



Steps for Commonwealth-Registered Marriage Celebrants for completing 2021 OPD:

1. Complete the one hour mandatory Compulsory Activity (Legal Quiz) administrated by the Attorney-General's Department. It is free of charge through the celebrant self-service portal. <https://marriage.ag.gov.au/mcportal/>
2. Select and Enrol in any combination of elective activities to the total of four hours from the listing below.

Topic Name	Description	Mode of Delivery
Answers are in the Guidelines (2 hours)	<p>This activity represents two hours of your OPD commitment and is intended:</p> <ul style="list-style-type: none"> • To be a guide to using the Guidelines as a support tool when filling in a Notice of Intended Marriage (NOIM) • To work with the Guidelines to complete all other legal documentation for the solemnisation of a marriage accurately • To become familiar and comfortable with your knowledge of The Guidelines. 	Online Computer Based, Hardcopy via post and Softcopy via email
Real Consent (2016 Compulsory Activity to count as 2021 elective) (2 hours)	<p>This 2016 Compulsory activity will cover:</p> <ul style="list-style-type: none"> • Marriage Documentation and • Real Consent 	Online Computer Based, Hardcopy via post and Softcopy via email
Checklist for the solemnisation of marriage; Offences under the Marriage Act 1961 (2017 Compulsory Activity to count as 2021 elective) (2 hours)	<p>The 2017 Compulsory Activity will cover:</p> <ul style="list-style-type: none"> • Checklist for Solemnisation of Marriages, and • Offences under the Marriage Act 1961. 	Online Computer Based, Hardcopy via post and Softcopy via email
Marriage Equality (2018 Compulsory Activity to count as 2021 elective) (2 hours)	<p>The 2018 Compulsory Activity will cover:</p> <ul style="list-style-type: none"> • Changes to the legislation, policy and guidelines following the legislative reforms to provide for marriage equality in Australia. 	Online Computer Based, Hardcopy via post and Softcopy via email
Best Practice for Australian Celebrants (2 hours)	<p>This activity represents 2 hours of your OPD commitment and covers these two key learning topics:</p> <ul style="list-style-type: none"> • Best Practice for Celebrants • Evaluation – what is it good for? <p>This course will be useful for celebrants who wish to enhance their practice through evaluation and continuous improvement. It will identify the characteristics of best practice. It will also help celebrants appreciate the value of service evaluation.</p>	Online Computer Based, Hardcopy via post and Softcopy via email
Building Strong Client Relationship (2 hours)	<p>This activity will help Celebrants understand the nature of strong client relationships and the importance of those to their work as a Celebrant. They will be able to:</p> <ul style="list-style-type: none"> • Understand the principles of building strong client relationships • Be more confident in their relationships with clients • Adapt more comfortably to individual situations. 	Online Computer Based, Hardcopy via post and Softcopy via email



<p>Celebrants Embracing Diversity (2 hours)</p>	<p>This activity represents two hours of your OPD commitment and covers four learning topics:</p> <ul style="list-style-type: none"> • Cultural Diversity • Gender & Sexuality Diversity • Disability Diversity • Generational Diversity <p>This activity will be useful for celebrants who wish to gain awareness of diversity issues and the implications for the celebrant work.</p>	<p>Online Computer Based, Hardcopy via post and Softcopy via email</p>
<p>Celebrants in the Online Environment (2 hours)</p>	<p>This activity represents 2 hours of your 4 hour OPD commitment and covers the following topics:</p> <ul style="list-style-type: none"> • Describe the legal obligations of authorised celebrants when transacting with their clients electronically • Apply relevant provisions of the Marriage Act 1961, Marriage Regulations 2017 and Electronic Transactions Act 1999 to electronic components of your own celebrancy business • Summarise the opportunities available for celebrants to leverage technology across various aspects of their business • Determine which software, platforms or applications are likely to be the best fit for your own celebrancy business at various stages of the customer journey and business process flow. 	<p>Online Computer Based, Hardcopy via post and Softcopy via email</p>
<p>Celebrants working with Palliative Clients (2 hours)</p>	<p>This activity represents two hours of your OPD commitment and covers three learning topics</p> <ul style="list-style-type: none"> • What is palliative care? • Shortening of time requirements. • Designing and delivering an effective ceremony. <p>This activity will be useful for celebrants who wish to gain awareness of palliative care and the legal requirements for a shortening of time. The aim is to encourage celebrants to understand the palliative process and work with a palliative team to provide a Celebrancy service.</p>	<p>Online Computer Based, Hardcopy via post and Softcopy via email</p>
<p>Creating a beautiful funeral ceremony (2 hours)</p>	<p>This activity will be useful for celebrants who wish to become funeral celebrants.</p> <p>The participants will learn to create a funeral ceremony that appropriately reflects the wishes of the bereaved family. In addition, they will know how to work with funeral directors.</p>	<p>Online Computer Based, Hardcopy via post and Softcopy via email</p>
<p>Creating and Maintaining a Social Media Presence (2 hours)</p>	<p>This activity represents 2 hours of your five hour OPD commitment and covers three learning topics:</p> <ul style="list-style-type: none"> • Understand the key benefits of social media, websites and Blogging • Setting up an account • Managing your account 	<p>Online Computer Based, Hardcopy via post and Softcopy via email</p>



Creative Collaboration with Clients (2 hours)	<p>This activity represents two hours of your five hour OPD commitment and covers the following learning topics:</p> <p>The course is designed to gain awareness and develop creative thinking skills.</p> <ul style="list-style-type: none"> Enhance your collaboration skills with clients Design and create creative ceremonies Deliver creative ceremonies 	Online Computer Based, Hardcopy via post and Softcopy via email
Ethics and the Modern Celebrant (2 hours)	<p>This activity will be useful for celebrants who wish to gain awareness of their own value system and ethics and how this may influence their Celebrancy.</p> <p>Encourage celebrants to develop a human rights perspective enabling them to be more inclusive of diverse clients and avoid discriminatory behaviour.</p> <p>To develop effective ways to deal with ethical dilemmas that arise in Celebrancy work.</p>	Online Computer Based, Hardcopy via post and Softcopy via email
Marriage Ceremony Writing and Delivery (2 hours)	<p>This topic represents two hours of your OPD commitment and covers the following:</p> <ul style="list-style-type: none"> Writing and designing Ceremony scripts Ways to tailor and personalise ceremonies Ensuring your ceremonies are inclusive and appropriate <p>The aim of the course is to ensure you are:</p> <ul style="list-style-type: none"> You are confident in writing and designing Ceremony scripts Understand the many ways you can tailor and personalise a Ceremony Be aware of ensuring your ceremonies are inclusive and appropriate 	Online Computer Based, Hardcopy via post and Softcopy via email
Presentation Skills (2 hours)	<p>This activity represents two hours of your OPD commitment and covers three learning topics.</p> <ul style="list-style-type: none"> Personal Presentation Public Speaking On-the-Day Presentation Skills. <p>This activity will be helpful for celebrants who wish to develop a relaxed, confident and professional manner when presenting ceremonies.</p>	Online Computer Based, Hardcopy via post and Softcopy via email
Not just weddings and funerals (2 hours)	<p>This activity represents two hours of your OPD commitments and covers the following learning topics:</p> <ul style="list-style-type: none"> Appreciate the key elements of Naming and Renewal Ceremonies Understand the popularity of Themed Weddings Be able to help couples plan a successful Surprise Wedding Understand how the Guidelines impact on Surprise Weddings Be more confident in offering these Ceremonies as part of your Celebrancy practice. 	Online Computer Based, Hardcopy via post and Softcopy via email



Personal Branding for Celebrants (2 hours)	<p>This activity represents two hours of your OPD commitments and covers the following learning topics:</p> <ul style="list-style-type: none"> Identify their personal brand values and apply those to their Celebrancy work To be able to apply the principles of personal branding to your Celebrancy work. 	Online Computer Based, Hardcopy via post and Softcopy via email
Readings and Music in Ceremonies (2 hours)	<p>This activity represents two hours of your OPD commitment and covers five learning topics</p> <ul style="list-style-type: none"> Selecting readings appropriate to the occasion. Managing a curated selection in your resource library The role of music in a ceremony Copyright Issues 	Online Computer Based, Hardcopy via post and Softcopy via email
Self-care for the Celebrant (2 hours)	<p>This activity represents two hours of your OPD commitments and covers the following learning topics:</p> <ul style="list-style-type: none"> Understand the holistic approach to wellbeing relevant to celebrant practice. Explore strategies to reduce stress and improve wellbeing. Develop an individualised self-care plan. 	Online Computer Based, Hardcopy via post and Softcopy via email
Small Business Basics for Celebrants (2 hours)	<p>This activity represents 2 hours of your OPD commitment and covers four learning topics:</p> <ul style="list-style-type: none"> Developing a business plan Invoicing & accounting Record keeping & information management Marketing & promotion <p>The aim is to provide an introductory guide to the basics of running your own small business.</p>	Online Computer Based, Hardcopy via post and Softcopy via email
Strategies for Successful Ceremonies (2 hours)	<p>This activity represents two hours of your OPD commitments and covers the following learning topics:</p> <ul style="list-style-type: none"> The benefits of a wedding rehearsal Strategies for ensuring a successful ceremony Managing risks and preparing for the unexpected 	Online Computer Based, Hardcopy via post and Softcopy via email
The Evolution of Marriage (2 hours)	<p>This activity represents two hours of your OPD commitments and covers the following learning topics:</p> <ul style="list-style-type: none"> Develop an in-depth knowledge and appreciation of how the institution of marriage has evolved as society has evolved. How the State and Church became involved in marriage and how rituals and traditions have developed. 	Online Computer Based, Hardcopy via post and Softcopy via email
Wedding Expos (2 hours)	<p>This activity represents two hours of your OPD commitments and covers the following learning topics:</p> <ul style="list-style-type: none"> To show how Wedding Expos fit into the marketing mix for Celebrants To give Celebrants the skills and information needed to evaluate exhibiting at a Wedding Expo. To help Celebrants prepare an effective Wedding Expo presence. 	Online Computer Based, Hardcopy via post and Softcopy via email

the Gordon Celebrancy

Marriage Celebrant Ongoing Professional Development

