
International College of Celebrancy



College Graduation Classes - now the best celebrants in the country !

Information for Enquirers - Certificate IV in Celebrancy

Training in Celebrancy has just been through an extensive review in Australia and new national requirements have been established, to formally begin in February 2010. The International College of Celebrancy has developed training courses for celebrants since 1995, with materials created by experienced celebrants, academics and other professionals. Since nationally recognised training began in 2003, the College has been authorised to teach marriage celebrants by the attorney-general's department. We are now once again accredited to teach the new qualifications. Please be aware that only authorised marriage celebrants are required by law to have this training. However, celebrants who wish to specialise in funerals, namings and other ceremonies also need professional education in order to understand and effectively facilitate meaningful service to their clients. Qualifications are now of greater significance in the highly competitive marketplace in many areas of Australia. As celebrants, based on the Australian model, are now operating in Canada, USA, UK, New Zealand and Europe, the College operates as International, with appropriate adaptations. Over many years, the College (established 1995) and its founder, Dally Messenger, a pioneer of celebrancy, have supported the highest standards and best practice within this important profession. We invite you to join this proud tradition of care and experience.

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Centrelink

Those applying for funds from Centrelink,
need to quote our
Registered Training Organisation (RTO) -
International College of Celebrancy
Provider No. **21767**



International College of Celebrancy

(Established 1995)

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Any Questions?
Ring Diane Storey
0417 106 275

Dear Enquirer

Thank you for your interest in becoming a Celebrant! If you are already a Celebrant, we respect your interest in gaining deeper knowledge, skill and further qualifications within your profession!

The International College of Celebrancy is an educational organisation, established in 1995, dedicated to promoting the use of ceremony to mark the milestones and transitions in the lives of individuals, families, communities and organisations. Celebrants are trained professionals who believe in the power and effectiveness of ceremony and ritual to serve the basic needs of society and the individual. The Celebrant's mission is to help the client create a ceremony that reflects his or her beliefs, philosophy of life, and personality. The Celebrant's personal beliefs are irrelevant to this task. However, skills - the craft of ceremony and the dynamics of human interaction - are essential for professional integrity and success.

The College educates and trains students to become professional Celebrants by offering the Certificate IV in Celebrancy as well as three Diploma tracks: Marriage Celebrancy, Funeral Celebrancy, and General Celebrancy. Further studies on the business aspect of celebrancy result in an Advanced Diploma in each category. Further studies still in History and Spirituality lead to a Graduate Diploma in Celebrancy. **This booklet will focus on the Certificate IV which is currently the nationally recognised training for Australian students.** (You may request our other enquirer's information booklet on the Diploma courses.)

We believe we have developed (and are still developing) our courses so that they have quality, depth, integrity, substance and effectiveness. We also believe they are the best value for money. Courses are by Distance Learning and/or Face to Face classes in Melbourne and elsewhere. Unit Guides with texts, audio, CDs, DVDs, digital files and website links are provided. Additional DVDs available on loan. There is an email forum of graduates and celebrants, and email and telephone assistance. We have developed and are developing a number of low cost mechanisms for mutual assistance for our students so that we can keep fees down, but still give the maximum interest and assistance. These include conferences and seminars, a student liaison person, local coffee shop and evening meal meetings, There is a student and graduates association. We assist students to observe experienced celebrants on a short term basis according to proper protocols before they officiate on their own.

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The competent Celebrant must have that blend of knowledge, attitude and skills, which enable him or her to create, in collaboration with clients, ceremonies of power and effectiveness. Celebrations are the signposts of every person's life. They are moments that are often a significant mark in a larger community.

Our Courses in Celebrancy are devised by experienced and aware Celebrants. It is educationally underpinned by our consultant and Board Chairman, **Professor Michael Parer**, an acknowledged world authority in Distance Education. We have had detailed input from **Ms Terese Archibald**, experienced consultant in competency based training. **Dr Wendy Attwater** and the late **Mr Con Lowell**, of our original Registered Training Organisation, were very knowledgeable trainers who developed clear nationally based protocols for our courses.

The Dean of Studies, **Dr Chris Watson**, has studied and lectured in Universities in Canada, the United Kingdom, and Australia.

Dally Messenger, the Principal, is an experienced teacher and university lecturer with three tertiary qualifications in education. He has been a civil celebrant for over 35 years since the establishment of civil celebrancy by Lionel Murphy in 1973.

Jane Day, a prominent speech and voice coach and an accomplished celebrant, has written several published books, which are used in our courses.

Yvonne Werner is an excellent teacher, celebrant and manager of the Celebrants Centre in East Melbourne. **Diane Storey** is an outstanding marriage celebrant and a pioneer funeral celebrant of extraordinary reputation.

Remi Barclay Messenger, Trainer and Assessor, comes from years of program design and teaching in America at schools including New York and Rutgers Universities. Dr Watson, Mr. Messenger and Remi Messenger also have their required *Certificate IV in Assessment and Workplace Training* as well as being active celebrants.

Our course offers you an opportunity to contribute to a new and exciting era for our culture, one where high quality, personalised and dignified ceremonies are available to all.

Sincerely,

Dally and Remi Messenger

www.celebrancy.com or www.collegeofcelebrancy.edu.au

Important Notice - for those who wish to apply to the Attorney-General of Australia to become Authorised Marriage Celebrants: completion of the course does not guarantee authorisation. The applicant must then apply to the Department. You can find information about the application process directly from the Attorney-General's Department, Marriage Celebrants Program in Canberra by phone 02 6234 4800 or go to the internet: www.ag.gov.au/celebrants . The Department warns all students that it is very difficult - due to the high numbers of celebrants - to expect to earn a living from celebrancy.

Summary descriptions of the Units and Elements within the Certificate IV in Celebrancy: ***

***Every student must select 13 units for this qualification. The first 13 described below will qualify you to apply to become an authorised marriage celebrant as well as giving you training to become a funeral celebrant.



International College of Celebrancy

Registered Training Organisation No 21767

Certificate IV in Celebrancy

Compulsory units

1-CHCADMIN305D Work within the administration protocols of the organisation

Description

Work within the administration protocols of the organisation? What organisation, you may well ask?

Let us make a decision here so that we understand what this Unit of Competency is all about. The organisation is your own business as, let us say, a Marriage and Funeral Celebrant.

As you have serious responsibilities to the community, to the culture and the law you have to operate under certain “protocols”. To put it another way, you must have certain systems in place to run your business effectively and responsibly. So this Unit of Competency is about general principles of administration. You have to keep certain records for Taxation purposes - you must also safely keep documents for Income Tax and GST purposes. As a Marriage Celebrant you are also required to keep strict records - some for at least seven years. When clients entrust you temporarily with important documents you must file them efficiently so that you can find them them and retrieve them when needed. You must file them securely so that their privacy is protected.

Taxation, Privacy, Marriage, Copyright, Statutory Declarations, Trade Practices, Discrimination, Insurance and other laws demand that you observe certain protocols and demands that put in place systems which work for you i.e for your protection and that of your clients. You also need to know about insurance (public liability, professional indemnity, accident

and other), professional association membership, occupational health and Safety (OHS) and continuing professional development (OPD).

You also need to avoid conflict of interest, if you are involved in other businesses or employment which might compromise your celebrancy practice. Sometimes more important even than the law, are the demands of morality and ethics. For example, you are morally bound to turn up punctually and before time for a rehearsal or a marriage ceremony, which you have booked with a couple. You may not break the law as such if you are late or forget a rehearsal, but it is not moral to treat responsibilities in a cavalier and careless way. So you must keep an efficient diary and a backup and reminder systems if your procedures could fail.

Humanum est errare. It is human to make mistakes. But good systems are there to avoid harmful mistakes. So this unit is to communicate good principles of administration and the necessity of administrative awareness.

Elements:

1. Complete workplace forms and documents -
2. Store and maintain organisation information.
3. Use and maintain equipment and machines.
4. Manage inquiries in accordance with organisation policy and protocol.

2-CHCCEL401A Work effectively in a celebrancy role

Description

This promises to be the most enriching of the thirteen units of competency in this Certificate IV Course. Why? Because it is about celebrancy!

Celebrancy in itself is about adding to the sum total of human happiness by enriching human lives through ceremony. It is about culture. Civil Celebrancy is the adjustment we are making from a culture dominated by religion to a culture which draws on, draws strength from, the values held by the general community.

It involves the understanding and awareness of cultural rights, multicultural contributions, and the place of the visual and performing arts in the culture and in ceremonies as the markers and milestones of the culture. There is hardly an art form that does not find its expression in ceremony - dance-choreography, music, song, poetry in a special way, prose and symbolism.

As place is important in ceremony - the visual arts of architecture, interior design, and landscape gardening. And when one thinks about it - fashion design, dressmaking, hairdressing, the “beauty” arts - photography and videography.

What is a celebrant? What are the origins of civil celebrancy? What is the unique task of the celebrant?

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We will study the structure of the ceremony of the Inauguration of President Obama? We examine the question - why did he and we need a ceremony? Why did not he, once elected, simply go to his desk in the Oval Office and start work?

Why is it that the federal government does not mind gay persons registering their relationships but draws the line at gay people having a ceremony?

What do ceremonies do? For the community? For the society? For individual people? Finally we will discuss how a ceremony should be planned, rehearsed and delivered.

Elements:

1. Work within the role of the celebrant.
 2. Plan ceremony.
 3. Organise ceremony.
 4. Perform public or private ceremony.
 5. Undertake administration relevant to celebrancy work.
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3-CHCCEL406A Identify and address client needs in a Celebrancy role

Description

The celebrant task requires a number of personal skills. Some of these can be learned, and if you have them already, they can be clarified and strengthened in this context.

There are some obvious attitudes and mechanisms, which are essential to understanding client needs. These include gathering resources of literature and ritual for a wide range of clients and ceremonial options.

The most obvious in a multicultural society is for the celebrant to get clear that people think differently and have different values to the ones she possibly has. A knowledge of the main religious, non-religious, spiritual, secular-spiritual, political and socio-economic streams that make up our culture. So a lot has to do with a knowledge of, an understanding of, and a respect for the values and life styles of others. It involves open mindedness, flexibility and tolerance.

Sensitivity to these needs will result in ceremonies that mean much more to the client, and are authentic and relevant.

Elements:

1. Establish and maintain client relationships.
2. Clarify client needs
3. Match services to client needs

4-CHCCOM403A Use targeted communication skills to build relationships

Description

The key to effective communication skills in this context is Listening Skills. We will discuss the idea of “kaizen” (Japanese for continuous improvement-- slow, incremental but constant) and David Oldfield of Washington DC on the definition of celebrant as the Professional Listener.

It also involves getting through to the person who is a limited or poor communicator and eliciting necessary information.

It also means observation skills - how a home is decorated, what objects are displayed, what books are on the shelf, what CDs and DVDs are in the collection, how the people dress can communicate the sub-culture, level of education and life style of the client. What sort of computers, what software is used is also a pointer. The celebrant knows what resources to suggest and what information may be helpful.

As most people are getting married for the first time (or even the second!) the celebrant has to explain many factors which to her may be obvious but about which the client may have no awareness. Judging what information, what details and what resources will be helpful to the client is an important aspect of communication in this context.

Elements:

1. Communicate effectively with clients and staff
 2. Contribute to the implementation of effective communication strategies
 3. Use specific communication techniques to maintain constructive interaction
 4. Facilitate discussions
 5. Identify communication strategies to build relationships with clients who are involuntary or present communication challenges
-

5-CHCCS400A Work within a relevant legal and ethical framework

Description

The relevant Legal framework has been touched on in CHCADMIN305D and marriage law will be treated in detail in CHCCEL402A. In this Unit of Competency we will discuss the difference between Statute and common law, and between an Act of Parliament and the Regulations made under it. Then there follows the question of interpretations of the law on which opinions may differ.

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The most important issues, of which we aim to make the student aware, and which are so much needed in our capitalist society, are the obligations of morality and ethics.

This is where professional associations, which operate under a Code of Ethics and a Standard of Service, can be very helpful. The Code of Practice for celebrants which is a document with the force of Law in the Marriage Regulations also indicate the morality and ethics which should characterise the attitudes of the responsible and professional celebrant.

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The most obvious moral obligation of the celebrant is not to be diverted from her central task – the co-creation of the very best possible ceremony that she can do, in the circumstances.

Elements

1. Demonstrate an understanding of legislation and common law relevant to work role
2. Follow identified policies and practices
3. Work ethically
4. Recognise and respond when client rights and interests are not being protected

Compulsory Electives required for Marriage Celebrancy

The following four electives - 6, 7, 8, 9 - are required to apply for registration as a marriage celebrant with the Australian Attorney-General's Department.

6-CHCCEL402A Establish and maintain knowledge of legal responsibilities of a marriage celebrant (Note pre-requisite: CHCCEL401A)

Description

This is demanding Unit of Competency which requires that the celebrant have a knowledge of those parts of the Marriage Act 1961 and the Marriage Regulations 1963 which are relevant to her role as a civil celebrant (or a clergy person). It also requires that the celebrant knows the current interpretations of how these operate in practice.

A thorough knowledge of how these laws, regulations and procedures operate for most marriages is basic.

Elements

1. *Address legal requirements to work as a marriage celebrant*
2. *Demonstrate understanding of provisions of the Marriage Act 1961 and Marriage Regulations 1963 regarding marriage in Australia*

7-CHCCEL403A Develop an effective relationship with a marrying couple

Description

Communication is basic in the celebrant-couple relationship. The bride and groom need to feel “comfortable” with their celebrant. The need to be assured that she will listen, that she will suggest possibilities for their ceremony. That she will be a knowledgeable resource person. That she will be reassuring and open to communication.

This Unit will seek to enhance the natural qualities of your personality so that you improve your understanding and your knowledge to connect with your clients. You will also be supported to develop methods, forms, techniques and material to elicit the personal stories and language from the couple to build the ceremony content.

It is important also that you devise mechanisms for feedback so that you can learn from them and constantly, by Kaizen, improve your own skills and performance.

Elements

1. Communicate effectively with a marrying couple
2. Address issues and problems in relating to a marrying couple
3. Provide information about family relationship services
4. Discuss administrative issues with the couple
5. Seek feedback from the marrying couple

8- CHCCEL404A Plan a marriage ceremony in line with legal requirements (Note pre-requisite: CHCCEL402A)

Description

A good wedding does not happen by fluke. It consists of careful planning and attention to hundreds of details. The metaphor to consider in all the College of Celebrancy courses is the TV series “Grand Designs” - a BBC program shown on the ABC. The series depicts accounts of couples who wish to build their dream home. To do so, they employ an architect. Together the professional and the amateurs “create” the house. The architect respects their ideas and advises them what will work, and what won’t, what’s necessary legally and for the safety and strength of their home. He gives his best advice and guidance. It is similar with a professional celebrant and her clients. She might be called the architect of the ceremony and TOGETHER they co-create the ceremony. We will seek to prepare the celebrant/ student to be aware of all these details and how to become competent in this collaborative dynamic.

This unit will cover the legal procedures and routines that unfold in the preparation for all

marriage ceremonies, including initial paperwork, and necessary language within the ceremony. It also considers issues of insurance and various arrangement/agreement forms.

Elements

1. Address legal requirements to work as a marriage celebrant
 2. Prepare for marriage ceremony in line with legal requirements
 3. Assist couple to plan a marriage ceremony in line with legal requirements
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9-CHCCEL405A Conduct and review a marriage ceremony in line with legal requirements. (Note pre-requisite: CHCCEL402A)

Description

The Preparation is done. The legal and administrative procedures are all in place. The day of the wedding dawns. What preparation, what logistics must be in place? About what contingencies should the celebrant be aware? How does the weather play a part in what may happen? What should be ready at the place of the wedding? How does the celebrant ensure that the ceremony goes smoothly? What habits of experienced celebrants have served them well in many situations such as double checking all procedures, papers, names and signatures at the appropriate time in the process?

What is the experience of the ceremony - for the couple, the families, the guests and the celebrant? What skills are necessary to be effective during the ceremony and be able to respond to the unexpected?

After the ceremony is over, how can the celebrant find out what really went well and what didn't? What are her blind spots? What might be the danger of praise? Opportunities for honest de-briefing and feedback.

Elements

1. Address legal requirements to work as a marriage celebrant
 2. Finalise arrangements for marriage ceremony
 3. Conduct ceremony
 4. Follow up and review ceremony
-

Other relevant electives

The following grouping of relevant electives is provided to facilitate selection.

Funeral Celebrancy

10- CHCCS426A Provide support and care relating to loss and grief

Description

This Unit of Competency will be coloured by the conviction that the best support for persons who have lost a loved person is to do the best job possible of the Funeral Ceremony.

The first course for celebrants was in Funeral Celebrancy about 1990. Wonderful celebrants like Diane Storey, Brian and Tina McInerney, Kathleen Hurley, Rick Barclay and Beverley Silvius pioneered. The College of Celebrancy, established in 1995, was built on this foundation.

The feedback over the years is clear that one of the most helpful sources of knowledge and inspiration in this area is the small classic text - *Coping with Grief* by Mal McKissock. This will be the main source.

McKissock discusses, inter alia, “normal Grief”, anniversaries, physical and emotional reactions, the Funeral, children, gender differences, sexuality, and the possible consequences of bereavement.

How the grief of client families impacts on the celebrant will be covered by other articles and interviews.

Elements

1. Identify effects and impact of loss and features of grief
2. Engage empathically with people who are living with loss
3. Provide support for individuals who are grieving and identify potential for healing and growth
4. Identify, inform and refer to appropriate grief and bereavement care services and resources
5. Identify and recognise risks associated with grief and bereavement support
6. Access appropriate supervision and debriefing
7. Review and evaluate grief and bereavement support provided.

11- SIFFNL003A Arrange funerals

Description

There is no short cut to a good Funeral. The key to a successful meaningful Funeral which comforts the bereaved is **preparation**. Listening skills once again is the basic attitude and expertise that the Funeral Celebrant must possess. Good systems, worked out by the best celebrants over the years will be communicated to the student by various written and audio methods.

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It is difficult area to observe i.e. “shadow” a professional celebrant in the preparation process, but sometimes we can achieve it.

An essential part of any and every funeral is the **checking process**. One word wrong, one fact wrong can so distress people that all your other work is negated. It is a “no mistakes allowed” process.

Elements

1. Identify funeral needs
 2. Arrange funeral
 3. Review and finalise funeral arrangements.
-

12- SIFFNL009A Plan and conduct a funeral ceremony

Description

Once the Funeral Ceremony has been planned, checked and finalised with the family, the celebrant then concentrates on making sure it is delivered properly. Sometimes, especially if it a large funeral, a rehearsal is necessary. Music and volume levels have to be worked out with an assistant or the Funeral Director. If there are eulogists , readers and singers, they have to be organised. Portable PA systems may be necessary if there is a grave side service. Other microphone and sound systems need to checked out also. Liaison with the Funeral Director is essential.

Elements

1. Plan funeral ceremony.
 2. Prepare ceremonial address
 3. Perform funeral ceremony
 4. Review funeral ceremony.
-

13- SIFIND001A Work effectively in the funeral services industry

1. Develop funeral services knowledge and skills
 2. Identify and comply with workplace requirements.
 3. Work effectively with others.
-

We are Developing Units of Competency from the Following List of official electives from the NTIS:

Students who do not wish to study Funeral Celebrancy (or Marriage Celebrancy) may study from this list. In many cases, students with appropriate qualifications can apply for RPL

Writing and performance

- 14 - CUFWRT301A Write content for a range of media
- 15 - CUSMPF04A Prepare self for performance

Culturally aware and respectful practice

- 16- HLTHIR403B Work effectively with culturally diverse clients and co-workers
- 17 - HLTHIR404B Work effectively with Aboriginal and/or Torres Strait Islander people

Business services

- 18 - BSBCMM401A Make a presentation
- 19 - BSBFIA402A Report on financial activity
- 20 - BSBITS401A Maintain business technology
- 21 - BSBMKG413A Promote products and services
- 22 - BSBREL401A Establish networks
- 23 - BSBREL402A Build client relationships and business networks
- 24 - BSBSMB301A Investigate micro business opportunities
- 25 - BSBSMB303A Organise finances for the micro business
- 26 - BSBSMB304A Determine resource requirements for the micro business
- 27 - BSBSMB305A Comply with regulatory, taxation and insurance requirements for the micro business
- 28 - BSBSMB306A Plan a home based business
- 29 - BSBSMB307A Set up information and communications technology for the micro business
- 30 - BSBSMB401A Establish legal and risk management requirements of small business
- 31 - BSBSMB403A Market the small business
- 32 - BSBSMB405A Monitor and manage small business operations
- 33 - BSBSMB406A Manage small business finances
- 34 - BSBWOR404A Develop work priorities
- 35 - SITXICT001A Build and launch a website for small business

Community services

- 36 - CHCCOM504A Develop, implement and promote effective workplace communication
- 37 - CHCCS411A Work effectively in the community sector
- 38 - CHCCS426A Provide support and care relating to loss and grief
- 39 - CHCDIS302A Maintain an environment to empower people with disabilities
- 40 - CHCGROUP403D Plan and conduct group activities
- 41 - CHCGROUP410B Deliver a structured program
- 42 - CHCLD315A Recognise stages of lifespan development
- 43 - CHCORG428A Reflect on and improve own professional practice
- 44 - CHCPAS401A Undertake pastoral care work

Provided

Texts, CDs, and DVDs are physically provided.

A few sources (not many) may be provided electronically - as PDFs or Movies - some students may prefer this for searchable purposes. Some very few sources will be web addresses.

Certificates and Graduation – Diplomas

Certificates of Completion will be issued on Completion of all 13 Units for Certificate IV. Completion of each individual unit will be acknowledged by the Dean of Studies.

Every two years or so the College holds Graduation Ceremonies.

Graduates of the Certificate IV Course are invited to undertake further study with the College’s Diploma Courses.

Testimonials and Reflections on the ICC Course of Training for Celebrant Ceremonies

We have hundreds of these! Here are a few.

I believe we have the best course of study out there. It is magic.

Lynnette Shell

One of the things I have appreciated in both units studied to this point is that the study notes offer much more than being just study notes. They are real articles and support materials which should be kept for future reference. There is a great deal of valuable information which can assist the new Celebrant in the construction of his/her first funeral ceremonies.

David Glover

Thanks a million for your comments. I have thoroughly enjoyed all my studies with the College and am most grateful to you for all your positive comments throughout. Since I wrote to you last I have facilitated two funerals and they were a great "success". I got some really good comments from the families and the Funeral Director involved which has given me a wonderful boost. One of the family members asked me how many years I had been taking funerals. I didn't have the heart to tell them this was my first ceremony!! . So you can probably see what "you lot" have done to me!!! Made me take a whole new direction in my life for which I am very grateful.

Rondel Freeman

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I am enjoying the course SO much -

Veronica Pappas

The course work has also been a marvel in the fact that it has really taught me about the origins of rites-of-passage and how through ceremony it is truly expressed. I think the writers or the ritual makers, as they describe themselves, write in a passionate way that is very contagious. Indeed. I can honestly say that everything I've learned in the reading materials of Module 1 I have used over and over again. It is truly an organically efficient course.

Charlotte Eulette

Notwithstanding the personal circumstances that made the completion of this unit of study very difficult, I have found the unit to be of great personal benefit to me and not just from the funeral celebrancy perspective. I have learned as much from the "hidden curriculum" inherent in the unit as I have from the formal unit requirements. I also suspect that I am just starting to discover some of the politics that surround the funeral industry.

David Glover

. . . as for Module 1, I have found it to be challenging, rewarding, and inspirational.

Steve Mason

It is a thrill to read words from my peers, and soon to be associates, which speak of sacredness, spirituality, compassion, professionalism, due care, human need and sincerity. Yes, I am in the right place.

Johnny Mackay

I am enjoying the course very much!
Thank you again for your helpful advice.

Lana James

Here I go again - THANK YOU!!
I will certainly be undertaking the Diploma and look forward to making contact with the office to arrange it. I have been so impressed with everything the College has done from the very first enquiring phone call that was so informative, supportive and caring.

Sandra Carvalho

on Jane Day! (Ceremonial Public Speaking Assessment and Test)

Ceremonial Public Speaking is a little gem. I have had many books in my life devoted to voice training (and many lessons) and this book sits high among them. But my pleasure in and understanding of the book was triple fold after I had had a session with Jane Day and heard her, felt her presence, and been guided by her succinct and incisive tutoring.

Her instruction is clear as to what we, as celebrants have to achieve in delivering a complete, comprehensive, uplifting and satisfying ceremony to our clients. The medium is the message! Her guide to pitfalls and 'do nots' is always marked by her generosity of spirit and with her sharing of her experience.

I learnt so much about bringing the message off the page and to allow for the audience to

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have their listening time. I know this as an actor and, more importantly, as a stand-up comedienne but I rushed my final assessment and fell into the hole! Use of the voice and the physicality of how to bring the voice out of the body, how to use this instrument to its best advantage are familiar lessons and here again they were well presented, clearly understood. The exercises are good. Her sections on the contact between celebrant and audience, what is our true service here, how do we take focus but not take away the focus, how do we draw them on to a deeper place and yet not mark it so heavily that they can choose to resist.

Creating a spell is how I think Jane works her magic! Reminding us to bring our intelligence to the words, if we don't understand it, why it's there then how can we expect the audience to comprehend it? Rhythm and music; highs and lows; slow moments and then swift, sweeping it all up together, moving it like a river towards its great climax. We are not just delivering information. We are delivering thoughts, feelings and all those emotions of Love that underscore the whole ceremony. I repeat her words here. We must have the three-fold ability: intellectual, technical and emotional if we are to truly serve.

Sue Ingleton

The celebrant (college) candidates spent two days in retreat in the beautiful Catskill mountains in upstate New York at the cabin of our foundation's patron, Gaile Sarma. During this retreat we exchanged personal stories about our backgrounds, our experiences with ceremony, religion and spirituality, and grew closer together as a group. In addition, we reviewed and practiced numerous ceremonies both indoors and outdoors, critiquing each other on our performances and critiquing the substance of the ceremonies.

Cindy Reed

Ceremony is part of human life

There is a vacuum in western society, which challenges secular celebrants throughout the world. This challenge is to encourage and develop a ceremonial and ritualistic cultural framework, which will give meaning and stability to people's lives and contribute to civilised behaviour in society.

Contact information:

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COURSE TITLE: Certificate IV in Celebrancy ORIENTATION FOR STUDENTS

This information should be read in conjunction with the other attached information and the application form at the end. It should be read in conjunction with other relevant information on the website www.celebrancy.com especially “Policies”.

COURSE STRUCTURE AND PROGRAM OF STUDY

This quality course - is provided by Distance Education across Australia and/or Face to Face in Melbourne and Sydney in the form of Unit Guides. There are 13 Units described in the attached document with another 33 electives to be developed over the next months.

Timeframe: 5 weeks are allowed for each Module. However, depending on the amount of time devoted to the course, individual time is variable and that is the beauty and flexibility of Distance Learning.

Assessment is by written answers to questions on material provided, consultation and assessment, and field reports of ceremonies and interviews.

At the end of this course, students must be assessed as competent.

At the end of this course students will be able to:

- ◆ Comply with the Legal Obligations specific to Australian Marriage Celebrants
- ◆ Prepare and Plan for Ceremony in a professional manner.
- ◆ Conduct and Orchestrate a ceremony in a culturally and socially satisfying way.
- ◆ Evaluate, Review and follow through the ceremony in a constructive context.

AVAILABILITY OF LEARNING RESOURCES

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All Textbooks, Books, Tapes / CDs / DVDs are provided with the course. (For remote students, a range of extra Videos (VHS) and DVDs are available on loan.) In some states, we have **breakfast and/or evening/dinner get-togethers** where students, graduates and (whenever possible) staff can interact for mutual support. Students are invited to attorney-general-approved Professional Development Activity sessions (which are for professional Celebrants) and of course, to conferences, seminars and special events.

RECOGNITION OF PRIOR LEARNING

International College of Celebrancy recognises prior learning and experience through its policy of Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and Recognition of the Qualifications issued by other RTOs.

We will ensure that an individual's learning and skills are recognised, irrespective of how or where they have been acquired. Candidates may apply for recognition of their learning and skills by supplying evidence of:

- Previous recognised training undertaken;
- Work and life experiences;
- Non-formally recognised training undertaken

Skills recognition assessments and outcomes will be recorded and relevant qualifications/Statements of Attainment will be issued where applicable.

Students who wish to pursue RPL should obtain information on RPL applications from the Dean of Studies or the Principal of the College. A summary of the procedure is shown:

The cost for the administration and assessment of skills recognition (or partial skills recognition) assessment application is the training fee for the relevant module. (Texts and Learning materials are provided for reference.)

Applications should include all information considered relevant to assessing the application. Candidates could be invited to attend an interview process to discuss the application. Further information/documentation may be requested.

An assessment and verification of the application will be undertaken. Applicants will be notified of the assessment decision. Where applicable, exemptions/credits will be given and recorded, and qualifications/Statements of Attainment issued. Candidates may appeal a decision.

FACILITIES AND EQUIPMENT

As a Distance Education provider, we do not have any physical facilities and equipment available to students for this Unit of Study. We do, however, have a website with helpful sections. There are personnel available for phone & email consultation.

We have administrative offices, from which all our course materials are dispatched. Our main office is the **Celebrants Centre**, PO Box 548, Richmond, Victoria 3121 Australia. (Street Address: F5 / 62 Wellington Parade, East Melbourne 3002. Ph: **03 9419 0460**, Never Busy Fax: **03 9419 0783**. celebrants@netspace.net.au)

Fees and costs

(Registration is a ONCE ONLY fee no matter how the course is paid for)

Paying for the Full Certificate IV up front is

\$250 Registration + \$175 for each Unit = total inc Reg (13 Units) = \$2525

Paying for a block of units

\$250 Registration

+ 5 Compulsory @\$185 for each unit (5 units) = \$925

+ 4 Marriage Celebrant @\$185 for each unit (4 units) = \$740

+ 4 Funeral Celebrant @\$185 for each unit (4 units) = \$740

Pay as you go

\$250 Registration+ \$200 per unit = \$450 (then \$200 per additional unit)

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Policies

The International College of Celebrancy has policies on the following topics which are for Certificate IV in Celebrancy: Anti-Discrimination : Relationships with Others: [Refund](#) Policy: [Grievance](#) Policy and Procedure: [Promotion](#) and Privacy: [Statement](#) on Incomplete Payments and Course Materials: [Trade Practices Act 1974](#)

1. Policy on Anti-Discrimination: Relationships with Others.

International College of Celebrancy (the College) actively supports the principle of equal employment opportunity regardless of race, religion, national origin, sex, age marital status, etc and expects its employees and students to practice and support this principle. International College of Celebrancy policy is to avoid discriminatory practices of any kind and to make staffing and student selection decisions on the basis of individual ability, performance, experience and company requirements.

International College of Celebrancy believes that every individual has the right to dignity and respect. Therefore any personal/sexual harassment is regarded by as totally unacceptable, regardless of the perpetrator. International College of Celebrancy is a Distance Education Course but is committed to maintaining the health and safety of its employees and students when they are at seminars and conferences. Compliance with Occupational Health and Safety laws and company policies is expected by all staff and students at all time. International College of Celebrancy and its Students Customer service is paramount at International College of Celebrancy. If the company is to retain and attract students, we must offer quality products and services that our students perceive are priced fairly to provide value and our staff and trainers must be seen to be experienced, competent and honest. In this regard, International College of Celebrancy requires all its staff to be likewise committed to the company's Code of Conduct and policies.

2. Refund Policy From Dec 1, 2009.

If the International College of Celebrancy cancels or postpones a Distance Education course for any reason we will refund all monies paid for that course unless we can make alternative course arrangements acceptable to the student.

Once a student pays the Registration fee and the fee for one or more units, and has received the Distance Education course materials they are deemed to have started the course and so no refund is payable. If a student pays the course registration and fees for more than one unit and then wishes to cease the study within the five weeks allowed for each module, the College will not refund the fees for the first unit but will refund the amount for all other accredited units paid for, less \$60 per module administration fees.

Unless the course materials are returned in good order and condition an additional \$60 per unit will be withheld. Temporary suspensions of study will be given on application to the Dean of Studies which will preserve the right to a refund.

A student may opt not to receive the materials for units other than the first unit until they have finished the preceding module. In this case a refund for the units for which training materials have not yet been received (less \$60 administration) will be given on notice of cessation of the course.

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The time allowed for each Unit of competency is 5 weeks. No refund will be given if a student withdraws after the 5 weeks allowed for the Unit has commenced unless they have taken advantage of the two exceptions stated above.

The refund will be given to the student within 4 weeks of the notification by the student.

(Cheque Payments - Allow 3 working days for clearance of any cheque. Should a cheque be dishonoured there will be a charge of \$20 + any bank fees payable.)

3. Grievance Policy and Procedure (Complaints)

All prospective students will be provided with have website access to this Grievance Policy and Procedure document .

All disputes or grievances will be handled professionally and confidentially in order to achieve a resolution. All parties will have a clear understanding of the steps involved in the grievance procedure. Students will be provided with details of external authorities they may approach, if required.

All grievances will be managed fairly and equitably and as efficiently as possible. International College of Celebrancy will resolve any grievances fairly and equitably within five (5) working days.

Students may raise any matters of concern relating to training delivery and assessment, the quality of the teaching, student amenities, discrimination, sexual harassment and other issues which may arise.

The policy provides an avenue for most grievances. In some cases alternative measures may be needed. The International College of Celebrancy will encourage the parties to approach a grievance with an open view and to attempt to resolve problems through discussion and conciliation. Where a grievance cannot be resolved through discussion and conciliation, we acknowledge the need for an appropriate external and independent agent to mediate between the parties.

Any substantial complaint will be acted on expeditiously

Grievance Procedure: The grievance procedures relating to the delivery of training and/or the assessment involves the student initiating the following: Discussion with relevant consultant /teacher/trainer about the grievance. If it is unable to be resolved, the grievance can be taken before the Principal. If the grievance is still unresolved, it may be referred in writing to the Grievance Committee made up of the directors of The International College of Celebrancy. If the grievance cannot be resolved internally, the College will advise the student of the appropriate body where he/she can seek further assistance.

4. Promotion and Privacy

The International College of Celebrancy is owned by Dally Messenger III who has licensed the administration and other responsibilities to Thunderbird Pty Ltd in a written agreement .Dally messenger also owns the Celebrants Centre based in Richmond, Victoria Australia. One of the objects of the College and of the Centre is to publicise their students and clients as broadly as possible. We make normal contact details available to anyone who wants them as a means of promotion. Obviously private details such as Credit Card numbers are kept on a password protected Database, controlled by select staff, and are passed on to no one under any circumstances without the client's permission. We only hold that information which clients and students have provided us on application forms. That information can be recalled or changed on request.

5. Statement on Incomplete Payment and Course Materials.

1. In cases where College course materials have been sent on the basis of a deposit, College staff are not expected to provide further services relating to the Unit until the payment for that Unit has been completed.
2. In no circumstances will any documents such as Diplomas or Statements of Attainment be issued until all fees have been paid.
3. If the cost of the Unit has increased between the issue of the Module and completion of payment, the student has a three-month period of grace before the additional cost is added to what is owed. Having made that extra payment, they would be entitled to whatever upgraded materials have been added in the meantime.
4. Where a major updates of materials occur, students can expect a free upgrade if they enrolled within the previous 6 months. If they return to the course later than this they will be expected to pay for updated materials at the discretion of the Registrar.

Are there Due Dates?

We understand that students have many demands on their time and may need longer so the College adjusts its expectations accordingly. The College has not set timetables for submission of individual items within each unit of study. If students have to stop their studies for a period of time, or have any concerns over time, they should contact the Dean of Studies. The College does not consider it

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appropriate to pursue adult students over late work, but staff members are freely available to discuss difficulties. The College sees its students as "self-starters" and able to manage their own time. Fees for uncompleted Modules are not refundable.

Once registered you will receive a Unit Guide, source material and assessment requirements. The College will provide the basic minimum source material for the course for which you have registered, and search questions and/or assignments required for assessment. Full details and phone assistance will be available to you.

International College of Celebrancy

ENROLMENT FORM (Certificate IV in Celebrancy only)

Student Details

Title: Mr / Mrs / Miss / Ms / Other _____ Surname: _____

First Name: _____ Preferred Name: _____

Address (number & street): _____

Suburb: _____ State _____ Post Code: _____

Telephone: H (-) _____ W (-) _____ Fax (-) _____

Mobile: _____ Email: _____

Web-page (if any): _____ Skype (if any): _____

Gender: Male Female Date of Birth ____/____/____

May we share your contact details with other students ---- Yes No

Would you like to be part of the College-based e-mail group? ---- Yes No

Optional questions:

In what country were you born? _____?

Do you speak a language other than English? _____

Applicants must also provide a **250 word statement (approx.)** saying why they would like to be a celebrant. As well as giving us some background, this fulfils the government requirement of an English comprehension test. Please attach it to this Enrolment Form.

In applying for registration you agree to fulfil the assessment requirements with the utmost honesty and good faith – it must be your own work. You agree to abide by any decisions, assessments or rules as decided by the **College**.

Declaration

I declare that to the best of my knowledge and belief, the information contained on this form is correct and complete.

_____/_____/_____
Signature Date

Payment by Direct Deposit into our Bank Account (Surname in Reference Box– please email us that you have done so) **is preferred**. You may also pay by **Cheque (also preferred)** or Credit Card.

Continued overleaf

You can send your Visa / Mastercard (Amex) number by mail or, if you prefer, Fax it to 61-3-9419 0783 (03 9419 0783).

Certificate IV in Celebrancy only: Registration; \$250 +\$175 per Unit if you are paying for 13 units, \$185 per Unit if you are paying for a block of 4 or 5 Units, \$200 per unit if you are paying for one at a time. Please Tick or circle – see enquirers pack and elsewhere.

Compulsory Units	Compulsory	Funeral Units	Other Units
CHCADMIN305D	Marriage	CHCCS426A	_____
CHCEL401A	CHCEL402A	SIFFNL003A	_____
CHCEL406A	CHCEL403A	SIFFNL009A	_____
CHCOM403A	CHCEL404A	SIFIND001A	_____
CHCCS400A	CHCEL405A		

1. Direct payment into our ANZ Bank Ac – Thunderbird Computing Pty Ltd:
BSB: 013412 Ac: 496142319

Date Deposited. First Word–Reference Panel Amount \$
OR

2. Cheque enclosed for \$..... to *Thunderbird P/L*
OR

3. Credit Card. I authorise deduction from Visa / Mastercard Card No (Amex also available)

Card Number: Expiry date

Total amount: Signature (if posted):

**Refund Policy see celebrancy.com and/or enquirers pack:
 Especially re Refund**

Post to: The Registrar, Box 548, Richmond 3121 Victoria Australia

celebrants@netspace.net.au

Fax: 03 9419 0783 – Phone: 03 9419 0460

<p>Questions? Diane Storey 0417 106 275 pamir@bigpond.com</p>
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