

**Complete and lodge WWCC application urgently.
A WWCC Card is required before you can commence your placement in 2015**



PROJECT PARTNERSHIPS-COLLEGE OF EDUCATION

All preservice teachers enrolled in the College of Education courses as well as Youth Work students working in schools and other settings with children under 18 Years are required to have a current *Working with Children Check*.

GOOD NEWS! WWCC Applications can now be started online.

Commence the WWCC application process by going to <http://www.workingwithchildren.vic.gov.au/> (refer to partial screen print below) before submitting it to an Australia Post outlet with relevant supporting documentation as listed.

The screenshot shows the 'Working with Children Check' website. At the top, there is a search bar and the Department of Justice Victoria logo. Below the header, there are four tabs: 'About the Check', 'Applications', 'Cardholders', and 'Resources'. The 'Applications' tab is selected, and the breadcrumb trail reads 'Home > Applications > Apply for a Check'. The main heading is 'Apply for a Check'. Under 'How it works', it states: 'To apply for a Working with Children (WWC) Check, you need to:' followed by a list of requirements: fill in an application, get a passport size photo, gather proof of identity documents, and lodge the application at a participating Australia Post retail outlet (with a fee of \$102.70 for an Employee Check). There is a button 'Do I need a Check?' with a right arrow. Under 'What information you will need to have ready', it lists: full address of every place lived in the last five years, and the name, address, and phone number for each organisation for paid or volunteer work. Under 'What you will need to fill in application online', it lists: an internet connection, an email address, and a printer of reasonable quality with Adobe Acrobat Reader or Open Office. At the bottom, there are links to 'Get Adobe Acrobat Reader' and 'Get Open Office', both opening in new windows.

How it works

To apply for a Working with Children (WWC) Check, you need to:

- fill in an online application
- get a passport size photo of yourself
- gather your proof of identity documents, and
- lodge your application at a [participating Australia Post retail outlet](#) (external link opens in a new window), providing a photo and proof of your identity. As a student at VU you will apply for a Volunteer Check which is free not an Employee Check which has a fee of \$105.90.

What information you will need to have ready

In order to fill in an application, you will need:

- the full address of every place you have lived in the last five years, and
- the name, address and phone number for each organisation you will be doing paid or volunteer child-related work for.

What you will need to fill in application online

You must have:

- an internet connection
- an email address so the department can let you know it has started processing your application
- Adobe Acrobat Reader or Open Office to open your Application Summary
- a printer that will print a legible copy of your Application Summary.

Organisation Details

You must provide the details of the organisations where you will be doing child-related work.

Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for? (Required)

Yes ☒

No ☐

Click 'Yes' and enter Victoria University details as listed in the screen shot below:

Occupational Work Codes

Obviously you will not know the schools you will be placed in over your course but the University has been advised that you can just choose the most applicable 'Occupational Categories' i.e.

ABEC

- Centre-based Long Day Care Code 14
- State Schools Code 44
- Non-Government Schools Code 46

EMTC

- Centre-based Long Day Care Code 14

ABED, EMTS and EMTP

- State Schools Code 44
- Non-Government Schools Code 46

In the screen shot below the Occupational Work Codes have been selected if you were enrolled in the Bachelor of Education (Early Childhood – Primary) ABEC (46, 44, and 14)

The WWCC card is transferable to other settings once approved.

Organisation Details

You must provide the details of the organisations where you will be doing child-related work. The Department of Justice may contact these organisations as part of assessing your application and they will be sent advice about the status of your application.

Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for? (Required)

Yes ☒ No ☐

Organisation name: (Required)

Postal address line 1: (Required)

Postal address line 2:

Suburb: (Required)

State: (Required)

Postcode: (Required)

Phone: (Required)

[Add organisation to list](#) [Cancel another organisation](#)

Occupational work codes

List the area(s) of child-related work in which you will or intend to be engaged in. Please add ALL codes that apply.

46 Educational - Non-government schools including all primary, secondary, technical and special
Type: Volunteer
[remove](#)

44 Educational - State schools including all primary, secondary, technical and special
Type: Volunteer
[remove](#)

14 Child care - centre-based long day care
Type: Volunteer
[remove](#)

[Add another occupational work code](#)

NOTE: You can apply for and use an *Employee card* as a *Volunteer* but cannot use a *Volunteer card* as an *Employee*.

Important Information: The application form is required to be completed online, printed and the hardcopy is lodged with an Australia Post outlet together with relevant substantiating (Proof of Identity) documentation as listed online and above under 'How it Works'

Please Note: If you already have a WWCC card you do not need to apply for a new card. You are required to update your details within 21 days when working with a new organisation. To do this click on 'Update My Details' on the Department of Justice website at <http://www.workingwithchildren.vic.gov.au/home/cardholders/update+your+details/>

Important

Once you have submitted your WWCC application at Australia Post you must update the WWCC section of your **online 2015 Preservice Teacher Profile form** by going to 'Section 5 – Other' and change 'No' (You don't have a current WWCC Card) to 'Not received yet' and entering the Australia Post Receipt Number and Date as requested.

As soon as you receive your WWCC card you must update your profile form by selecting 'Yes' and entering the card number and expiry date.

A Working with Children Check ID card must be registered on your current Profile form at Victoria University before you can commence in a school or other educational setting in 2015 by law.

Project Partnerships Office Staff Contact Details:

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