How to apply for a Working with Children Check (WWCC)

Peer Mentoring Program

2022

SWIN BUR NE
SWINBURNE UNIVERSITY OF TECHNOLOGY

What is a WWCC?

All volunteers are required to have a valid Working with Children Check (WWCC). It's free to apply for and it'll be a great addition to your resume too!

What is a WWCC?

A WWCC examines relevant information from your national criminal records and, in some cases, reports by some professional bodies about your professional conduct.

The offences that are relevant to the WWCC are:

- Serious sexual, violent, or drug offences

- Offences that present an unjustifiable risk to the safety of children

- Offences against the Working with Children Act 2005

Why do I need a WWCC?

It's a requirement by law that all of our on-campus volunteers at Swinburne have a valid WWCC. The WWCC helps protect children from physical and sexual harm by screening people's criminal records and professional conduct, and by preventing those who pose an unjustifiable risk to children from working with or caring for them.

What if I already have one?

What if I already have an Employee WWCC?	What if I already have a Volunteer WWCC?
If you already have a valid, paid Employee WWCC, **you don't need to apply for a Volunteer WWCC**. You can tell if your current WWCC is for employees by a grey "E" on the bottom-right of your card (see next slide for an example).	If you already have a valid, Volunteer WWCC, **you don't need to reapply for a new Volunteer WWCC**. You can tell if your current WWCC is for volunteers by a grey "V" on the bottom-right of your card (see next slide for an example).

You need to update your details to include **Swinburne University of Technology** in the **Organisation** details.

You can update your details online or by phone:
- **Online:** Log in to https://www.workingwithchildren.vic.gov.au/ and click on the **Update My Details** button.
- **Phone:** Call 1300 652 879 and follow the prompts.

Apply for a WWCC

To apply for your WWCC, you'll need to fulfil the proof of identity requirements. You'll need to complete the online application form (as per the instructions on the following slides). Once completed, you'll receive a confirmation email. You may need to lodge your WWCC at a participating Victorian Australia Post outlet by presenting your code and identification documents.
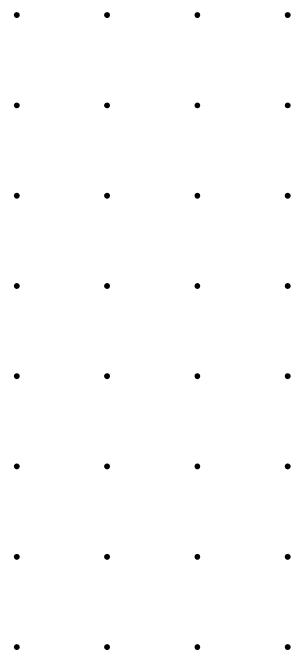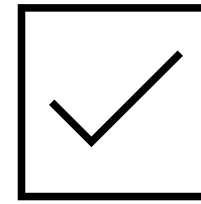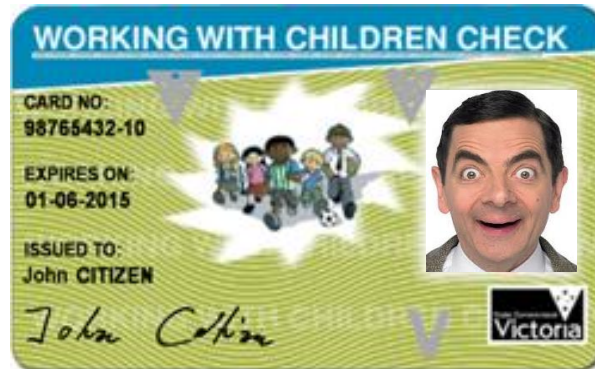

Gather documents

Apply online
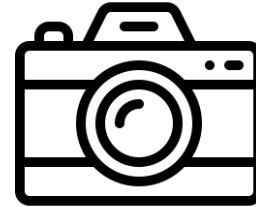
Smile, click, and lodge

Wait for card

Apply for a WWCC (cont.)

1

Go to the Working with Children Check website.

Click on the **Apply for a Check** button, then **Check if I can apply fully online** and follow the prompts.

If you cannot apply online through Service Victoria, apply through Working with Children Check Victoria and you will need to finalise your application offline at a post office.

The Hawthorn Licenced Post Office (LPO) on Glenferrie Road is the closest suitable location to Swinburne's Hawthorn campus. You can also find Australia Post outlets near you here.

2

Read the information on this page carefully.

When ready, click on the **Get started** button.

If you are interstate (not currently in Victoria), follow the Interstate applicant information guide and apply here.

If you are overseas, we recommend waiting until you are in Victoria to lodge your WWCC application. You may not be able to apply online, as some required identifying documents are only issued to Australian permanent residents.

3

Start your application for a **Volunteer Working With Children Check**.

Apply for a WWCC (cont.)

4

Enter your personal details and complete an online identity check (if applying fully online – see **Step one**).

To complete an online identity check, you'll need to provide [proof of identity documents](#) and perform a "liveness" test using a smartphone camera.

For further instructions, watch this video [here](#).

5

Complete the **Organisation Details** as follows:

Organisation Name: Swinburne University of Technology

Postal Address:
PO Box 218, Hawthorn
VIC 3122

Phone: 0392148000

Occupational Field:
48 Educational – TAFE colleges and divisions of universities providing VCE and/or VCAL

Occupational Type: Volunteer

6

Review the information that you have entered carefully and edit anything that is incorrect.

Apply for a WWCC (cont.)

7

Carefully read the information on the **Consent and Declaration** page.

By ticking the box on this page and clicking the **Sign and Submit** button, you are agreeing that you have read and understood all of the above and that you are signing for your Victorian Working with Children Check application.

8

Once submitted, you will receive a confirmation email. If you are finalising your application at a post office, download your application with the unique QR code and follow the instructions given.

9

When you receive your physical WWCC card in the post, upload a photo of it to your Chronus profile.

Until you receive your physical card, you can upload a screenshot of your receipt. This **must** be updated once you receive your WWCC card.

In order to be matched into Mentoring Connections, Mentors must have a valid Volunteer (or Employee) WWCC uploaded to their Chronus profiles.

CONGRATULATIONS!

You have now completed your WWCC application.

Email peermentoring@swin.edu.au

Co-created by the Peer Mentoring Team