



Ongoing professional development for Commonwealth-registered marriage celebrants

September 2017

Sample elective activity outline

This outline should be used to submit a sample elective OPD activity with your application to become an approved OPD provider for 2018–2020. Refer to 5.3.4 of the Application for the OPD Objectives and Principles.

This outline must be completed and submitted in hardcopy or scanned and emailed, together with your application to become an approved OPD provider for 2018–2020. Please attach additional pages if there is insufficient space in this form.

Applicant details

Organisation name	
Contact person name	
Position	
Phone number	
Email	
Alternative contact person name	
Position	
Phone number	
Email	

Sample Elective Activity Outline

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

Activity name	
Duration	
Delivery mode	
Learning outcomes	
<p><i>Provide the outcomes participants can expect to achieve upon completion of this activity</i></p>	
Trainers	
<p><i>Provide the names of each proposed trainer who will deliver this activity. Include celebrant registration numbers if applicable.</i></p>	
<p><i>[When completing this item you must ensure that the trainer/s you nominate to deliver this course are appropriately qualified*. It is the responsibility of the provider to ensure that OPD activities are only delivered by appropriately qualified trainers.]</i></p>	
<p><i>*An appropriately qualified trainer is one who 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 to the Standards for Registered Training Organisations (RTOs) 2015, and has 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.</i></p>	

Assessments

Provide information on how the activity will be assessed (e.g. written test, group work, class participation)

Provide a brief description of the topics that will be covered in this activity. Limit your response to 200 words

If the activity will include content on the Marriage Act 1961, the Marriage Regulations 1963, or any document published by the Attorney-General's Department (such as the 'Guidelines on the Marriage Act 1961 for marriage celebrants', the 'Conflict of interest and benefit to business for Commonwealth-registered marriage celebrants guidelines' or the 'Guidelines on advertising for Commonwealth-registered marriage celebrants') please indicate this here and attach the relevant course material and teaching notes.

Note: The department recently conducted a conflict of interest and benefit to business consultation and survey. The consultation period closed on 13 January 2017. The current policy on conflict of interest and benefit to business remains in place, pending the outcome of that review process.

Agenda

Provide an indicative agenda for the course eg. for a 90 minute elective activity:

10 mins – introduction

30 mins – topic 1

20 mins – topic 2

20 mins – group discussion & assessment

10 mins – conclusion and wrap up