



# Ongoing professional development for Commonwealth-registered marriage celebrants

September 2017

## Application to become an approved provider for 2018-2020

This form should be used to apply to become an approved provider of either compulsory (in years when there is a compulsory activity) or elective activities, or both compulsory and elective activities, for the ongoing professional development (OPD) of Commonwealth-registered marriage celebrants for 2018-2020.

Before completing this form, you should read the Ongoing Professional Development (OPD) Approved Provider Standard Conditions, available on the 'Applications – ongoing professional development for 2018-2020' page of our website.

**All applicants must complete** sections 1-3 and section 6.

- Applicants seeking approval to deliver the **compulsory** OPD activity must complete section 4.
- Applicants seeking approval to deliver **elective** OPD activities must complete section 5.
- Applicants seeking approval to deliver **both the compulsory and elective** activities must complete both sections 4 and 5.

This form must be completed and submitted in hardcopy or scanned and emailed, together with the relevant attachments. Please attach additional pages if there is insufficient space in this form.

Send completed applications **by cob 5 October 2017** to:

[OPDPanelApplications@ag.gov.au](mailto:OPDPanelApplications@ag.gov.au)

Or

OPD Panel Applications  
Marriage Law and Celebrants Section  
Attorney-General's Department  
Robert Garran Offices  
3 – 5 National Circuit  
BARTON ACT 2600

## Section 1 – Application type

All applicants must complete this section.

Indicate whether you are applying to be an approved provider of:

- Compulsory OPD activities only (you must complete section 1-4 and section 6)
- Elective OPD activities only (you must complete sections 1-3 and sections 5-6)
- Both compulsory and elective OPD activities (you must complete all sections)

## Section 2 – Applicant details

All applicants must complete this section.

Trading Name	
Business Name	
Address	
Australian Business Number	

Contact Person Name	
Position	
Phone Number	
Email	
Alternative Contact Person Name	
Position	
Phone Number	
Email	

## Section 3 – Business processes and policies

All applicants must complete this section.

### 3.1 – Financial and administrative procedures

Attach information about:

- your organisation’s registration, payment, refunds and certification processes
- how you will ensure that celebrants are receiving value for money, and
- how you will ensure that you maintain an accurate record of which celebrants have completed OPD activities with your organisation.

Limit your response to no more than 2 pages.

### 3.2 – Communications and advertising

Attach information about how you will communicate and advertise your services to Commonwealth-registered marriage celebrants, including how you will communicate course outlines and expectations, pricing, availability and schedules.

Limit your response to no more than 2 pages.

### 3.3 – Complaints handling

Attach information about your organisation’s complaints handling procedures.

Limit your response to no more than 2 pages.

## Section 4 – Compulsory OPD activity providers

Applicants seeking approval to deliver the compulsory OPD activity must complete this section.

### 4.1 – Eligibility criteria

To be eligible to be an approved provider of the compulsory OPD activity to Commonwealth-registered marriage celebrants for 2018–2020, you must satisfy at least one of the following requirements. Indicate which you are relying on.

- Your organisation is a registered training organisation with the Certificate IV in Celebrancy in its registration scope.
- Your organisation is a university listed in a [determination](#) made by the Registrar of Marriage Celebrants in accordance with the Marriage Regulations 1963.
- Your organisation is in the process of obtaining the Certificate IV in Celebrancy in its registration scope. \*

\*Your application will be accepted if you do not yet have the Certificate IV in Celebrancy in your registration scope, as long as you are in the process of obtaining this approval from the relevant body. You must have the Certificate IV in Celebrancy in your registration scope before you will be entitled to deliver the compulsory OPD activity to Commonwealth-registered marriage celebrants.

## 4.2 – Qualification of trainers

The compulsory OPD activity must be delivered by appropriately qualified trainers who have the following qualifications, skills, training and experience:

- a) holds a TAE40110 Certificate IV in Training and Assessment (or its successor) or a diploma or higher level qualification in adult education as listed in Items 1 and 2 of Schedule 1 of the [Standards for Registered Training Organisations \(RTOs\) 2015](#), and
- b) relevant vocational competencies at least to the level being delivered; current industry skills directly relevant to the training and assessment being provided; and current knowledge and skills in vocational training and learning that informs their training and assessment.

In your response to this section you should demonstrate that you have appropriately qualified trainers who have the relevant qualifications, skills, training and experience, or the ability to obtain such trainers. Trainers may or may not be Commonwealth-registered marriage celebrants. It is the responsibility of the provider to ensure that the compulsory OPD activity is only delivered by appropriately qualified trainers.

Please attach additional pages if there is insufficient space in this form.

List the names and relevant qualifications of the trainers who you propose will deliver the compulsory OPD activities (if any) to Commonwealth-registered marriage celebrants in 2018–2020. If you do not currently have any appropriately qualified trainers, use the space below to explain how you will obtain them and when. Please attach additional pages if there is insufficient space in this form.

Name of trainer	Relevant skills and qualifications

## 4.3 – Activity development and delivery

The topic of the compulsory OPD activity will be set by the Registrar of Marriage Celebrants in years where there are significant changes to relevant legislation, guidelines or to the Programme. All

Commonwealth-registered marriage celebrants must complete the compulsory activity in those years, unless they have obtained an exemption.

The department will develop the content of the activity and distribute this to approved compulsory OPD providers. Approved providers will be required to develop the content provided by the department into a deliverable form, which it will then deliver to Commonwealth-registered marriage celebrants throughout the year.

**4.3.1** How will you develop the content provided by the department into a deliverable form? Include information about how you will ensure accuracy in your delivery, how you will employ adult learning principles, what types of materials you will develop (both teaching and student materials), and how you will ensure the activity is accessible to celebrants from a wide range of backgrounds and with a range of experience. Please attach additional pages if there is insufficient space in this form.

**4.3.2** How will you deliver compulsory OPD activities to celebrants? Include information about whether you propose to offer activities as face-to-face classes, by distance or through online learning, how you will ensure celebrants receive student materials, and the proposed geographic coverage of your OPD activities. Please attach additional pages if there is insufficient space in this form.

## 4.4 – Pricing

Provide details of your organisation’s proposed fees and charges against each of the service items identified in the table below. The fees and charges should be expressed as a per person cost inclusive of GST, if applicable. Please attach additional pages if there is insufficient space in this form.

	Amount per person		
	Face-to-face delivery of OPD	Distance education (eg. online, by correspondence)	Other (please specify)
Compulsory OPD activity – 2 hours (includes content provided by the department)			
Compulsory OPD activity – 1 hour (includes content provided by the department)			



## Section 5 – Elective OPD activity providers

Applicants seeking approval to deliver elective OPD activities must complete this section.

### 5.1 – Eligibility criteria

If you are applying to be a provider of elective OPD activities you must be a registered training organisation with the relevant subject matter for the OPD activity/s you propose to deliver in your registration scope\* (e.g. if you propose to offer an activity on marketing celebrancy services online, you may have a Graduate Certificate in Digital Marketing in your registration scope). This may or may not include the Certificate IV in Celebrancy.

Does your organisation fulfil these requirements?

Yes

No

Your organisation is in the process of obtaining the relevant qualifications in its registration scope\*

\*Your application will be accepted if you do not yet have the requisite qualifications in your registration scope, as long as you are in the process of obtaining these approvals from the relevant body. You must have the relevant subject matter in your registration scope before you submit any elective activities to the department for approval.

### 5.2 – Qualification of trainers

Elective OPD activities must be delivered by appropriately qualified trainers who have the following qualifications, skills, training and experience:

- a) hold a TAE40110 Certificate IV in Training and Assessment (or its successor) or a diploma or higher level qualification in adult education as listed in Items 1 and 2 of Schedule 1 to the Standards for Registered Training Organisations (RTOs) 2015, and
- b) relevant vocational competencies at least to the level being delivered; current industry skills directly relevant to the training and assessment being provided; and current knowledge and skills in vocational training and learning that informs their training and assessment.

In your response to this section you should demonstrate that you have appropriately qualified trainers who have the relevant qualifications, skills, training and experience, or the ability to obtain such trainers. Trainers may or may not be Commonwealth-registered marriage celebrants. It is the responsibility of the provider to ensure that elective activities are only delivered by appropriately qualified trainers.

Please attach additional pages if there is insufficient space in this form.

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Please list the names and relevant qualifications of the trainers who you propose will be delivering elective OPD activities to Commonwealth-registered marriage celebrants in 2018-2020. If you do not currently have any appropriately qualified trainers, use the space below to explain how you will obtain them and when. Please attach additional pages if there is insufficient space in this form.

Name of trainer	Relevant skills and qualifications

## 5.3 – Activity development and delivery

In assessing your application the department will consider how you develop training activities.

**5.3.1** What process will be employed by your organisation to develop an elective OPD activity? Include information about who you will consult with (if anyone), how you will ensure your activity is relevant to marriage celebrancy, how long you anticipate development of an activity will take, how you will establish the assessment criteria, how you will address adult learning principles, and how you will incorporate feedback from celebrants or other sources.

Please attach additional pages if there is insufficient space in this form.

**5.3.2** How will you ensure the OPD needs of all Commonwealth-registered marriage celebrants are catered for, including celebrants who deliver religious marriage ceremonies on behalf of independent religious organisations and those from culturally and linguistically diverse backgrounds?

Please attach additional pages if there is insufficient space in this form.

**5.3.3** How will you deliver elective OPD activities to celebrants? Include information about whether you propose to offer activities as face-to-face classes, by distance or through online learning, and the proposed geographic coverage of your OPD activities.

Please attach additional pages if there is insufficient space in this form.

**5.3.4** Attach a *Sample elective activity outline* (which is available on the ‘Applications – ongoing professional development for 2018-2020’ page of our website) together with a complete set of activity materials (teaching material and student material) for a sample elective OPD activity that will demonstrate:

- how the proposed activity will assist celebrants keep up to date and informed about changes and issues relevant to their role as a marriage celebrant
- how the proposed activity will assist celebrants broaden their skills, improve their practices, enhance and refine their work as a practitioner and improve their confidence and personal fulfilment as a marriage celebrant
- how the proposed activity will build and strengthen networks to support and mentor each other and share ideas and experiences as a marriage celebrant
- how the proposed activity will be delivered to celebrants, and
- how the proposed activity addresses key adult learning principles.

## 5.4 – Pricing

Provide details of your organisation’s proposed fees and charges against each of the service items identified in the table below. The fees and charges should be expressed as a per person cost, inclusive of GST if applicable. Please attach additional pages if there is insufficient space in this form.

	Amount per person		
	Face-to-face delivery of OPD	Distance education (eg. online, by correspondence)	Other (please specify)
1 hour elective			
1.5 hour elective			
2 hour elective			
3 hour elective			
4 hour elective			
*5 hour elective			

\* Celebrants are required to complete five hours of OPD each calendar year. From 2018, a compulsory activity will only be required where there are significant changes to relevant legislation, guidelines or to the Programme. In years where there is no compulsory activity, providers of elective activities will be required to deliver elective activities that are up to five hours duration.

## Section 6 – Declaration

All applicants must complete this section.

This declaration must be completed by the Chief Executive Officer / Director of the company or organisation or for other entities the principal partner of the business. This declaration is made as a formal undertaking to the Australian Government represented by the Attorney-General’s Department (the department).

Please print and complete by hand. Once signed, this may be scanned and submitted electronically.

I, \_\_\_\_\_  
(name)

of \_\_\_\_\_  
(legal entity)

certify that the information provided in and with this application form is complete, true and accurate.

I agree that the provider applying for approval in this application will, if successful in this application:

- advise the department of material changes to the details contained in this form
- abide by the statements made in this form
- comply with the Ongoing Professional Development (OPD) Approved Provider Standard Conditions 2018–2020 including relevant reporting obligations to the department, and
- ensure its staff are fully informed of the requirements as set out in the Ongoing Professional Development (OPD) Approved Provider Standard Conditions 2018–2020.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position / Title