



Applying for a Working With Children Check 2017

The Working with Children (WWC) Check was introduced by the Department of Justice in 2006 and aims to protect children (under the age of 18 years) from sexual and/or physical harm. People who work or volunteer in certain types of child-related work will be required to apply for a WWC Check. The Department of Justice has advised the International Education Division that people providing homestay accommodation will be required to obtain a WWC Check.

All homestay and Third Party Nomination providers are required to obtain Working with Children Checks for all persons over 18 years residing, or frequently residing, at the homestay premises.

This includes the primary homestay host and all family members aged over 18 years of age who are residing at the homestay premises.

Potential host families who refuse Working with Children Checks cannot host students under any circumstances.

Applications will be receipted by Australia Post and this receipt must be kept as evidence of submitting an application.

Applicants will automatically pass the WWC Check if they have no relevant criminal offences and will be issued with a WWC Check Card. This card is valid for five years and lists the applicants name, signature, photograph, expiry date and card type, i.e. voluntary.

How to fill in the application form online

Go to the website:

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

scroll down to “start application” and click, then scroll down to: “Now you are ready to start entering your details...”

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

Select ‘No’ if you have **never had a card before**

2. Do you need an Employee or Volunteer Check?

Select “Volunteer”

3. Your Details

All the details must match your identity documents.

Enter your full name, sex, Date of birth, City of Birth, Country of Birth and State (if born in Australia)

4. Contact Details

Enter your email address and a phone number and then enter your current residential address

5. Organisation Details

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

Select 'yes'

Then a pop up box will open and you can enter the following

Organisation Name: Kew High School

Address: 1393 Burke Rd, East Kew 3102

Phone: 9092 7500

Under Occupational Fields Codes, click on the drop down box and click on "78 Student Exchange/Homestay Arrangements"

Occupation type – select 'volunteer'

6. Review

Check that all details are correct

7. Identity Verification

You can verify your identity online if you have 2 of the documents they list, otherwise select 'identity at Post Office'

8. Consent and Declaration

Read through the declaration and then tick the box and click on the "Sign and Submit' button.

9. Print out the Application summary and Barcode

The Application Summary and Receipt can be printed or you can use your smartphone instead.

When you have successfully lodged your application at Australia Post, your receipt will be stamped and returned to you. You can use this receipt to prove to organisations that you have applied for a WWC Check.

What you need to take with you to lodge

When you go to a participating Australia Post retail outlet, you need to take:

- the Application Summary and Receipt that you printed at the end of the online application
- a passport-size photo of yourself
- documents that prove your identity
- **There is no fee for volunteers; the Department of Justice has indicated to the International Education Division that homestay providers will be considered "volunteers" for the purpose of the WWC Check.**

Proof of identification requirements

To prove your identity, you will need to show the participating Australia Post retail outlet counter operator:

- at least three documents (at least one from each category)
- which are current and original
- which total 100 points or more.

Take original documents not copies with you as the counter operator must see originals. You will be able to keep your originals.

Documents	Category A	Category B	Category C	Points
	Photo and Signature	General ID	Address	
Australian passport	✓	✓		70
Foreign passport	✓	✓		70
Australian firearms licence	✓	✓	✓	40
Australian driver licence	✓	✓	✓	40
Centrelink card (showing reference number)		✓	✓	40
Australian birth certificate (no extracts)		✓		70
Current Australian visa or document for travel to Australia		✓		70
Certificate of Australian Resident Status		✓		70
Australian Citizenship Certificate		✓		70
DVA card		✓		40
Tertiary ID card (no secondary college student cards)		✓		40
Private security individual operator licence		✓		40
Medicare card		✓		25
Private health insurance card		✓		25
Credit or account card (American Express and Diners Club cards not accepted)		✓		25
Second credit or account card (American Express and Diners Club cards not accepted)		✓		25
Marriage certificate		✓		25
Change of name certificate (State registry issued only)		✓		25
Australian driver learner permit		✓	✓	25
Superannuation statement (up to 24 months old)		✓	✓	25
Taxation assessment notice (up to 24 months old)		✓	✓	25
Motor vehicle registration (up to 12 months old)		✓	✓	25
Utilities notice (up to 12 months old)			✓	25
Second utilities notice (up to 12 months old)			✓	25
Council rates notice (up to 12 months old)			✓	25
Financial institution statement (up to 12 months old)			✓	25
Second financial institution statement (up to 12 months old)			✓	25
Electoral enrolment			✓	25
Rental contract or receipt issued by landlord, agent or owner (up to 12 months old).			✓	25

What if I don't have a Category A document?

If you do not have a category A document, you must show:

- at least 3 category B documents. At least 1 of these must be worth 40 or more points
- at least 1 category C document.

Contacts

Working With Children Check Unit Customer Support Line: 1300 652 879

Hours of operation are 8:30am - 5pm weekdays (excluding public holidays)

If you need an interpreter please call the Translating and Interpreting Service on 13 1450 and have them contact the WWC Check Customer Support Line on 1300 652 879.

Email: workingwithchildren@justice.vic.gov.au