



Marriage Celebrants Programme

July 2019

Application for approval of conference to count as OPD

Section 1 – General information

1.1 Who should use this application form?

This form is for conference organisers who wish to apply to the Registrar of Marriage Celebrants (the Registrar) for their celebrant association or network conference to count as ongoing professional development (OPD) for Commonwealth-registered marriage celebrants.

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

Mark box with a tick or cross to confirm:

- I am applying on behalf of a celebrant association or network.

1.2 What is a celebrant conference?

A conference is a meeting of professionals in a given subject or profession. The Registrar will only consider a conference for OPD if it is a face to face activity where celebrants are physically present at one specific location with at least 15 attendees at each conference.

The conference I am applying to have count as OPD is going to be held:

Select as appropriate:

- Once in the relevant OPD year
 Twice in the relevant OPD year, or
 More than twice in the relevant OPD year. The conference will be held _____ times in the relevant year.

*Further information about the anticipated number of attendees is in section 3.1 of this application form.

1.3 How to apply?

Applications must be made using this form, including the declaration which must be signed by the head of the marriage celebrant association or network holding the conference.

1.4 When must the application be made by?

An application for a conference must be made by the end of the calendar year immediately preceding the year in which the conference is intended to count as OPD. The department will advise the outcome of the application by the end of January in the following year.

Section 2 – Application details

Name of celebrant association or network	
Contact person	
Position	
Phone number	
Email address	
Alternative contact person	
Position	
Phone number	
Email address	

Section 3 – Conference details

3.1 Conference details

Proposed time/s and date/s of conference	<i>(list all times and dates for conference – attach additional pages if insufficient space)</i>
Proposed location/s of conference	<i>(include venue/s and full address/es – attach additional pages if insufficient space)</i>
Hours of OPD credit sought	<i>(A conference can count for up to five hours OPD when there is no compulsory activity or up to five hours minus the duration of the compulsory activity in years where there is a compulsory activity. Only members of the approved OPD panel can deliver the compulsory activity. Only when the conference has been approved to count as OPD can the conference organisers indicate in their advertising that the conference is an approved OPD activity for the particular OPD year.)</i>
Anticipated number of attendees	<i>(Minimum 15 attendees; if at the time of completing this application it is not known how many marriage celebrants will attend the conference, please provide the anticipated estimated number of attendees based on, for example, previous years' attendance or as a proportion of membership of the celebrant association, network or other relevant body holding the conference. For example, expressed as a percentage of members that usually attend the conference.)</i>

3.2 How will your conference link to the particular role of a marriage celebrant?

(Provide details about how your conference will link to the particular role of a marriage celebrant. Attach additional pages if insufficient space.)

3.3 Proposed agenda

Attach the proposed agenda for the conference. Include details about the topics covered by any presentations or guest speakers. Adult learning principles are included as part of the OPD objectives and principles (see Section 4 below). It is recommended that celebrant associations and networks consider these principles when developing their conference agendas and programs.

3.4 Presenters and guest speakers

Provide information about the qualifications and experience of all presenters and guest speakers.

It is expected that there would be more than one presenter and that presenters or guest speakers will have either relevant vocational competencies to the level being delivered, current industry skills and/or current knowledge and skills in the relevant areas. For example, are the presenters marriage celebrants, subject matter experts, training providers or government officials? Do they have qualifications or relevant work experience in the subject area they will be presenting on? Limit your response to one page per presenter/guest speaker.

Name of presenter	Qualifications and experience
Name:	
Name:	
Name:	

Section 4 – Meeting OPD objectives and principles

In assessing your application the Registrar will consider how the conference will fulfil the objectives and principles of OPD.

4.1 How will the conference assist celebrants to keep up to date and informed of developments and or changes and issues relevant to their role as a marriage celebrant?

4.2 How will the conference assist celebrants to 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?

4.3 How will the conference build and strengthen celebrant networks to support and mentor each other and share ideas and experiences as a marriage celebrant?

4.4 How will the conference assist celebrants to be professional and reflect the important role that marriage celebrants have in the community?

4.5 How will your organisation ensure that marriage celebrants receive value for money at your conference? Include information on how you will evaluate your conference and

incorporate feedback to continually improve the services provided to celebrants at future conferences.

4.6 How will the delivery of your conference use adult learning principles? For example, how will it be practical, relevant and draw on the life experiences and knowledge of participants?

Section 5 – Record keeping

Organisers whose conferences are approved to count as OPD will be required to report to the Attorney-General’s Department on which marriage celebrants attended the conference to obtain OPD credit. Organisers will be responsible for ensuring that celebrants only receive OPD credit if they have attended the duration of the conference. Organisers should have appropriate administrative processes that ensure accurate reporting to the department in the required format. If the conference is approved to count as OPD, the department will send you a [template for recording attendance for the purposes of OPD reporting.](#)

How will you ensure that you keep an accurate record, for the purposes of OPD, of which celebrants attended the conference? (For example, will the record be created at the time of the conference? Will the record be backed-up? Where will the record be kept?)

Section 6 – Declaration

This declaration must be completed by the head of the marriage celebrant association or network, however described. This declaration is made as a formal undertaking to the Australian Government Attorney-General's Department (the department).

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

I, _____

(name)

of _____

(organisation name)

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

I agree that the celebrant association or network applying for approval of their conference 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, and
- provide the department with a report, following the conference, indicating which Commonwealth-registered marriage celebrants attended the duration of the conference to gain OPD credit.

Signature

Position / Title

Date