



Australian Government
Attorney-General's Department

Declaration for RTOs with the Certificate IV in Celebrancy to report the completion of Certificate IV in Celebrancy units by marriage celebrants to count as ongoing professional development

This declaration should be completed by Registered Training Operators (RTOs) with the Certificate IV in Celebrancy in their registration scope (or in the process of obtaining the Certificate IV in its scope):

- who wish to deliver units from the Certificate IV in Celebrancy (CHC41015) as listed at www.training.gov.au (37 elective units), and
- are not on the approved panel of Ongoing Professional Development (OPD) providers approved by the Attorney-General's Department.

This declaration is a formal undertaking by the RTOs identified above, to report the completion of any of the 37 units from the Certificate IV in Celebrancy so that it can be counted towards the celebrant's OPD requirements from 2018. While these RTOs can deliver competencies in Certificate IV in Celebrancy to celebrants, they do not form part of the approved OPD panel and are not able to deliver the compulsory and/or elective OPD activities.

The units delivered by these RTOs must be at least equivalent to undertaking a five hour elective OPD activity (in years when there is no compulsory activity) or equivalent to undertaking a five hour elective activity minus the duration of the compulsory activity (in years where there is a compulsory activity). If the units add up to more than five hours duration they will only count as five hours or five hours minus the compulsory. The Government will notify RTOs of any changes to their obligations.

This form can be completed and submitted in hardcopy or scanned and emailed, together with the relevant attachments. Send the completed declaration to:

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

Or

marriagecelebrantssection@ag.gov.au

Declaration

This declaration must be completed by the Registered Training Organisation (RTO) that has the Certificate IV in Celebrancy in their registration scope (or is in the process of obtaining the Certificate IV in its scope) that wishes to deliver any of the 37 units to celebrants from the Certificate IV in Celebrancy as published at www.training.gov.au so that it counts towards a celebrant's OPD for the relevant OPD year.

This declaration is made as a formal undertaking to the Australian Government as 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,

(organisation name)

I am a Registered Training Organisation (with the Certificate IV in scope or in the process of obtaining the Certificate IV in Celebrancy in scope) and undertake to provide the department with a report in the relevant calendar year:

- indicating which Commonwealth-registered marriage celebrants undertook and completed training from 37 units that make up the Certificate IV in Celebrancy (listed at www.training.gov.au) to obtain Ongoing Professional Development credit
- setting out the required information in a form prescribed by the department, and
- within a reasonable time following delivery of the unit(s) from the Certificate IV in Celebrancy.

I certify that the information provided in this declaration is complete, true and accurate.

Signature

Position / Title

Date