

Approved activities			
Activity Code	Name of activity	Activity duration	Description of the activity
21QT004	Develop digital infrastructure for marketing purposes	120	Social interaction through media outlets such as Facebook, Twitter and Instagram are now considered essential for connecting business to customers. Knowing how to classify, structure and sequence content so that it is easy to read or navigate and then upload that content to the celebrant's online channels, will assist in maximising marketing opportunities.
21QT006	Choreography of the ceremony at the wedding venue	120	The aim of this professional development activity is to provide both recently registered and experienced celebrants with exposure 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,
21QT008	Design your celebrant service agreement	60	This elective topic will provide celebrants with a sample of a binding basic Celebrant Service Agreement, sample of an invoice (GST and non-GST) and statement of fee for service in accordance with business practice including refund policy.
21QT009	Celebrants on tour	180	This activity entails celebrants travelling together to different 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. The topic provides celebrants with the skills to conduct a risk assessment and assists them in expanding their scope of professional knowledge.
21QT012	Wired for sound and performance	120	Discussion regarding technology such as PA systems with microphones used in delivery of ceremony. Many celebrants use tablets to record the text of the ceremony. 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. Participants will research and discuss additional technological aids available. Participants will practice public speaking and delivery skills.
21QT015	Use technology to effectively coordinate business resources	120	The topics that will be covered in this activity include: Determining resource requirements on the Web – Email and domain / Search engine optimisation /Google My Business and Adwords / Invoicing and billing – software / hardware /Hosted emails and calendars
21QT019	Plan and develop personalised funeral and memorial ceremonies	180	The topics included are: Use communication that acknowledges and respects client loss and grief issues; Gather information about the deceased in a sensitive manner as a basis for ceremony content; Identify key loss and grief related issues required for input of the celebrant at various points in the ceremony; Reflect on and use information provided about the deceased to develop ceremonial elements; Develop eulogy or integrate life story into ceremony based on client wishes and information

21QT022	The dynamics of dying and bereavement	60	This activity will encourage celebrants to have a greater understanding of how the bereaved react to loss and grief in a variety of situations. This activity will give celebrants knowledge and skills to act with empathy, sensitivity, professionalism and courtesy, when dealing with clients where loss or grief is currently being experienced.
21QT026	Finding your way through the Guidelines on the Marriage Act 1961	120	At the end of this activity, celebrants will have refreshed their knowledge about critical requirements for marriage celebrants and will be encouraged to use the Guidelines on a regular basis.
21QT032	Communicating effectively with your BDM	60	Note: this activity requires a BDM representative to be available either face-to-face or on a webinar.
21QT039	How to use the celebrant self-service portal	60	The aim of this activity is to ensure celebrants use the self-service portal effectively by reviewing the content and processes currently available in the portal and be confidently able to access the 2021 Compulsory Activity.
21QT040	Legal refresher - finding the right answers	120	The aim of this activity is to develop and refresh each celebrant's essential knowledge thereby developing confidence and assurance they are fulfilling their legal responsibilities when solemnising marriages.
21QT041	Crafting inspirational ceremonies	120	The aim of this professional development activity is to provide celebrants with the skills and knowledge to assist them to craft high quality, inspirational ceremonies, using good writing skills and incorporating appropriate use of the arts in ceremony. This includes the writing process, questions to ask the client, useful resources and developing ceremonies to meet client(s) needs and expectations.
21QT042	Develop the celebrant's customer journey map	120	Having a successful celebrant business is about successful customer experience. The key to providing excellent customer service lies in the celebrant's approach to engage, nurture, and convert <i>enquiries into customers</i> . Customer journey mapping is about visualising the customer's journey in a way that helps the celebrant to put themselves in the mind of the customer and experience their business as the customers experience it.
21QT043	Value the role of the Australian marriage celebrant	120	Participants will have the opportunity to study the history of the marriage celebrant program since its inception in 1974. They will discuss the development of the program in conjunction with more recent trends in marriage. At the end of the activity, they will be encouraged to develop strategies to reflect on their own practice through self-evaluation and in conjunction with peers and receive and provide open and evaluative feedback on 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.
21QT045	Develop an effective time-management plan	60	Providing celebrants with an opportunity to reflect upon their time management plan and learn new skills to improve the efficiency of the plan. Participants will learn that poor time management skills can cause a lack of sleep, unhappiness, and even health complications such as stress. They will learn to manage work time effectively and space out work to allow time for rest and recreation.

21QT046	Stand and deliver	60	This activity provides public speaking exercises that are simple, easy to put into practice and will help the participant deliver ceremonies more effectively. Participants will be encouraged to make them part of their regular preparation routine and the benefits will be to achieve increased poise, confidence, and control.
21QT047	Reflect and Improve on Your Celebrant Practice	120	It is important that each celebrant reflects on how they provide their services and how they can work to improve that level of service provision. Candidates will acquire strategies to create and maintain a learning culture which includes: reflection on their own practice / • ongoing evaluation of their practice and services they provide / actively request and act on feedback received / establish strategies to record continuous improvement / develop openness to change and diversity

21QT2016CA	AGD compulsory activity 2016 - for delivery in 2021 - Real consent	120	This OPD activity covers real consent. This activity is listed in the Marriage (Celebrant Professional Development) Statement 2021. The activity is designed to complement the needs of both experienced and inexperienced celebrants. The information provided in this activity is available in the <i>Guidelines on the Marriage Act 1961 for authorised celebrants July 2018</i> on the Celebrant resources page of the Attorney-General's Department's website.
21QT2017CA	AGD compulsory activity 2017 - for delivery in 2021 - Checklist for marriage and offences under the Marriage Act 1961	120	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> .
21QT2018CA	AGD compulsory activity 2018 - for delivery in 2021 - Marriage equality	120	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 2021.
21QT044	A unit of competency that could, or would be undertaken as part of a Certificate IV in Celebrancy (CHC41015)	240	We are currently offering 'Plan, present and evaluate funeral and memorial ceremonies' and 'Work effectively in the funeral services industry'. Gaining one unit of competency = 4 hours OPD equivalent.