



# WWCC INSTRUCTIONS

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All volunteers are required to have a valid Working with Children Check (WWCC). **It is FREE to apply for, and will 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
- Any offence that presents an unjustifiable risk to the safety of children
- Offences against the Working with Children Act 2005.

## WHY DO I NEED A WWCC ?

It is 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 AN EMPLOYEE WWCC ?

If you already have a valid (paid) Employee WWCC, you don't need to apply for a Volunteer WWCC. You should update your details to include Swinburne Student Life in the 'Organisation Details'. You can update your details online or by phone.

**Online:**

Go to <http://www.workingwithchildren.vic.gov.au/>  
Click on the **MyCheck login** button in the top right.

**Phone:**

Call 1300 652 879 and follow the prompts.

If you have any questions about your Working with Children's Check Application, please contact the Leadership and Volunteering team at [volunteer@swin.edu.au](mailto:volunteer@swin.edu.au), or 9214 5445.



## IF I ALREADY HAVE A VOLUNTEER WWCC ?

1. Go to the Working With Children's Check website <http://www.workingwithchildren.vic.gov.au/>
2. Click on **Update My Details**
3. Once you have logged in, you can view all of your WWCC details
4. Click on **Change my details**
5. Add **Swinburne Student Life** as a new **Organisation**
6. Click **Submit**

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## HOW DO I APPLY FOR A VOLUNTEER WWCC ?

Before applying for your WWCC, you will need to ensure that you have [Acceptable Identification documents](#) (totaling 100 points). You will need to complete the online application form (as per the instructions below). Once completed you will receive an email with a barcode. You must present this barcode (printed or displayed on a smartphone) along with your identification documents to a [participating Victorian Australia Post outlet](#) for lodgment.

1. Go to the Working With Children's Check website <http://www.workingwithchildren.vic.gov.au/>
2. Click **Apply for Check**
3. Read the information on this page carefully. When ready, click **Apply in Victoria**.  
*Note: If you are interstate or overseas we recommend waiting until you are in Victoria to lodge your WWCC application. Applying from interstate/overseas may cost you money and delay the application process.*
4. The next page will give you some information about the steps involved in applying for your WWCC in Victoria and let you find your nearest suitable Australia Post outlet for lodging your application.  
*Tip: The Hawthorn Licenced Post Office (LPO) on Glenferrie Road is the closest suitable location to the Swinburne Hawthorn Campus. You can use the search function on this page to find a suitable Australia Post outlet near you.*
5. When you are ready to begin, click **Start application**
6. Start your application for a new **Volunteer Working With Children's Check**
7. Complete the sections **Your Details** and **Contact Details**
8. For the **Organisation Details** complete the form as follows:  
*Note: You may need to select the link to 'manually enter' the address if it does not appear in the autocomplete box.*
9. Select the following relevant **Occupational Field**:  
✓ 48 Educational – TAFE colleges and divisions of universities providing VCE and/or VCAL
10. Ensure to review the information that you have entered carefully, and be sure that all of this information is correct before continuing.



11. The next step may be different for International and Domestic students. Please read the information relevant to you. You will be given two options for verifying your identity online.  
International Students: Select **Verify my identity at Australia Post**.  
Domestic Students: Select **Verify my identity online**.  
*Note: The reason that this is different for International and Domestic Students is that the online verification process requires a number of identifying documents that are only issued to Australian permanent residents.*
12. Domestic Students: Add the verifying information as prompted.  
Click **Next** when you see the message to indicate that your identity has been verified.
13. All Students: Carefully read the information on the following **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.
14. Once you have clicked to **Sign and Submit** you will see a message appear. Download your barcode and instructions and follow the instructions given.

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