

LEADING THE WORLD IN ONLINE CELEBRANT TRAINING

**UKC
APSA**

UK CELEBRANT +
PUBLIC SPEAKING
ACADEMY





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The UK Celebrant and Public Speaking Academy, enables you to build a flexible career as a Celebrant and Public Speaker.

While studying with us, you will:

- Explore what makes a first class moderncelebrant
- Understand how to choreograph ceremonies
- Improve your public speaking voice
- Develop your creative writings skills
- Understand how to look after yourself

...and ultimately create and deliver ceremonies that are truly meaningful, personal and memorable.

**START AN EXCITING NEW
CAREER WITH AN ACCREDITED
CELEBRANT DIPLOMA**

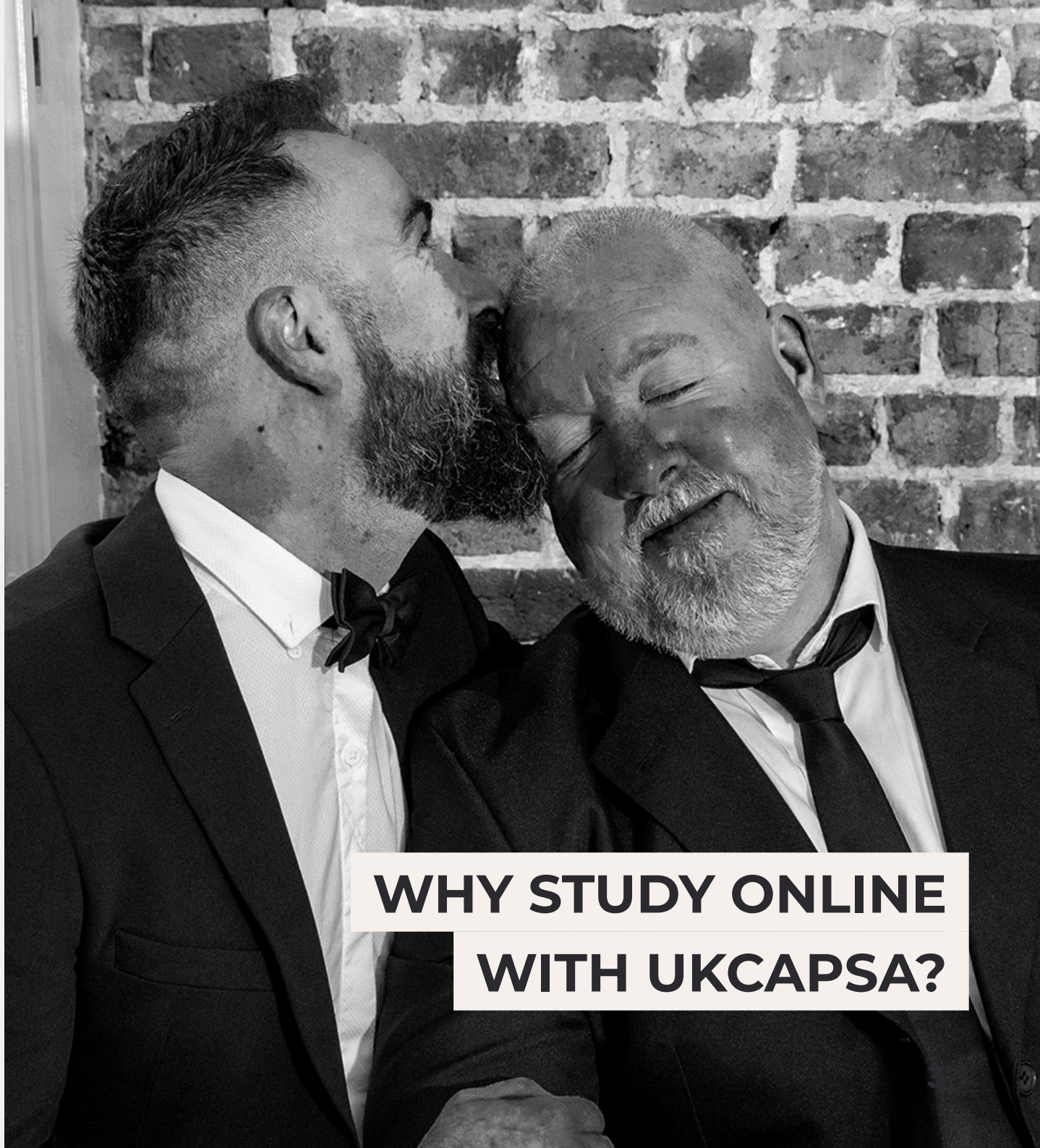
- Study that works around you. Study alongside working, caring or other commitments
- Our established teaching model allows you to continue earning whilst you learn
- It's a fully accredited, recognised, training course
- A dedicated, expert, trainer will support you in each module. They will answer questions and meet you online and give you guidance and feedback

"I enrolled for the UK Academy and loved it. One file was easy to navigate and the team were a great support. I learned lots of great tips and would highly recommend this course to anyone interested."



Evelyn Robertson, Celebrant

- Assessors mark assignments and tests
- Study materials and other resources are online via your own personal learning website
- You have a lot of flexibility but still have deadlines for assignments and oral exams
- Our world class online library is there whenever you need it, with 24 hour access



**WHY STUDY ONLINE
WITH UKCAPSA?**



CONTENT AND STRUCTURE OF THE DIPLOMA

The course comprises the following units:

- 1. Managing customers**
- 2. Ceremonies - the basics**
- 3. Public speaking**
- 4. Marriages, Civil Partnerships, Affirmations and Renewal of Vows**
- 5. Funerals and Memorial Services**
- 6. Looking after yourself**
- 7. Naming Day***

Mandatory Units: 1,2,3,6

Optional Units: Candidates must choose Units 4 or Unit 5 or elect to do both to receive the Diploma.

Course duration: Once you are enrolled, you have a maximum of 6 months to complete your training.

£2,169
INCLUDING VAT
NO HIDDEN EXTRAS
THAT IS ALL YOU PAY

Option 1: 4 months - 3 monthly payments of £545 with a final 4th payment of £534

Option 2: 6 months - 5 monthly payments of £360 with a final monthly payment of £369

* Naming Day unit is not SQA Accredited



UNIT 1: CUSTOMER MANAGEMENT

Unit Code: J1KY 04

The purpose of this unit is to provide candidates with an opportunity to develop their knowledge and understanding of the skills required to:

- (A) Become a professional celebrant;
- (B) Explore what makes a good ceremony;
- (C) How to work with customers and interview them effectively during a customer meeting.

LEARNING OUTCOMES

PERFORMANCE CRITERIA

Candidates will be able to explain features of modern and historical ceremonies and their role in society.

- A) Draw on personal experience to explain why ceremonies are important in our society.
- B) Provide examples of options now available for weddings and/or funerals and reflect on what make them different to what happened in the past.

Candidates will be able to identify characteristics required to make an engaging celebrant and ceremony.

- A) Identify the attributes that make for an engaging Celebrant.
- B) Identify elements that comprise an appropriate and engaging ceremony.

Candidates will be able to describe the preparation for initial engagement with customers.

- A) Describe the elements of safe working practices when meeting clients.
- B) Describe ways in which rapport can be established.

Candidates will be able to describe the processes of gathering information from customers through interview.

- A) Describe how to interview customers in an effective way.
- B) Describe challenges faced when gathering information at a client meeting.
- C) Describe the differences between passive and active listening.
- D) Consider and reflect on own skills as a listener.



UNIT 2: CEREMONIES, THE BASICS

Unit Code: J1L0 04

The purpose of this unit is to provide candidates with an opportunity to develop their overall understanding of composing and delivering a ceremony, including:

- (A) Basic structure, signposts and choreography
- (B) Creative writing
- (C) Suitable ceremony content including readings and poetry
- (D) Script layout
- (E) An introduction to ceremony performance.



LEARNING OUTCOMES	PERFORMANCE CRITERIA
Candidate will be able to demonstrate that they can structure and choreograph a ceremony.	<ul style="list-style-type: none"> A) State the framework used to structure a ceremony. B) Explain the importance of using signposts in a ceremony script. C) Explain the importance of choreography. D) Demonstrate an awareness of logistical issues.
Candidates will be able to demonstrate that they can use creative writing techniques.	<ul style="list-style-type: none"> A) Described initial techniques used to structure a script. B) Describe creative writing techniques. C) Apply creative writing techniques to enhance text. D) Evaluate the impact of the use of language. E) Use creative writing techniques to enhance a narrative. F) Differentiate between concrete and abstract nouns. G) Identify colours associated with feelings. H) Identify strengths and weaknesses in writing style
Candidates will be able to demonstrate that can incorporate other material in a script.	<ul style="list-style-type: none"> A) Explain the importance of symbolic gestures. B) Identify alternatives to using poetry in a script. C) Explain copyright legal obligations.
Candidates will be able to demonstrate that they can prepare for their performance.	<ul style="list-style-type: none"> A) Prepare script for presentation. B) Describe the use of suitable images. C) Identify formatting and structural elements of a script. D) Describe best practice when preparing to deliver a ceremony.



UNIT 3: PUBLIC SPEAKING

Unit Code: J1L1 04



The purpose of this unit is to provide training on effective written and oral communication and enables the candidate to develop the skills to:

- (A) Develop a script or presentation using a structured approach
- (B) Overcome their fears of speaking in public
- (D) Understand how to use their voice effectively and improve the use of their voice
- (D) Understand the basics of creative writing and improve their writing skills
- (E) Analyse and improve their public speaking performances

LEARNING OUTCOMES	PERFORMANCE CRITERIA
Describe the fundamentals of communication and analyse their current level of confidence and ability.	<ul style="list-style-type: none"> A) Describe how to develop performance in communication. B) Describe potential inhibitors to confidently speaking in public. C) Describe preparations to reduce issues when speaking in public.
Demonstrate that they can use the techniques described in the 'SCRIPT method' to develop a ceremony script.	<ul style="list-style-type: none"> A) Consider the key questions used to assist in developing a storyline for a script. B) Describe the ways in which ideas can be captured and organized. C) Describe how a thread can be used to develop a script. D) Describe the essentials of good performance and consider some techniques used to prepare for the delivery of a ceremony.
Use and evaluate own voice skills and develop a plan for improving their public speaking.	<ul style="list-style-type: none"> A) Determine the number of words per minute that they naturally speak. B) Identify and describe the effects on communication related to posture and gesture. C) Evaluate own speech and develop a personal action plan to improve voice. D) Identify strengths and weaknesses in own performance and list actions required to develop skills as a public speaker.

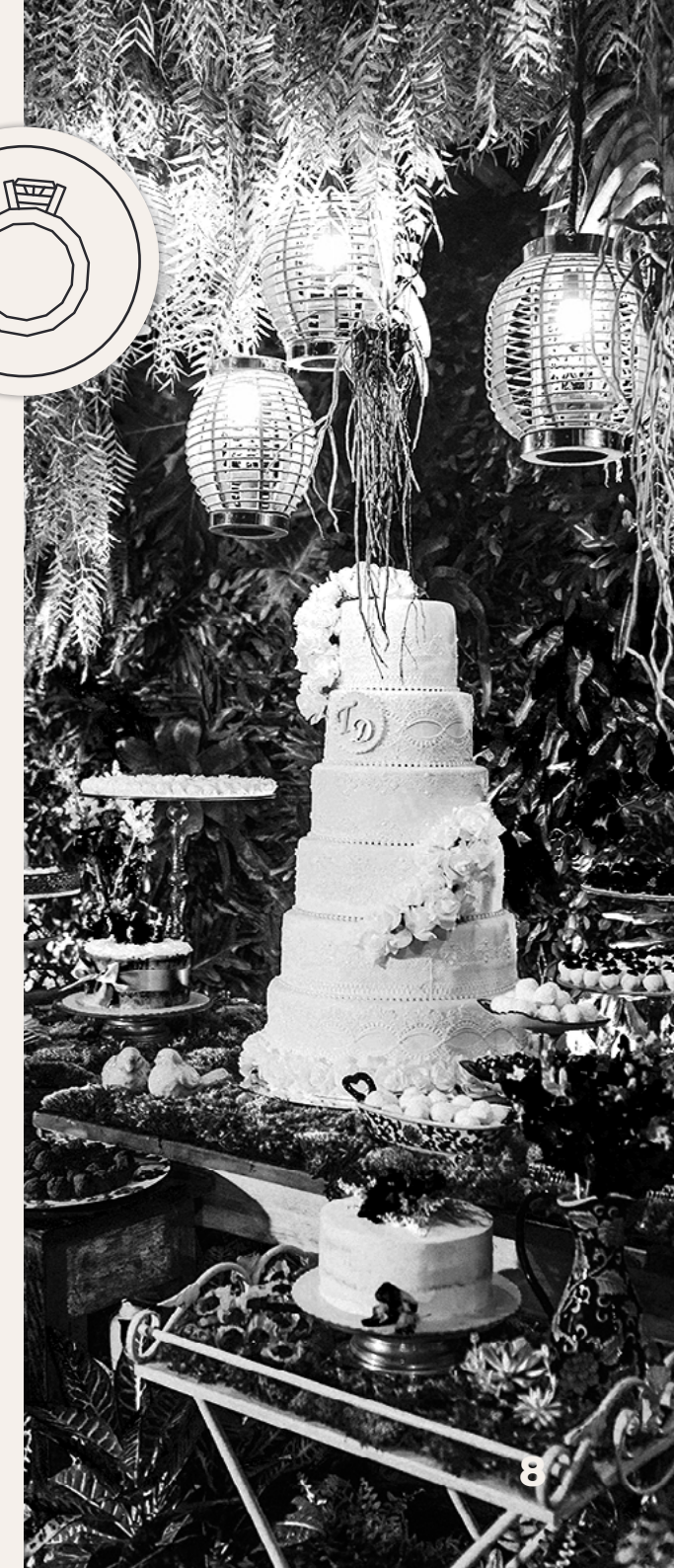
UNIT 4: MARRIAGE, AFFIRMATION AND RENEWAL OF VOWS

Unit Code: J1L2 04

The purpose of this unit is to equip new Celebrants with the tools, techniques and procedures required to conduct:

- (A) Legal Humanist Marriage Ceremonies in Scotland and/or Humanist Wedding Ceremonies (non-legal)
- (B) Civil Partnership
- (C) Affirmations
- (D) Renewal of Vows

This unit builds on Unit 2 and 3 by providing detailed, specific information related to preparing and performing marriage ceremonies.



LEARNING OUTCOMES	PERFORMANCE CRITERIA
Describe the Law governing Marriages and Civil Partnerships	<ul style="list-style-type: none"> A) Identify groups and/or organisations able to legally marry people in Scotland. B) Describe the process to appoint Marriage Officers in the Fuze Foundation. C) Describe process for submission of required forms.
Describe the purpose and benefits of The Fuze Foundation	<ul style="list-style-type: none"> A) Identify and describe the purposes of The Fuze Foundation. B) Describe the Fundamental principles of Humanism C) List the benefits the public derive from The Fuze Foundation.
Describe the best practices when meeting couples and gathering information.	<ul style="list-style-type: none"> A) Describe the process used by a Celebrant when meeting couples B) List methods of obtaining required information C) Explain advice given about children attending a ceremony. D) Describe options for seating arrangements at the ceremony.
Identify and describe preparations required in advance of a marriage ceremony.	<ul style="list-style-type: none"> A) Identify and describe symbolic gestures specific to marriage ceremonies. B) Identify the information required to be confirmed with a couple. C) Identify checks to be carried out on arrival at a venue. D) State Celebrant responsibilities in relation to music in a ceremony.
Develop and perform a marriage ceremony.	<ul style="list-style-type: none"> A) Prepare Marriage Scripts B) Perform a marriage ceremony
Develop an affirmation or renewal of vows script.	<ul style="list-style-type: none"> A) Conduct an interview about an affirmation or renewal of vows ceremony B) Prepare an affirmation or renewal of vows script.



UNIT 5: FUNERALS

Unit Code: J1L3 04

The purpose of this unit is to equip new Celebrants with the tools, techniques and procedures required to conduct a range of funeral and memorial ceremonies. Unit 5 builds on Units 2 and 3 by providing detailed, specific information related to preparing and performing funeral ceremonies.

LEARNING OUTCOMES	PERFORMANCE CRITERIA
Describe the impact of grief and the role of the celebrant when faced with the recently bereaved.	<ul style="list-style-type: none"> A) Describe impact of grief on individuals. B) Describe challenges Celebrants face when working with recently bereaved. C) Describe the role of a Funeral Celebrant at a family meeting.
Describe the best practice when working with bereaved families.	<ul style="list-style-type: none"> A) Describe the initial approach when contacting a family. B) Describe ways to establish rapport with families. C) Describe ways to facilitate information collection at a family meeting. D) Outline process used to identify the character traits of the deceased.
Identify and describe preparations required in advance of a funeral ceremony.	<ul style="list-style-type: none"> A) Describe how to incorporate contributions of others in a funeral ceremony. B) Explain the disadvantages encountered if a funeral ceremony overruns. C) Demonstrate the appropriate management of a meeting with a family. D) Prepare a funeral script.
Develop and perform a funeral ceremony.	<ul style="list-style-type: none"> A) Describe the preparation required to deliver a funeral script. B) Describe the effects of incorporating music into a funeral ceremony. C) Describe the process of a typical committal at a crematorium. D) Describe the process of a burial ceremony. E) Describe other types of memorial ceremonies. F) Deliver a funeral ceremony.

UNIT 6: LOOKING AFTER YOURSELF

Unit Code: J1LO 04


This unit helps candidates understand how to look after their emotional and physical well-being and provides basic relaxation techniques.



LEARNING OUTCOMES	PERFORMANCE CRITERIA
Recognise and describe ways of managing stress.	<ul style="list-style-type: none"> A) Recognise changes in behaviour. B) Assess stress levels and recognise signs of stress. C) Describe ways to limit emotional distress at a family visit. D) Give a reflective account of managing stress.
Describe relaxation techniques.	<ul style="list-style-type: none"> A) Describe abdominal breathing. B) Describe progressive muscular relaxation. C) Describe own methods for relaxation.

UNIT 7: NAMING DAY

The purpose of this unit is to provide candidates with an opportunity to develop their knowledge and understanding of the skills required to meet families and develop and deliver a (baby) naming ceremony.

LEARNING OUTCOMES	PERFORMANCE CRITERIA
Candidates will describe the role of the celebrant when meeting families.	<ul style="list-style-type: none"> A) Describe the role of a Naming Celebrant at a family meeting. B) Describe options available for a naming ceremony.
Candidates will describe the best practice when working with families wishing a naming ceremony.	<ul style="list-style-type: none"> A) Describe ways to establish rapport with families. B) Describe ways to facilitate information collection at a family meeting. C) Describe ways to structure a baby naming ceremony.
 <p>Candidates will develop and perform a naming ceremony.</p>	<ul style="list-style-type: none"> A) Describe appropriate management of other suppliers at a naming ceremony. B) Demonstrate the appropriate management of a meeting with a family. C) Develop a Naming Script. D) Describe the preparation required to deliver a naming script. E) Deliver a Naming ceremony.





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