

VOLLIES

Applying for the Working With Children Check (WWCC)

Volunteer

**SSAF
FUNDED**

Last updated: January 2025

Student
LIFE
◆ VICTORIA UNIVERSITY

Who needs a WWCC?

All new and existing volunteers of the Victoria University (VU) VOLLIES Volunteering Program are required to produce a current satisfactory WWCC card to join or maintain their membership with the VU VOLLIES Program.

Having a valid WWCC gives you more volunteering opportunities on and off-campus. The Volunteer WWCC is free and valid for up to five years, unless it is suspended or revoked.

How to apply for your Volunteer WWCC

This instruction consists of two parts. Please follow **Part 1**, then move on to **Part 2**.

Part 1 – Verify your ID

Verify your ID using your preferred option:



Option A: If you have a current Australian driver license or a Medicare card, and would like to verify your ID using your phone ([page 2](#)).



Option B: If you would like to verify your ID online ([page 4](#)).



Option C: If you would like to verify your ID at a Post Office ([page 6](#)).

Part 2 – Complete your application

Part 1 – Verify your ID



Option A:

If you have a current Australian driver's license or a Medicare card and would like to verify your ID using your phone.

Steps Examples

- 1A.** Go to service.vic.gov.au/services/working-with-children/landing
Click on 'Get started'.

- 2A.** Select 'Volunteer'.

If you have not applied for the Victorian WWCC before, select 'No'.

Then click 'Next'.

- 3A.** Fill out your personal details.


Then select 'Next'.

4A. You will need to complete an Identity Check which can be done online. Follow the instructions provided on the webpage. Below is a summary of the online Identity Check process.

You will need a phone that is compatible. You can check this by typing in your phone number. An SMS will be sent to your phone with a link to the Identity Check website.





You will need to prove your identity by following the instructions. After verifying your chosen proof of identity, the facial recognition will begin. You will need to provide a passport styled photograph for the verification.

Complete an identity check



Proving your identity online is the easiest and fastest way to complete your application. You'll need to do this using your phone. We'll text you a link to start when you give us your phone number.

How it works:

-  **1. Take a photo of your first ID**
You can use a Passport, birth certificate or ImmiCard.
-  **2. Scan your face**
We'll match your face to your photo ID. We don't save this.
-  **3. Take a photo of your second ID**
You can use a driver licence or Medicare card.
-  **4. Take or upload a photo**
Use your phone to take or upload a photo if you want to store your digital identity or need one for a 'digital card'.

If the names on your documents don't match you'll need a change of name document or marriage certificate.

Watch a short video about our online ID checking process

5A. Fill out your personal details as required till you are asked for Organisation details.

Then proceed to [Part 2](#).



Option B:

If you would like to verify your ID online.

To be able to verify your ID online, you will need TWO out of the listed documents below:

- ◆ Australian driver license
- ◆ Australian passport
- ◆ Foreign passport with Australian visa
- ◆ Medicare card
- ◆ Australian birth certificate
- ◆ Australian citizenship certificate
- ◆ ImmiCard
- ◆ Centrelink concession card

Steps	Examples
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1B. Go to workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-2

Click on 'Apply from Victoria'.

Note: if you are not in Victoria, select 'Apply from interstate' and follow the instructions.

2B. Select 'Verify with Digital ID'.

3B. Follow the instructions to verify your ID.

Choose an ID document

Increase your chances of verification by using documents with the same name and date of birth. If your names differ slightly, we'll try our best to match them. For example, 'Mike' on one document but 'Michael' on another will still verify.

- Australian driver licence >
- Australian passport >
- Foreign passport with Australian visa >
- Medicare card >
- Australian birth certificate >
- Australian citizenship certificate >
- ImmiCard >
- Centrelink concession card >

4B. If you have not applied for the Victorian Working with Children Check before, select 'No'.

Select 'Volunteer'.

Then select 'Next'.

Application type

Step 2 of 7

All fields are required unless marked as (optional)

Have you applied for a Victorian Working with Children Check before?

Yes No

Which kind of check do you need?

Employee Volunteer

i If you have not yet arranged volunteer child-related check work with any organisation, please apply after doing so.

Next [Cancel](#)

5B. Fill out your personal details as required till you are asked for Organisation details.

Then proceed to [Part 2](#).



Option C:

If you would like to verify your ID at a Post Office.

Steps Examples

1C. Go to workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-2
Click on 'Get started'.

Click on 'Apply from Victoria'.

Note: if you are not in Victoria, select 'Apply from interstate' and follow the instructions.

How to apply
Find out what you need to do to apply for a Check.

If your organisation has asked you to get a Working with Children Check, or you've used our [interactive tool](#) and determined that you need a Check, you can apply in just four steps.

Before you begin, it's important to know that your application must be true and correct, so make sure that all dates, names and details are accurate on your application form. It is an offence to provide false or misleading information in the application.

Step 1: Complete an online application

The information on this page is for applicants applying in Victoria. Interstate applicants please see our [interstate applicant information guide](#) for instructions.

To apply in Victoria use this link:

[Apply from Victoria](#) >

If you're applying from interstate, use this link:

[Apply from interstate](#)

2C. Select 'Verify at a Post Office'.

Verify at a Post Office

If you don't have your identity documents with you, or you'd rather not provide them online, you can bring them to a [participating Post Office](#) for verification in-person.

[Verify at a Post Office](#)

3C. If you have not applied for the Victorian Working with Children Check before, select 'No'.

Select 'Volunteer'.

Then select 'Next'.

Application type

Step 2 of 7

All fields are required unless marked as (optional)

Have you applied for a Victorian Working with Children Check before?

Yes No

Which kind of check do you need?

Employee Volunteer

Info: If you have not yet arranged volunteer child-related check work with any organisation, please apply after doing so.

[Next](#) [Cancel](#)

4C. Fill out your personal details as required till you are asked for Organisation details.

Then proceed to [Part 2](#).

Part 2 – Complete your application

Steps

1. Fill out the Organisation details.

For the question reading ‘Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for?’, select ‘Yes’.

Enter the following details into the form fields:

Organisation name:

Victoria University Student Life.

What is the postal address of the organisation?

70-100 BALLARAT RD FOOTSCRAY VIC 3011

Phone: 0399194214

Examples

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

Yes No

Organisation 1

Organisation name

Victoria University Student Life

What is the postal address of the organisation?

70 - 100 BALLARAT RD FOOTSCRAY VIC 3011

Phone

0399194214

Mobile OK. For landline, include the area code without spaces or symbols.

[Add another organisation](#)

2. Fill out the ‘Occupational fields’:

Select ‘48 Educational – TAFE colleges and divisions of universities providing VCE and/or VCAL’.

Select ‘Add another occupation’ button.

Select ‘52 Educational – Other institutions providing children’s study or training programs’.

Occupational fields

Select the best fit for your role from the list of child-related occupational fields. If more than one field applies, list the code for each field.

Tip: These fields are not job titles. For example, if you are a children’s netball referee choose ‘Club/association...sporting nature’.

Occupational fields 1 ✕

Occupational fields

48 Educational – TAFE colleges and divisions of universities providing VCE and/or ▼

Occupational type

Volunteer

Occupational fields 2 ✕

Occupational fields

52 Educational - Other institutions providing childrens' study or training program: ▼

Occupational type

Volunteer

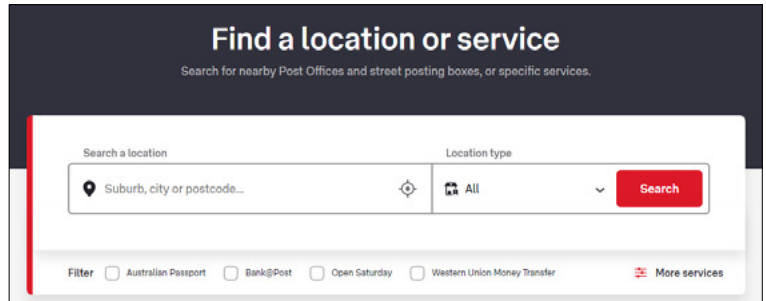
[Add another occupation](#)

Steps

Examples

3. Review your application and if you see any mistakes, please make changes before you select 'Next'.

4. If you have chosen 'Verify at a Post Office' earlier, you will have to verify your identity at your local Australia Post (locate your nearest Post Office at auspost.com.au/locate)



5. After submitting your application, you will receive an email from the Department of Justice and Community Safety confirming your application has been submitted.

The email will include your provisional WWCC number (example: 1234567A-01). Please email us this number.

Please allow up to three (3) weeks for your application to process. You will receive an email informing you whether you passed the WWCC.

Contact us

If you have any questions regarding your application for a WWCC, please contact the VOLLIES team at vollies@vu.edu.au

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