestly say it has been a privilege and an enormous pleasure to have conducted thousands of marriage ceremonies, and hundreds of different ceremonies to assist families to honour, celebrate and at times, mourn in the most respectful ways, their loved ones. In 2005 I decided to develop QualTrain Australia and poured my passion for celebrancy into the course we now offer. I would like to assure you that you will be inspired, empowered, challenged and supported when you choose to train as a celebrant with QualTrain Australia. We look forward to welcoming you to a course in the near future."

QualTrain Australia Mission ~

To create a supportive learning environment that builds confidence and encourages professional excellence

Our Values ~ Honesty, Integrity & Dignity

Why Choose QualTrain Australia?

We are dedicated to providing an interactive, thought provoking and stimulating learning experience; embracing contemporary techniques, skills and practices.

QualTrain Australia is a values-based Training Organisation. Our training is delivered with passion, integrity, honesty and dignity; with a strong commitment to creating a valuable learning environment where the goals of the learners are recognised and desired outcomes achieved.

QualTrain Australia aspires to encourage learners to recognise these values and to recreate them in their own workplace.

We encourage face-to-face learning and facilitate small group classes with a minimum of six and maximum of 12 participants. We also encourage our learners to enrol early, at least one month prior to the classroom attendance, so they can get the maximum benefit from reading the extensive Core learning material.

There is nothing boring about the learning material - we receive comments such as 'truly inspirational', 'extremely valuable', 'can we keep it?' - Of course! This is yours to keep and use in your own future celebrancy practice. A treasure trove of different ceremony templates, checklists and resources is contained within to inspire you.

CHC41015 Certificate IV in Celebrancy is the current qualification and supersedes the earlier qualification in June 2017 to become the qualification of choice by the Attorney-General's Department by 30 June 2017.

Please ensure you review this [important information](#) on the Attorney-General's website prior to enrolling in this or any other course.

“Where are courses delivered?”

Since 2005 QualTrain Australia has delivered face-to-face training in Western Australia. From mid-2018 we have courses available in NSW and Victoria.

“When is your next course starting?”

This is the question we are frequently asked. In the past we have conducted courses for as few as three or four people, however, that is not economically viable, as I'm sure you can appreciate. Once we have a minimum of six people enrolled, we will negotiate the most mutually convenient days/dates for the classroom component with the enrolled people, the trainers and the venue.

We encourage early enrolment in preparation for the classroom.

Why do we request early enrolment?

QualTrain offers a very different style of training – we give our students a large amount of resources for them to access both online (download and save or print) as well as extensive printed material.

We want our students to have time to prepare for the classroom component of the course, so enrolling six to eight weeks prior to the class gives you the opportunity to read, enjoy, learn the theory and basics of celebrancy before we meet in the classroom to undertake all the practical study, such as interviewing couples about their forthcoming marriage – completing important documents – role playing ceremonies and so on.

Furthermore, we do not expect our students' study to drag on long after the face-to-face course is completed. We space the time between classroom sessions to give our students the opportunity to absorb the information. There is some homework in between classroom dates but the majority of the self-paced study occurs before the first class.

We seriously care about our students, so groups are usually small; we rarely exceed twelve and frequently run the course with just six students.

Please read the Learner Information Terms and Conditions on pages **7 & 8** before registering online for enrolment.

How long will it take to complete the course?

The length of time it will take you to complete the qualification will depend on the following considerations:

- Your available time to commit to study the self-paced learning component online.
- Your individual capacity to read, enjoy and absorb the learning material.
- Your personal interest to put aside time to study.
- Your capability to undertake research on the Internet and to carry out research for onsite reports, for example, report on an open air wedding venue or visit a cemetery.
- Your availability to attend face-to-face training in the classroom which generally reduces the time of self-paced study as you are motivated and encouraged by classmates and interaction with the trainer.

Through trial and error QualTrain has assessed the time required as follows (this is simply a guide):

- Attendance at an Introduction Session where we run through the units of competency and discuss the assessment plan = 3 – 4 hours in one session.
- Commence online e-learning and refer to the hard copy prints of the learner workbook, Marriage Act, Marriage Regulations, Guidelines on the Marriage Act would require approximately two to three hours commitment over a period of up to thirty days of self-paced learning = 60 – 90 hours.
- Tasks to be completed prior to attendance in the classroom for the Core module, will include:
 - Respond to questionnaires – 8 x 1 – 2 hours per questionnaire to research and respond = 16 hours
 - Undertake fieldtrip - Visit an open air wedding venue and report = approximately 2 – 3 hours
 - Research ceremonies on the Internet and learning material = 4 – 5 hours
 - Complete documents and prepare for a ceremony (case study) = 5 – 6 hours
 - Attend the classroom for completion of Core = 2 days
- Commence training for Electives for Marriage.
 - Watch five videos of PowerPoint presentation on essential knowledge of Marriage Act download PP notes in preparation for class = 5 - 6 hours
 - Class presentation + assessment of essential knowledge of Marriage Act = 1 day + homework of 2 – 3 hours.
 - Research and prepare resources for a marrying couple = 4 – 5 hours.
 - Complete documents and prepare for a wedding ceremony (case study) – 8 – 9 hours.
 - Attend classroom for further training and assessment for Electives for Marriage = 3 days.
- Commence training for Electives (for funeral celebrancy)
 - Online self-paced e-learning = up to 21 days at 1 – 2 hours per day = 42
 - Respond to questionnaire = 3 – 4 hours
 - Undertake fieldtrip to a cemetery = 3 – 4 hours + group fieldtrip = 8 hours
 - Research ceremonies on the Internet and learning material = 4 – 5 hours
 - Complete documents and prepare for a ceremony (case study) = 5 – 6 hours
 - Attend the classroom for completion of learning and assessment = 3 days.

In Brief

Minimum time with 9 days in the classroom (9.30am – 4.30pm) spaced over three or four months including self-paced assignments as outlined above,

Maximum time – we allow 12 months for candidates to complete the qualification via a combination of online e-learning, classroom and distance education. If the candidate does not complete the qualification within this time, a statement of achievement of the units will be issued and the candidate will be invited to re-enrol for a further period.

"What choices do we have and how much will the full course cost?"

Summary of CHC41015 CIV in Celebrancy Delivery Plan

There are 13 units of competency required to attain CHC41015 CIV in Celebrancy:

CORE (no options)

- CHCCEL001 Develop sustainable celebrancy practice
- CHCCEL002 Establish client celebrancy needs
- CHCCEL003 Research, design and organise ceremonies
- CHCCEL004 Prepare for, present and evaluate ceremonies
- CHCDIV001 Work with diverse people
- CHCLEG001 Work legally and ethically

MANDATORY FOR MARRIAGE (no options)

- CHCCEL005 Establish and maintain marriage celebrancy practice
- CHCCEL006 Interview clients and plan marriage ceremonies
- CHCCEL007 Prepare for, present and evaluate marriage ceremonies

Four Further Elective Units required – please consider which of the following groups of Electives would you prefer included in your training (select one group only):

- 1. Funeral Celebrancy Option** – self-paced e-learning + 3 days in the classroom including a field trip. ***Highly recommended.***
 - CUSMPF302A Prepare for performance
 - CHCCCS017 Provide loss and grief support
 - SIFXIND002 Work effectively in the funeral services industry
 - CHCCEL008 Plan, present and evaluate funeral and memorial ceremonies
- 2. Celebrant Business Option** – self-paced e-learning online only
 - BSBSMB404 Undertake small business planning
 - BSBSMB405 Monitor and manage small business operations
 - BSBSMB403 Market the small business
 - BSBCMM401 Make a presentation
- 3. Candidate's selection of four elective units** – self-paced e-learning or Recognition of Prior Learning (RPL)
 - This option will require a meeting with a QualTrain trainer prior to making the decision about four electives. Please see the options for all 37 electives within [CHC41015 here](#).

Cost for the full course: \$2100.00 (no GST)

Includes: Blended online and face-to-face delivery entails self-paced online study + six days in the classroom for Core and Elective units for marriage.

PLUS four Elective units appropriate for Funeral Celebrancy requiring a further two days in the classroom, plus an optional fieldtrip.

We do not recommend study of this course by distance education.

This option is **only available** for people who live in rural or remote areas who simply cannot get to the classroom. This means they will study online, self-paced and will be given access to a tutor (email/phone). Please be aware, there is a requirement for participation and performance in nine ceremonies before an audience of a large number of people (audience of 20 recommended for the marriage module. This is almost impossible to manage by distance education.

Please contact admin@qualtrain.com.au if you wish to discuss this option.

Short Course for Funeral Celebrancy Cost: \$790.00 (no GST)

Funeral celebrancy training is also offered as a short course - blended online and three days in the classroom, including the fieldtrip.

- CHCCCS017 Provide loss and grief support
- SIFXIND002 Work effectively in the funeral services industry
- CHCCEL008 Plan, present and evaluate funeral and memorial ceremonies

We encourage early enrolment in preparation for the class and as a policy, we will not accept late enrolments.

Unless otherwise advised classroom hours are 9.15am – 4.45pm.

Payment Arrangements

Students are required to pay a \$500.00 deposit when registering for enrolment in a course. This charge constitutes part of the course fee as outlined above. Once the payment is made via eWAY, QualTrain administration will be notified and the registration process will begin. The process requires the student to complete a formal electronic enrolment form.

Once the enrolment process is complete, the student will be issued with an invoice the remainder of the course fee – following formal enrolment, QualTrain will issue login details to QualTrain's e-learning website.

Hard copy learning material will be provided to the student on/or before the first day in class. Course fees must be paid in full before QualTrain will issue the parchment testamur and record of achievement.

Training Venues

QualTrain hires training venues for the course. We are careful to select venues that fulfil the health and safety and comfort of our students and trainers. Where possible, we select venues with adequate parking facilities and also convenient to public transport.

Please note: we cannot always advise the exact address of the venue until we have confirmed the number of enrolled students for each class.

"What if we already have skills, knowledge, experience and/or a similar qualification or units of competency?"

RPL (Recognition of Prior Learning) and Direct Credit Transfer

Recognition of Prior Learning (RPL), also known as skills recognition, is a way of formalising recognising your existing skills and knowledge. RPL has the potential to reduce the time and expense involved in attaining a qualification, by eliminating unnecessary training and practice of skills in which you are already competent. To achieve RPL, you must provide a qualified assessor with adequate evidence of your competence in the areas for which you are seeking recognition. The evidence provided must be:

Valid	- clearly relevant to the competencies being assessed
Sufficient	- meet all of the evidence requirements for the competencies being assessed - cover the full range of performance criteria specified in the relevant competency standards - contain enough depth and breadth for the assessor to make a judgement about your competency
Authentic	- clearly evidence of your own work
Current	- recent enough to show that the skills and knowledge are still in practice and able to be applied in a current work situation

Credit Transfer is awarded to those who can provide a certified copy of their Certificate, Statement of Attainment or Transcript of UOCs and wish to receive credit for unit(s) they previously completed through QualTrain or another Registered Training Organisation for the units included in the course enrolled.

From the USI website: *'The USI Transcript Service was activated on 22 May 2017. USI account holders can now use their USI to access their national training record online in the form of a USI Transcript. The transcript will show their nationally recognised training from 2015, 2016 and 2017-First Quarter.'*

Further information - [RPL - FAQs](#)

Before undertaking training and assessment, candidates should review the descriptor of the qualification to determine whether they have current knowledge and skills in these areas. If candidates believe they can demonstrate the skills and knowledge required, they should discuss the possibility of RPL / credit with the trainer/assessor during the initial interview to review the training plan. Follow this [LINK](#) to CHC41015 CIV in Celebrancy.

Please contact QualTrain to make an appointment to discuss the opportunity for RPL or Direct Credit. Email: info@qualtrain.com.au or telephone 08 92997770.

USI

From 1 January 2015 all students studying a VET course, completing an apprenticeship or skill set or enrolled in a Certificate or Diploma course will require a Unique Student Identifier (USI). A USI gives you access to your online USI Account which will help keep all your training records together.

To read in more detail, go to the [USI website](#). If you already have a USI, please inform QualTrain when you enrol online, a USI must be attained before a parchment certificate can be issued.

Attendance in the Classroom

Our trainers look forward to greeting you on the first day of your course.

Here are some points worth noting:

- Please arrive at the class at least 15 minutes before the start time as advised in the program you will receive.
- If you are running late please call the trainer's mobile to advise, if you cannot reach the trainer, please call the QualTrain office on 08 9299 7770.
- You will also be advised about the availability of parking or public transport opportunities in advance of the classroom. Parking is your own responsibility.
- QualTrain will provide tea/coffee/biscuits for morning and afternoon breaks. Please bring your own lunch. You will be advised if kitchen facilities are available at the training venue.
- QualTrain will not permit the consumption of alcohol or other drugs (apart from those required for a designated medical condition) during the class times.
- Smoking is not encouraged and we respectfully request that smokers consider the health and comfort of the trainers and other students and move away from the building and entrance if they want to smoke.
- Dress code is 'comfortable and respectful' during most classroom days. However, if you are attending the funeral fieldtrip, we request you wear respectful clothing as you may encounter mourners during the day and you will be attending a funeral home where all the staff dress formally.
- On the assessment day for wedding ceremonies, you may like to dress in accordance with the wedding style outlined in the case study. When possible, we hold the assessment at a wedding venue in order to give you the full experience.

For further information email: info@qualtrain.com.au

OR Phone: 9299 7770

Mobile: 0400591236 and check our website: www.qualtrain.com.au

If you are enrolling in CIV in Celebrancy, please complete the following initial generic skills test. The test will not form part of an assessment; it is simply designed in order that QualTrain Australia may determine any potential student support need which might result in your experiencing difficulty in achieving the course outcomes. The completed test should be posted to QualTrain Australia, P O Box 280, Darlington, WA 6070, or scan and email to info@qualtrain.com.au

Should any student support needs be identified, you will be contacted by the Principal within three days of receipt.

GENERIC SKILLS TEST

In your own words, please write a short paragraph to describe your inspiration to become a marriage celebrant.

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Demography is the branch of science which deals with statistics within a community. Please complete this short demographical study which will assist you later in developing a business plan for your business as a marriage celebrant.

Please find the following data:

- 1. Metro: How many civil marriage celebrants are based within a 10km radius of your home?
or
Regional: How many civil marriage celebrants are based within a 100km radius of your home?
or
Religious: How many pastors are based with a 10km radius of your church?

Where did you find this information? Yellow Pages / Attorney-General's website www.ag.gov.au/celebrants / another source?

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- 2. List three locations that you feel may be suitable venues for marriages within 10km radius of your home: parks or gardens / reception centres / places of interest

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- 3. Name three additional factors that you believe would assist you in developing a demographical study. (e.g. age of population)

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Please go to the Attorney-General's website and check out the latest news for aspiring celebrants <http://www.ag.gov.au/FamiliesAndMarriage/Marriage/Pages/Becomingamarriagecelebrant.aspx>

Comments.....
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I confirm I have read this information.

Your signature:..... date:.....

QualTrain – Terms and Conditions

Enrolment Procedure	Complete the registration for enrolment online at https://qualtrain.com.au/chc41015-certificate-iv-in-celebrancy/ You will receive a receipt and confirmation of the payment followed by an invitation to formally enrol. Once enrolled, you will receive an email invitation to commence self-paced learning on QualTrain's e-learning website.
Procedure Prior to Attendance	Students will be provided with information that will assist them in the successful completion of studies and achievement of competency.
Course Content	QualTrain will provide training/tutoring and assessment that leads to the achievement of competency in CHC41015 Certificate IV in Celebrancy. Where classroom attendance is required, the delivery will normally occur from 9.30am to 4.30pm on each scheduled day, unless advised otherwise,
Fees and Charges and refund policy.	QualTrain Australia will refund fees <u>paid in advance</u> providing cancellation in writing (including email) occurs within 48 hours of enrolment being activated. The refund will include the deposit paid less \$100 administrative fee. Once the self-paced e-learning component has been commenced, no refund of the initial payment will apply unless the CEO considers the circumstances to be exceptional. Where the course fee has been paid in full , e-learning has progressed, hard copy learning material has been received by the student and 50% or more of the course has been provided to the student no refund will apply.
Payment, Invoicing & Receipts	Students are required to pay an initial payment of \$500 when registering for enrolment. Students will then be invoiced for a further \$500 which must be paid within seven days of the date of that invoice. The balance of the fee (\$1100) may be paid in two or three instalments. Invoice reminders will be sent before the commencement of each class and the final payment must be received before the parchment certificate is issued.
Non-attendance may incur additional costs	If a student gives less than 14 days' notice of non-attendance at a programmed classroom day, QualTrain reserves the right to charge a \$100 cancellation fee, which will be added to the invoice / unless of course, there are extenuating circumstances, such as illness (to be assessed by the CEO). If a student fails to turn up to a booked classroom day, and fails to give notice, unless there are extenuating circumstances (to be assessed by the CEO) the student will be charged \$130 per day to repeat that day of the program in the classroom.
Final payment & issue of parchment certificate	Parchment certificates for the qualification will be issued within 21 days of the candidate reaching competency. However, QualTrain will not issue a parchment certificate to the candidate until all payments for the course have been received in full. Both the testamur and the record of units of competency achieved will be posted by registered mail or presented by hand, PDFs of the signed documents will be emailed to the candidate.
Where the RTO is unable to provide services for which the Learner has prepaid	a) the learner will be placed into an equivalent course such that: - the new location is geographically close to where the learner had been enrolled; and - the learner receives the full services for which they have prepaid at no additional cost to the learner; or b) if an equivalent course cannot be found, the learner is paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount.

Time constraints for completion of assessment	Candidates are advised that assessments for each module of units of competency as outlined in the schedule, must be completed within a maximum of 12 weeks from commencement of each module, unless other arrangements in writing have been made with the Principal of QualTrain Australia. All learning and assessments must be completed within 12 months from the date of enrolment.
Language Literacy and Numeracy	All students who advise QualTrain staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. This assistance provided by QualTrain Staff will be within the principles of fairness and flexibility of workplace assessment and will be offered in a discrete manner. Please complete the generic skills test and email to info@qualtrain.com.au with or shortly following enrolment.
Welfare and Guidance	Students experiencing any difficulty or concerns about their training experience should make contact with the tutor or QualTrain Management where a range of solutions may be discussed and provided. Please be sure to advise QualTrain if you have a particular physical need which might inhibit your ability to sit in a classroom for a period of up to eight hours per day. QualTrain staff will endeavour to ensure regular comfort breaks during the classroom activities. QualTrain issues a 'QTA Motivation Manual' to all candidates following enrolment.
Complaints and Appeals	The complaints and appeals policy of QualTrain provide an avenue for students to address their complaints and appeals to QualTrain Management and have them dealt with in a constructive and timely manner.
Disciplinary Procedures	Students who are unruly, offensive or conduct themselves in a disrespectful manner toward QualTrain staff or fellow students will be offered one caution to desist their behaviour after which continued behaviour will result in their enrolment being cancelled.
Access and Equity	QualTrain is committed to providing training and assessment services to all clients regardless of race, religion, sex socio-economic status, disability, language, and ability in literacy or numeracy.
Legislative Compliance	QualTrain Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO's including but not limited to OH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and training legislation. QualTrain regularly reviews the requirements of the Commonwealth Attorney-General's Department in relation to the regulatory requirements for the registration of Marriage Celebrants.
National Recognition	QualTrain recognises qualifications and statements of attainment issued by any other Registered Training Organisation under the Australian Qualifications Framework.
Recognition of Prior Learning	Recognition of Prior Learning (RPL) is offered to all students enrolling in QualTrain. Where sufficient documentation is provided QualTrain will provide credit transfer to enrolling students. QualTrain recognises all current competencies held by students regardless of how, where or when these competencies were learned.
Privacy and confidentiality	QualTrain recognises and respects the privacy and confidentiality of all candidates. Apart from the legislative requirements regarding reporting to the State and Federal bodies concerned with qualification registration, no information is given to any third party regarding the details of enrolled candidates.