

**QualTrain Australia Pty Ltd – Activities for 2019 OPD**

**PLEASE NOTE \*\* = approved as an elective with marriage content – at least ONE of these activities\*\* must be included in every 5-hour OPD program**

**KEY: F2F (face to face) OL (online) DE (distance education)**

<b>Code</b>	<b>Name &amp; Brief Description</b>	<b>Mode &amp; Duration (mins)</b>
19QT024	<b>Help - Replacement celebrant required **</b> <i>The aim of this activity is to encourage celebrants to use the Guidelines to ensure best practice. The participants will review information regarding the potential issues that might arise when a replacement celebrant is required, the legal implications, including: transferring the NOIM in exceptional situations /involving others in the marriage ceremony.</i>	F2F /OL/DE 60
19QT026	<b>Review Guidelines on the Marriage Act 1961 FAQs and Checklist **</b> <i>The aim of this professional development activity is to provide both recently registered and experienced celebrants with an opportunity to refresh their knowledge about critical requirements for marriage celebrants and encourage them to see the value in and use the Guidelines on the Marriage Act 1961 (V4 July 2018) on a regular basis.</i>	F2F /OL/DE 120
19QT011	<b>Document management **</b> <i>The aim of this activity is to encourage the celebrant to develop skills and knowledge required to determine and analyse existing and required resources, particularly in regard to ensuring currency of marriage documents and implementing a document control register.</i>	F2F /OL/DE 60
19QT2016CA	<b>Real Consent (2016 Compulsory Activity to count as 2019 elective) **</b> <i>Updated 2019 This OPD activity covers real consent in more detail.</i>	F2F /OL/DE 120
19QT2017CA	<b>Checklist for the solemnisation of marriage; Offences under the Marriage Act 1961 (2017 Compulsory Activity to count as 2019 elective) **</b> <i>Updated 2019 This OPD activity covers: Checklist for Solemnisation of Marriages, and Offences under the Marriage Act 1961.</i>	F2F /OL/DE 120
19QT2018CA	<b>Marriage equality (2018 Compulsory Activity to count as 2019) elective **</b> <i>Updated 2019</i>	F2F /OL/DE 120

**ALL MODES OF DELIVERY**

<b>Code</b>	<b>Name &amp; Brief Description</b>	<b>Mode &amp; Duration (mins)</b>
19QT015	<p><b>Use technology to coordinate resources</b>  <i>At the end of this activity participants will have learned skills and knowledge required to use the tools of modern technology to run their celebrant business effectively and successfully, whilst discovering technological resources that will improve the function of their business operation and help alleviate the pitfalls.</i></p>	F2F /OL/DE 120
19QT016	<p><b>A conversation about religion culture and sustainability</b>  <i>At the end of this activity participants will have gained an opportunity to express their views, both from a personal and community related position, on the topic of Religion, Culture and Sustainability in Australia. Participants will develop an understanding of the relationship between culture, religion and sustainable living in Australia in current times. Participants will reflect on the contribution of communities regarding religious and cultural guidance towards achieving sustainable development in Australia.</i></p>	F2F /OL/DE 120
19QT017	<p><b>Establish equitable fees for professional celebrant services</b>  <i>At the end of this activity participants will have learned skills and knowledge required to determine the cost, both variable and fixed, of the service(s) provided by individual celebrants using a formula. Several formulas will be considered to help determine the individual celebrant's selling price of their service(s). The participants will learn how to calculate the operating costs including what their time per hour of labour is worth for each service.</i></p>	F2F /OL/DE 60
19QT018	<p><b>Promote your celebrant business effectively</b>  <i>At the end of this activity participants will have learned skills and knowledge required to develop and implement marketing strategies, and to monitor and improve the market performance of their celebrant business.</i></p>	F2F /OL/DE 180
19QT019	<p><b>Plan and develop personalised funeral and memorial ceremonies</b>  <i>At the end of this activity participants will have learned to address the specific needs of funeral and memorial ceremonies as a celebrant by using Use communication that acknowledges and respects client loss and grief issues; developing eulogy and integrating life story into the ceremony based on client wishes and information.</i></p>	F2F /OL/DE 180
19QT020	<p><b>Capture the Audience - MC at a wedding</b>  <i>At the end of this activity participants can expect to gain the knowledge required to successfully MC an event, with a focus on developing material to convey a message to a target audience effectively, developing delivery techniques and the ability to read an audience and adapt the presentation accordingly.</i></p>	F2F /OL/DE 120

**ALL MODES OF DELIVERY cont.**

Code	Name & Brief Description	Mode & Duration (mins)
19QT021	<p><b>Self-care and mindfulness for celebrants</b>  <i>At the end of this activity participants will have learned that self-care is an important part of stress management and the use of mindfulness practices help celebrants pay attention to the present moment, allowing them to become more aware of their thoughts, feelings and body sensations, instead of overwhelmed by them.</i></p>	F2F /OL/DE 60
19QT022	<p><b>The Dynamics of dying and bereavement</b>  <i>At the end of this activity participants will have learned to address the specific needs of bereaved family and friends when interviewing them following the death of their loved one. In order to conduct interviews in an empathic and appropriate manner, a celebrant needs to understand how death affects the bereaved, particularly in relation to the type of death, ie sudden and unexpected, peaceful and expected, death of a child, suicide etc. The activity will focus on the need for developing good listening and interpersonal skills required for interviewing the bereaved.</i></p>	F2F /OL/DE 60
19QT023	<p><b>Crafting marriage ceremonies for older Australians</b>  <i>At the end of this activity, celebrants will learn the importance of incorporating story-telling in crafting the ceremony and utilizing the vast wealth of life experiences of the mature marrying couple to enhance the ceremony. Participants will also gain an appreciation for the special needs of older persons, particularly in relation to health and safety and potential limits to their physical abilities.</i></p>	F2F /OL/DE 120
19QT025	<p><b>Working with culturally and linguistically diverse couples</b>  <i>On completion of this activity, celebrants will have gained knowledge working with culturally and linguistically diverse couples in Australia. They will learn the importance of respecting culturally and linguistically diverse couples and their families and assisting them to enter into marriage, using the correct forms and documents and giving appropriate advice to the marrying couple, whilst understanding the limits to the celebrant's role.</i></p>	F2F /OL/DE 120

**FACE TO FACE DELIVERY ONLY**

<b>Code</b>	<b>Name &amp; Brief Description</b>	<b>Mode &amp; Duration (mins)</b>
19QT005	<p><b>Develop ceremonies for love life and loss</b>  <i>On completion of this activity, candidates will have acquired knowledge and skills required to develop the skills to write, craft, conduct and review a range of ceremonies, other than weddings. Ceremonies will include: Love: example Renewal of Vows / Betrothal (engagement) - Life: example Graduation / Coming of Age - Loss: example Memorial service / Living Wakes</i></p>	F2F only 180
19QT006	<p><b>Choreography of the ceremony at the wedding venue</b>  <i>On completion of this activity, candidates have will developed the skills and knowledge required to effectively advise clients in the choreography of the marriage ceremony at a wedding venue, particularly in relation to: entry of bridal party, placement of celebrant and wedding party, develop OHS/WHs checklist, work with other professionals (wedding planner, photographer, videographer, venue staff, musicians). Review environmental and aesthetic attributes of the venue. Use equipment effectively (PA, etc.).</i></p>	F2F only 180
19QT012	<p><b>Wired for sound and performance</b>  <i>On completion of this activity, candidates will have acquired knowledge and skills required to develop strategies for the implementation of effective use of technology to enhance performance of the ceremony and give client(s) satisfaction that their ceremony will be audible to all guests. Over recent years celebrants have been introduced to technology such as PA systems. Many of these are expensive items, in order to get the best value out of these machines, celebrants need to know how to use them effectively and how to care for their investments.</i></p>	F2F only 120
19QT014	<p><b>Funeral Home Chapel Protocols and Procedures for Celebrants</b>  <i>On completion of this activity, candidates will have developed effective work performance skills– particularly in relation to the celebrant role in connection with the role of funeral industry staff. They will develop effective work relationships and enhanced communication skills when working with funeral industry workers/staff; self-confidence in the role of funeral celebrant with the knowledge of correct procedures in a variety of locations and understand policies which may dispel myths held by prospective clients.</i></p>	F2F only 60
19QT009	<p><b>Celebrants on tour</b>  <i>The aim of this activity is to provide celebrants with an opportunity to visit a number of ceremony sites in their local area, taking the celebrant out of the classroom and into their ‘workplace’.</i></p>	F2F only 180

**ONLINE OR BY DISTANCE ED ONLY**

<b>Code</b>	<b>Name &amp; Brief Description</b>	<b>Mode &amp; Duration (mins)</b>
19QT007	<p><b>Networking using social media</b>  <i>The aim of this activity is to provide celebrants with an overview to networking with celebrants, 3<sup>rd</sup> party providers and past/future clients with non-obstrusive and ethical social media marketing methods.</i></p>	OL/DE 90
19QT013	<p><b>How to Set Up Your Own Blog</b>  <i>This elective topic enables celebrants to learn how to increase their online presence and communicate with potential couples by setting up a blog (web log)</i></p>	OL/DE 90
19QT010	<p><b>The social and cultural impact of same sex marriage for celebrants</b>  <i>On completion of this activity, candidates will develop the skills and knowledge required to effectively work respectfully with people from diverse social and cultural groups and situations, in particular, same-sex couples.</i></p>	OL/DE 120
19QT001	<p><b>Review communication strategies to identify needs and develop a support plan</b>  <i>This activity will encourage <b>Ministers of Religion</b> to develop high levels of communication and interpersonal skills to provide spiritual and pastoral care. Religious celebrants must ensure that, as a result of the increasing diversity of cultures and religious/spiritual orientations in Australia, appropriate information is used to provide for the needs of their clients, within their own community with an appreciation of multi-faith individuals and groups.</i></p>	OL/DE 120
19QT002	<p><b>Reflect and improve on your celebrant practice</b>  <i>On completion of this activity, candidates will have acquired knowledge and skills required to develop strategies to reflect on their own practice through self-evaluation; receive and provide open and evaluative feedback and monitor work performance. This topic will give candidates the confidence to evaluate themselves and think about making changes in their work practices to achieve continuous improvement.</i></p>	OL/DE 120
19QT004	<p><b>Develop digital infrastructure for marketing purposes</b>  <i>On completion of this activity, candidates will have acquired knowledge and skills required to develop strategies for the implementation of effective use of content when creating information for a celebrant's online business channels including: website, email, blogs, promotional announcements, social media</i></p>	OL/DE 120
19QT008	<p><b>Design your celebrant service agreement</b>  <i>The aim of this professional development is to show celebrants how to prepare a standard agreement to be entered into with marrying parties.</i></p>	OL/DE 60