

Working With Children Check (WWCC) Application Information

All students who undertake clinical or fieldwork experience are required to hold a valid Working with Children Check card.

Application forms can be completed online via the link below:

<http://www.workingwithchildren.vic.gov.au/>

Please select **Volunteer**

The Occupational work code is 52

The Organisation and address details are as follows:

SHE Placement Operations
La Trobe University
SHE College
1 Kingsbury Drive
Bundoora, VIC, 3086

Employer volunteer phone number: **03 9479 1234**

Please allow 3 – 8 weeks for it to be returned. The Working with Children Check is valid for 5 years and is free of charge for students.

Please note if you already hold a Working with Children card, you need to contact the Department of Justice to add La Trobe University as an 'employer' using the details above. <https://online.justice.vic.gov.au/wwccu/>

If you have any further queries about Working with Children Checks, please contact a member of the Placements Operations Team on your discipline-specific email address