

# Registration of Marriages

## Registration of Marriage

<b>Course duration:</b>	<b>3 days</b>
<b>Dates:</b>	<b>25, 26 &amp; 27 August 2010 or 12, 13 &amp; 14 April 2011</b>
<b>Timings:</b>	<b>09:30 – 16:30</b>
<b>Venue:</b>	<b>Holiday Inn Ashford North A20</b>
<b>Price:</b>	<b>£298 + VAT per person excluding accommodation</b>
<b>Course Attendance:</b>	<b>All staff attesting Notices of Marriage within England &amp; Wales</b>

### **Aim:**

Provide learners with the knowledge to register a marriage

### **Objectives:**

- Understand the functions of a registrar
- State the definition of marriage
- Know when and where people can marry
- Understand the requirements for legal preliminaries
- State the legal impediments to marriage
- Validate authorities for marriage and ensure that the marriage may proceed
- Complete an interview with a Bride and Groom
- Complete a marriage certificate
- Complete a register entry
- Complete all relevant paperwork
- Deal with unexpected situations

### **Course Content:**

- Customer care and quality assurance
- Mock registrations
- Responsibilities of a Registrar
- Marriage legislation
- Certificate for marriage
- Interview with the Bride & Groom
- Certificate & register completion
- Administration
- Policies & procedures

\* Please note, each delegate will be provided with a laptop whilst on the training course.

\* Accommodation can be provided at the training venue at an additional cost of approximately £50 + VAT per person per night, price includes dinner, bed and breakfast.