

QualTrain Australia Pty Ltd

Approved OPD Activities 2020

Please Note: at least one activity in every five-hour program must be selected from the table titled 'Approved Legal Content'
 Key: **F2F** = face to face event **OL** = online (may include webinar) **DE** = distance education **REL** = designed for Ministers of Religion

OPD ACTIVITIES WITH APPROVED LEGAL CONTENT				
Activity Code	Activity Title	Delivery	Time	Brief Description of Activity
**20QT032	Communicating effectively with your BDM	F2F/OL/DE	1 hr	The aim of this professional development activity is to provide marriage celebrants with an opportunity to interact with a representative from their state/territory BDM. The activity will assist celebrants to keep up to date and informed about issues relevant to their role and responsibilities when interacting with the BDM.
**20QT031	Resources for celebrants on the Attorney-General's department website	F2F/OL/DE	2 hrs	This aim of this professional development activity is to provide both recently registered and experienced celebrants with an opportunity to refresh their knowledge about critically important information and resources available for marriage celebrants on the Attorney-General's website.
**20QT030	Assure currency and accuracy in the preparation of marriage documents	F2F/OL/DE	2 hrs	This activity has been designed to coincide with 2020 release of the latest marriage forms and documents. This aim of this professional development activity is to guide through the AGD's website to locate the marriage forms and documents available for celebrants to download and ensure celebrants understand the importance of currency and accuracy in the use of marriage forms and documents.
**20QT026	Finding your way through the Guidelines on the Marriage Act 1961	F2F/OL/DE	2 hrs	This activity has been designed to coincide with 2020 release of the latest version of Guidelines. This aim of this professional development activity is to provide marriage 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 a regular basis – focusing on remaining compliant .
**20QT024	Help - replacement celebrant required	F2F/OL/DE	1 hr	The aim of this professional development 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 (bushfire, flood, accident and many more) the legal implications, examples: transferring the NOIM in exceptional situations.
**20QT011	Document management	F2F/OL/DE	1 hr	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 certificates and documents and implementing a document control register.
**20QT2016CA	Real consent (2016 Compulsory Activity to count as 2020 elective)	OL	2 hrs	The activity is designed to complement the needs of both experienced and inexperienced celebrants. The information provided in this activity is available in the Guidelines on the <i>Marriage Act 1961 for authorised celebrants July 2018</i> on the Celebrant resources page of the Attorney-General's Department's website.

**20QT2017CA	Checklist for the solemnisation of marriage; Offences under the Marriage Act 1961 (2017 Compulsory Activity to count as 2020 Elective)	OL	2 hrs	The topics were developed in response to common enquiries received by the Attorney-General's Department (AGD) from celebrants, as well as feedback from Registries of Births, Deaths and Marriages (BDMs), training providers and celebrant associations. The activities are designed to complement the needs of both experienced and inexperienced celebrants and to help all celebrants understand what they can do to help ensure that their marriage ceremonies are conducted in accordance with the requirements of the <i>Marriage Act 1961</i> .
**20QT2018CA	Marriage equality (2018 Compulsory Activity to count as 2020 elective)	OL	2 hrs	This OPD activity was the 2018 compulsory activity. It covers the significant changes to the <i>Marriage Act 1961</i> for marriage equality in December 2017. This activity is listed in the Marriage (Celebrant Professional Development) Statement 2020 .

OPD ACTIVITIES INCLUDING ELEMENTS OF CEREMONY – BUSINESS – TECHNOLOGY – PRACTICAL SKILLS				
Activity Code	Activity Title	Delivery	Time	Brief Description of Activity
20QT038	Marriage rituals, symbols and customs	F2F/OL/DE	2 hrs	The aim of this professional development is to discuss common and not so common rituals and symbols used in marriage ceremonies. The topic addresses a variety of marriage customs from other cultures.
20QT034	Advise marrying couples about marriage and relationship education	F2F/OL/DE	1 hr	The aim of this professional development activity is to provide authorised celebrants with information about what couples can expect to learn by attending a Family Relationships education / pre-marriage education program, the importance of the brochure, ' <i>Happily Ever Before and After</i> ' and how to professionally discuss the brochure subject matter.
20QT029	Friend or Foe - what (other) wedding professionals really think	F2F/OL/DE	1 hr	The aim of this professional development activity is to provide authorised celebrants with information about the experiences other wedding professionals (eg photographers) have had when dealing with marriage celebrants – the things they like and the things they dislike. Developing the skills and knowledge to interact professionally with all parties involved in the ceremony.
20QT028	Converting Callers into Customers	F2F/OL/DE	1 hr	When communicating for the first time with a marrying couple, the celebrant needs to act confidently in regard to talking about their celebrant services and discussing the fee for service. This aim of this professional development activity is to provide celebrants with strategies to sound confident and ask for the business!
20QT027	Masterminding ceremony logistics	F2F/OL/DE	2 hrs	The aim of this professional development is to discuss and demonstrate various ways to effectively stage a marriage ceremony. It provides an overview of all those <i>little nuts and bolts</i> of a choreographing a marriage ceremony that no one tells you about, including checklist for rehearsal and staging ceremony. It also covers preparation for unforeseen events – inclement weather, bushfire, flood, storm – Plan B.

20QT025	Working with culturally and linguistically diverse couples	F2F/OL/DE	2 hrs	This aim of this professional development activity is to encourage celebrants to gain a deeper understanding of the needs of culturally and linguistically diverse couples who wish to marry in Australia. This includes information regarding the potential issues that will have legal implications, example: working with interpreters in the marriage ceremony.
20QT023	Crafting marriage ceremonies for older Australians	F2F/OL/DE	2 hrs	With awareness of the fact that older people are living longer, celebrants will learn the importance of incorporating storytelling in crafting the ceremony and utilizing the vast wealth of life experiences of the marrying couple to enhance the ceremony, whilst gaining an appreciation for the special needs of older persons, particularly in relation to potential limits to their physical abilities and social/cultural needs.
20QT022	The Dynamics of dying and bereavement	F2F/OL/DE	1 hr	This activity will encourage celebrants to have a greater understanding of how the bereaved react to loss and grief in a variety of situations, whilst giving celebrants knowledge and skills to act with empathy, sensitivity, professionalism and courtesy, when dealing with clients experiencing loss or grief.
20QT021	Self-care and mindfulness for celebrants	F2F/OL/DE	1 hr	This elective activity will provide celebrants with the opportunity to plan to monitor and implement a self-care model, through regularly monitoring their own stress levels, particularly in relation to working with grief and loss. The activity will provide a template for introducing mindfulness into a daily routine.
20QT020	Capture the audience MC at a wedding	F2F/OL	2 hrs	The aim of this activity is to encourage participants to learn skills which will help them to engage with their clients and audience. Through developing confidence as a public speaker, they will, in turn further develop their celebrant skills for storytelling, using appropriate humour respectfully, timekeeping, stagecraft.
20QT019	Plan and develop personalised funeral and memorial ceremonies	F2F/OL/DE	3 hrs	At the end of this activity participants will have learned to address the specific needs of the bereaved family and friends of a deceased person in order to craft personalised, meaningful funeral and memorial ceremonies as a celebrant; celebrants will learn to develop eulogy or integrate life story into ceremony based on client wishes and information received.
20QT018	Promote your celebrant business effectively	F2F/OL/DE	3 hrs	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.
20QT017	Establish equitable fees for professional celebrant services	OL/DE	1 hr	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).
20QT015	Use technology to effectively coordinate business resources	F2F/OL	2 hrs	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 to improve the function of their business operation and help alleviate the pitfalls.

20QT013	How to set up your own blog	OL	1 hr	Celebrants will develop skills and knowledge to use social media channels as a professional tool to initiate and maintain relationships with other celebrants, 3 rd party services and past and future clients by introducing celebrants to the background of blogging, creating a blog and a blog post.
20QT012	Wired for sound and performance	F2F	2 hrs	Paying special attention to PA systems – celebrants will develop 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.
20QT010	The social and cultural impact of marriage equality for celebrants	OL/DE	2 hrs	Celebrants will develop their knowledge and understanding of working effectively and respectfully with all marrying couples without discrimination, regardless of sex, sexual orientation or gender identity. Developing skills to provide relevant and appropriate services and resources.
20QT009	Celebrants on tour	F2F	3 hrs	The aim of this activity is to provide celebrants with an opportunity to visit various ceremony sites in their local area. As a result of the visits, celebrants will gain an understanding of the challenges they will need to be aware of should they perform a ceremony at the site; providing celebrants with the skills to conduct a risk assessment and assisting them to expand their scope of professional knowledge.
20QT008	Design your celebrant service agreement	OL/DE	1 hr	The aim of this professional development is to show celebrants how to prepare a standard agreement to be entered into with marrying parties to ensure complete openness, clarity and agreement of the celebrant services to be provided and the expectations of the marrying couple.
20QT007	Networking using social media	OL	1 hr	The aim is to provide celebrants with the skills and knowledge to use social media channels as a professional tool to initiate and maintain relationships with other celebrants, 3 rd party services, past and future clients. This activity introduces various social media channels.
20QT006	Choreography of the ceremony at the wedding venue	F2F	3 hrs	This activity introduces celebrants to a popular wedding venue, to meet the manager and staff in order to gain a better understanding of the working relationship between celebrant and venue staff – particularly in regard to time-keeping, staging the ceremony and rehearsals; whilst gaining a better understanding of the logistics for WHS, Plan B, aesthetic attributes of the venue and environmental issues.
20QT005	Develop ceremonies for love life and loss	F2F	3 hrs	The aim is to provide celebrants with the skills and knowledge to assist them expand their scope of professional practice to include a range of ceremonies – love, life, loss. This includes the planning process, questions to ask the client, rituals and props, useful resources and writing a range of simple ceremonies to meet client needs and expectations.
20QT004	Develop digital infrastructure for marketing purposes	OL/DE	2 hrs	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.
20QT002	Reflect and improve on your celebrant practice	OL/DE	2 hrs	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 and in conjunction with peers; 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.

#Only available by request and recommended exclusively for ministers of religion

#QT001	Review communication strategies to identify needs and develop a support plan	F2F/OL/DE	2 hrs	The aim of this activity is to provide authorised celebrants with knowledge about working with clients and communities where there may be diversity of cultures and religious/spiritual orientations. The knowledge gained may be put into practice for present and future use particularly in regard to developing and monitoring a support plan.
--------	------------------------------------------------------------------------------	-----------	-------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------