

VOLLIES

APPLYING FOR THE WORKING WITH CHILDREN CHECK (WWCC)

Volunteer

**SSAF
FUNDED**

Last updated: January 2023

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

A

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'.

The screenshot shows the 'How it works' section of the WWCC application process. It includes a navigation bar with links to 'How it works', 'Costs', and 'FAQs'. The main content area is titled 'Your Working with Children check' and lists the screening process steps: 'Your criminal record in all Australian states and territories, including any charges, regardless of the outcome', 'Your professional conduct as determined by [these guidelines](#), and', and 'Whether you're required to report under sex offender legislation'. Below this, it states 'How we verify your identity' and 'We'll get you to use your phone's camera to'. A 'Get started' button is visible at the bottom left, and a 'Ask VicKey' chat icon is at the bottom right.

- 2A.** Select 'Volunteer'.

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

Then click 'Next'.

The screenshot shows the 'Choose a check type' step. On the left, a vertical progress bar lists steps 1 through 8: 'Check type', 'Identity', 'Your details', 'Type of work', 'Organisation details', 'Review', 'Payment', and 'Done'. Step 1 is highlighted. On the right, there are two radio button options: 'Employee' and 'Volunteer'. Below these, a question 'Have you applied before?' is followed by 'Yes' and 'No' radio buttons. 'Back' and 'Next' buttons are at the bottom right.

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

Then select 'Next'.


The screenshot shows the 'Your email' step. On the left, the same vertical progress bar as in the previous step is shown, with step 2 'Identity' highlighted. On the right, there is a message: 'We need this so Working with Children Check Victoria can let you know the outcome of your check or contact you if they need to.' Below this are two input fields labeled 'Email' and 'Confirm email'. 'Back' and 'Next' buttons are at the bottom right.

- 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:

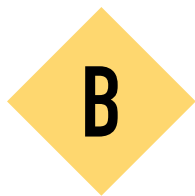
- 1. Take a photo of your first ID**
You can use a Passport, birth certificate or ImmiCard.
- 2. Scan your face**
We'll match your face to your photo ID. We don't save this.
- 3. Take a photo of your second ID**
You can use a driver licence or Medicare card.
- 4. Take or upload a photo**
Use your phone 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](#).

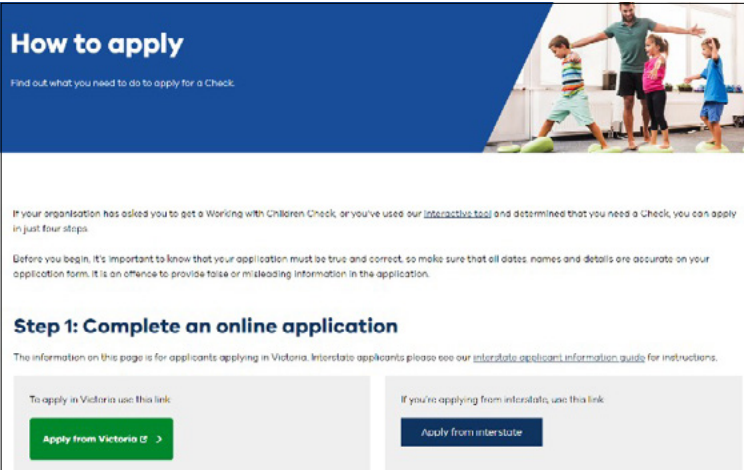
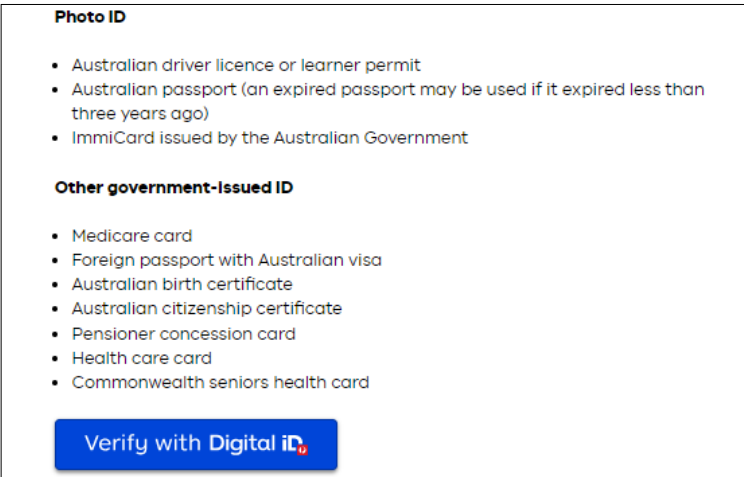


Option B:

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
<p>1B. Go to workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-2</p> <p>Click on 'Apply from Victoria'.</p> <p>Note: if you are not in Victoria, select 'Apply from interstate' and follow the instructions.</p>	
<p>2B. Select 'Verify with Digital ID'.</p>	

Steps

Examples

3B. Follow the instructions to verify your ID.

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 >

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

Select 'Volunteer'.

Then select 'Next'.

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

☐ Yes ☒ No

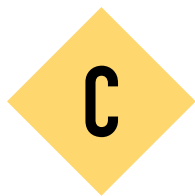
Which kind of check do you need?

☐ Employee ☒ Volunteer

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

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

- 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.

Examples

The screenshot shows the 'How to apply' page. It has a blue header with the title 'How to apply' and a sub-header 'Find out what you need to do to apply for a Check'. Below this is a photo of a family. The main content area has a white background and contains the following text: '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.' Below this is a section titled 'Step 1: Complete an online application' with a sub-note: 'The information on this page is for applicants applying in Victoria. Interstate applicants please see our interstate applicant information guide for instructions.' At the bottom, there are two buttons: 'Apply from Victoria (1)' and 'Apply from interstate'.

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

The screenshot shows the 'Verify at a Post Office' page. It has a white background and a green button labeled 'Verify at a Post Office'. The text on the page reads: '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.'

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

Select 'Volunteer'.

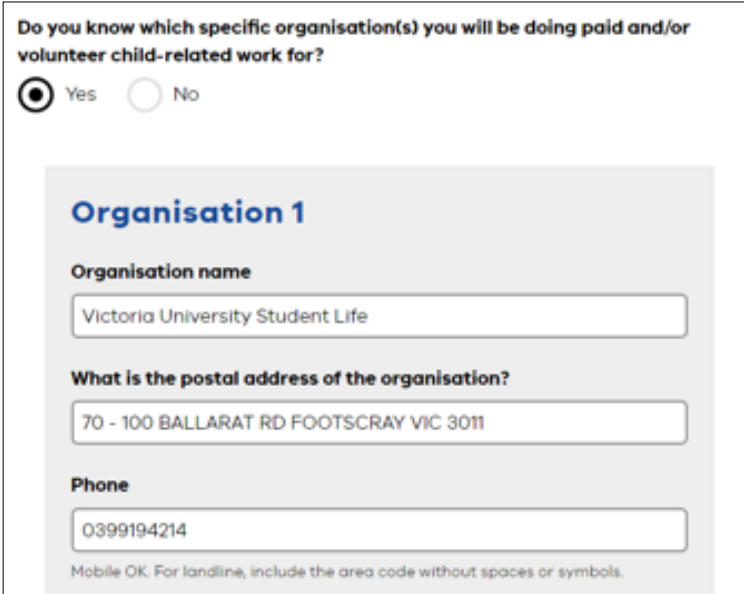
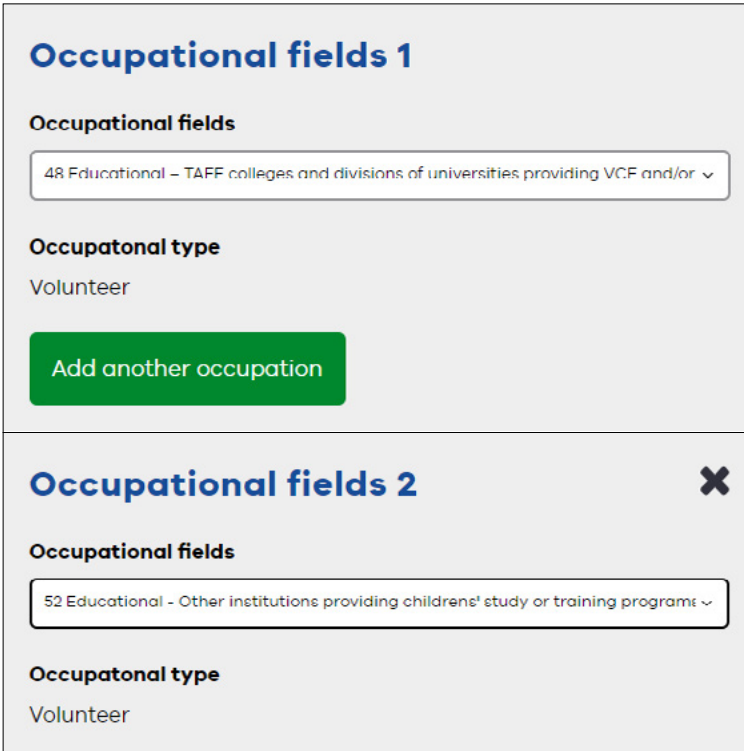
Then select 'Next'.

The screenshot shows a form with the title 'Have you applied for a Victorian Working with Children Check before?'. It has two radio buttons: 'Yes' and 'No', with 'No' selected. Below this is a section titled 'Which kind of check do you need?' with two radio buttons: 'Employee' and 'Volunteer', with 'Volunteer' selected. Below this is a blue information box with a white 'i' icon and the text: 'If you have not yet arranged volunteer child-related check work with any organisation, please apply after doing so.' At the bottom, there are two buttons: 'Next' and '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

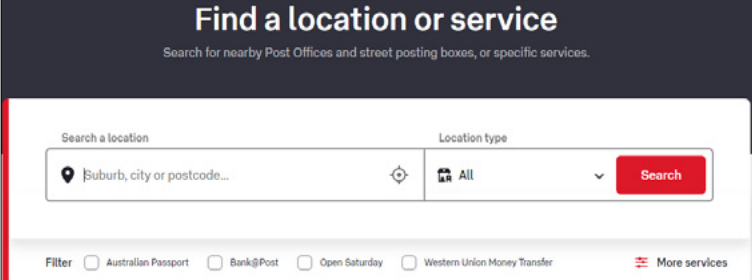
Steps	Examples
<p>1. Fill out the Organisation details.</p> <p>For the question reading <i>‘Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for?’</i>, select ‘Yes’.</p> <p>Enter the following details into the form fields:</p> <p>Organisation name: Victoria University Student Life.</p> <p>What is the postal address of the organisation? 70-100 BALLARAT RD FOOTSCRAY VIC 3011</p> <p>Phone: 0399194214</p>	 <p>Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Organisation 1</p> <p>Organisation name</p> <p>Victoria University Student Life</p> <p>What is the postal address of the organisation?</p> <p>70 - 100 BALLARAT RD FOOTSCRAY VIC 3011</p> <p>Phone</p> <p>0399194214</p> <p>Mobile OK. For landline, include the area code without spaces or symbols.</p>
<p>2. Fill out the ‘Occupational fields’:</p> <p>Select <i>‘48 Educational – TAFE colleges and divisions of universities providing VCE and/or VCAL’</i>.</p> <p>Select <i>‘Add another occupation’</i> button.</p> <p>Select <i>‘52 Educational – Other institutions providing children’s study or training programs’</i>.</p>	 <p>Occupational fields 1</p> <p>Occupational fields</p> <p>48 Educational – TAFE colleges and divisions of universities providing VCE and/or VCAL</p> <p>Occupational type</p> <p>Volunteer</p> <p>Add another occupation</p> <p>Occupational fields 2</p> <p>Occupational fields</p> <p>52 Educational – Other institutions providing childrens' study or training programs</p> <p>Occupational type</p> <p>Volunteer</p>

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)



The screenshot shows the Australia Post website's 'Find a location or service' page. The header is dark blue with the title 'Find a location or service' and a subtitle 'Search for nearby Post Offices and street posting boxes, or specific services.' Below this is a search bar with a placeholder 'Suburb, city or postcode...' and a location pin icon. To the right of the search bar is a 'Location type' dropdown menu set to 'All' with a red 'Search' button. Below the search bar are filter options: 'Filter' followed by checkboxes for 'Australian Passport', 'Bank@Post', 'Open Saturday', and 'Western Union Money Transfer'. A 'More services' link with a red flag icon is on the right.

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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