

School of Community Health

Instructions for Allied Health Students

Victorian Working with Children Check

The Working with Children Act 2005 requires that people who work or volunteer in certain child-related work apply for, and pass, a Working with Children Check (WWCC). WWCC cards are valid for five years (unless revoked because of a relevant change in the holder's circumstances or voluntarily surrendered by the holder).

All CSU students are now required to apply for a WWCC in their first year of study.

There is no charge to students when applying as a volunteer. If you obtain part time work that requires a WWCC, then you will need to reapply and pay a fee.

Forms are available online at:

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

Completing the application

A sample application is on the other side of this information sheet.

Please ensure that you check 'Volunteer' boxes where applicable.

In section D you will be asked for codes, these codes are different for each discipline, please refer to the table below for the codes you need to enter.

Discipline	Section H: Occupational Fields
Podiatry	58
Physiotherapy	10, 14, 44, 58
Occupational Therapy	10, 26, 44, 58
Speech Pathology/Speech Masters	10, 44, 46, 58
Health and Rehabilitation	10, 26, 44, 58

You will need 100 points of identity and a passport sized photo (two photos for interstate applicants, see link below).

The application can be lodged at any Victorian post office (e.g. Wodonga post office), for applicants who are interstate please follow the instructions provided at the link below:

<https://assets.justice.vic.gov.au/wwcc/resources/35e92b36-ca2d-487a-8d8c-4934fc82f008/interstate+applicant+information+sheet+july+2013.pdf>

Further details on how and where to apply are available at:

<http://www.workingwithchildren.vic.gov.au/home/applications/lodging+your+application/>

The check can take up to 12 weeks to be processed.

[About the Check](#) |
 [Applications](#) |
 [Cardholders](#) |
 [Resources](#)

Home > Applications > Apply for a Check > Type of application

[Type of application](#) |
 [Your details](#) |
 [Contact details](#) |
 [Organisation details](#) |
 [Review](#) |
 [Consent and declaration](#)

Type of application

Information for applicants

Before commencing child-related work you must present your receipt to your organisation as they need to know you have applied for the Check. They also need to go to the WVIC website and check if you are eligible to work whilst your application is being processed.

- Can I work whilst my application is processed?
- Keeping your details up to date
- Privacy
- Disclaimer

It is a criminal offence under section 38 of the Working with Children Act 2005 (the Act) to provide false or misleading information when applying for a Working with Children (WVIC) Check. It is an offence to apply if you are subject to an order under the Sex Offenders Registration Act 2004, Serious Sex Offenders Monitoring Act 2005 or Serious Sex Offenders (Detention and Supervision) Act 2009.

Now you are ready to start entering your details...

Have you ever applied for a Victorian Working with Children Check before? (Required)

Enter your previous application or card number (if known):

Do you need an Employee or Volunteer Check? (Required)

[Cancel application](#)

Type of Application

Ensure you select 'Volunteer'

[About the Check](#) |
 [Applications](#) |
 [Cardholders](#) |
 [Resources](#)

Home > Applications > Apply for a Check > Organisation details

[Type of application](#) |
 [Your details](#) |
 [Contact details](#) |
 [Organisation details](#) |
 [Review](#) |
 [Consent and declaration](#)

Organisation Details

You must provide the details of the organisations where you will be doing child-related work. The Department of Justice may contact these organisations as part of assessing your application and they will be sent advice about the status of your application.

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

Yes No

Contact Details

When asked about Organisational Details ensure you select 'No' when asked if you know the details of where you will attend, you will be at several different organisations during your course.

Occupational work codes

List the area(s) of child-related work in which you do, or intend to, work and/or volunteer in. If more than one area applies, list the code for each area.

Occupational Work Codes (Required)

[Back to previous step](#) [Save draft and exit](#) [Cancel application](#)

Work Codes

Occupational work codes, this is where you need to enter the specific codes for your discipline, these are outlined on page 1.