



Australian Government

Attorney-General's Department

# Marriage Celebrants Programme

March 2016

## Certificate IV in Celebrancy – Registrar's requirements for marriage celebrancy units

People wishing to apply to become a Commonwealth-registered marriage celebrant must have completed the [Certificate IV in Celebrancy](#) awarded by a registered training organisation (RTO) or an equivalent university qualification.

The Certificate IV in Celebrancy must include the marriage units specifically developed for marriage celebrancy. These units are fundamental to the legal obligations of a celebrant solemnising a marriage.

A revised Certificate IV in Celebrancy was endorsed by the Australian Industry and Skills Committee in December 2015. The Certificate IV now includes three marriage units (rather than the previous four units). RTOs have 18 months to update to the revised qualification. Further information about transitioning to the revised Certificate IV is on the Australian Skills Quality Authority [website](#). For the purposes of registration as a marriage celebrant, the department will continue to recognise both sets of units.

### Marriage celebrancy units – endorsed for delivery from December 2015

CHCCEL005 – Establish and maintain marriage celebrancy practice

CHCCEL006 – Interview clients and plan marriage ceremonies

CHCCEL007 – Prepare for, present, and evaluate marriage ceremonies

### Previous Marriage celebrancy units

CHCCEL402A – Establish and maintain knowledge of legal responsibilities of a marriage celebrant

CHCCEL403A – Develop an effective relationship with a marrying couple

CHCCEL404A – Plan a marriage ceremony in line with legal requirements

CHCCEL405A – Conduct and review a marriage ceremony in line with legal requirements

### RTOs providing the Certificate IV in Celebrancy

Registered training organisations must deliver the Certificate IV in Celebrancy in accordance with the packaging rules set in the [Community Services Training Package](#). The Registrar of Marriage Celebrants has

additional requirements that apply to the delivery of the marriage celebrancy units. These are set out in the [Marriage \(Celebrancy qualifications or skills\) Determination 2009](#) and are summarised below.

### **Trainer requirements – qualifications, skills, training and experience**

The requirements for trainers delivering the marriage celebrancy units apply at the commencement of delivery of each of the marriage celebrancy units. The requirements are:

- has been registered for at least three years as a marriage celebrant
- has complied with their professional development obligations
- has been found satisfactory at their most recent performance review
- has conducted at least three marriage ceremonies during the two years immediately before delivering any of the marriage units, and
- is not subject to any disciplinary measures imposed by the Registrar during the 24 months immediately before the day that the delivery of the unit/s begins.

Trainers who will deliver training in any of the marriage celebrancy units should satisfy the RTO engaging them that they meet the requirements. A Commonwealth Statutory Declaration for trainers, available at [‘Becoming a marriage celebrant’](#), may be completed and provided to the training organisation for its records.

### **Required materials for trainers**

Trainers must use certain core training materials to deliver the marriage celebrancy units as follows:

- the Marriage Act 1961
- the *Marriage Regulations 1963*
- *Guidelines on the Marriage Act 1961 for marriage celebrants*, available at [www.ag.gov.au/celebrants](http://www.ag.gov.au/celebrants)
- information on the Marriage Celebrants Program at [www.ag.gov.au/celebrants](http://www.ag.gov.au/celebrants)
- the forms approved for paragraphs 119(3)(b) to (e) and (i) of the *Marriage Act 1961* and are available at [www.ag.gov.au/celebrants](http://www.ag.gov.au/celebrants), and
- the forms (if any) approved by the Minister under subsection 119(1) of the *Marriage Act 1961* for the purpose of sections 12, 15, 16, paragraph 39H(4)(a), and subsection 42(5A) of the Marriage Act.

### **Requirements for certificates issued to students**

RTOs should include the following information on the certificates they issue to students:

- the name of the trainer/s of the marriage celebrancy units
- the following statement: ‘Marriage celebrancy units completed for this qualification meet the requirements of the Registrar of Marriage Celebrants, as set out in subregulation 37G(2) of the *Marriage Regulations 1963*’, and
- a transcript of units completed as part of the qualification (including titles and national codes).

## **Equivalent University Qualification**

The term ‘equivalent university qualification’ refers to a ‘celebrancy qualification’ delivered by a university that includes all the units determined by the Registrar of Marriage Celebrants to be necessary for registration and provided in accordance with the *Marriage Regulations 1963*. There is currently one equivalent qualification previously offered by the Monash University – the Graduate Diploma in Civil Ceremonies – with the following units:

APG4729 (formerly CVL4010) – Rites of passage: Culture and celebrating life cycle events

APG4730 (formerly CVL4020) – Life cycle events: Literature, music and life stories

APG4731 (formerly CVL4030) – Celebrant and client: Legal, ethical and personal issues

APG4732 (formerly CVL4040) – Professional celebration of rites passage

Universities seeking to deliver the equivalent qualification should e-mail the Attorney-General's Department's Marriage Law and Celebrants Section at [marriagecelebrantssection@ag.gov.au](mailto:marriagecelebrantssection@ag.gov.au) or telephone 1800 550 343.