

Working with Children Check Frequently Asked Questions

Do I have to obtain a Working with Children Check?

Yes – all students over the age of 18 must obtain and hold a current WWCC prior to the commencement of placement to be eligible to be able to attend placement. You will not be permitted to undertake any placements unless you obtain and provide proof of a current WWCC to Placement Operations..

What if I'm under 18?

If you are still under 18, you will not be required to obtain a WWCC until after your 18th birthday. Please advise your Placement Officer if you will not be 18 until after your discipline specific deadline for providing documents to ensure we can record this correctly. You will need to submit an application for a WWCC as soon as you are able to.

How long is a Working with Children Check valid for?

A WWC Check card is valid for 5 years unless it is revoked or suspended by the Department of Justice and Regulation. You must hold a valid WWCC card for each instance of placement and it must not expire while on placement.

Do I have to upload my Working with Children Check card to InPlace?

No - students with a valid Victorian WWCC no longer need to upload a copy of their card to the student placement management system, InPlace. Instead, you only need to enter your Victorian WWCC reference number to InPlace, by the discipline specific deadline. For all non-Victorian WWCCs, we still require you to upload a copy of your WWCC card to InPlace.

See these [Uploading Health Placement Documents to InPlace instructions](#) [PDF 488KB].

Do I need to upload a certified copy to InPlace?

No – you are not required to upload a certified copy to InPlace. However, some placement providers will require you to submit coloured certified copies prior to placement commencing. If the placement provider requests a certified copy of your WWCC you must comply – a black and white or colour photocopy will not be sufficient if they have requested a colour certified copy and the placement provider may refuse you to attend placement if you don't comply.

I am having trouble logging in to InPlace. Can I email my WWCC card to the Placement Officer?

No - you should contact ASK La Trobe - 1300 LA TROBE (1300 528 762) for any technical/IT difficulties.

What if I don't have my Working with Children Check card by the discipline specific deadline?

Placement allocations are tentative subject to you presenting your WWC Check card by the discipline deadline. If you fail to present your WWC Check, you may jeopardise your ability to attend professional placement and may not be sent on placement until the WWC Check card is sighted.

Due to the cost and limited supply of placements, we cannot guarantee that a suitable alternative placement may be sourced for you if you do not comply with the discipline deadline for clinical documents. This may lead to a delay in your progression through the course.

Will my Working with Children Check card be given to a placement provider?

Where required, we may disclose your name, the fact that you hold a WWCC card and the expiry date to third parties where placements are undertaken.

Do I need to take my Working with Children Check card with me to placement?

Yes – you must be able to present your WWCC card on the first day of each placement you complete. Agencies have the right to remove you from placement if you are unable to present a WWCC card and can prevent you from attending until such time that you can present a valid WWCC card. It is advisable that you carry your WWCC card with you at all times while on placement.

What do I do if I've lost my Working with Children Check card?

You must immediately replace your WWCC card if it is lost, stolen or damaged. You must register for access to [MyCheck](#) and complete the online form to order a replacement card.

I have a Working with Children Check through holding registration with an accrediting body, can I use this instead of obtaining a separate Working with Children Check?

If you are a teacher and are currently registered with the Victorian Institute of Teaching (VIT), you are exempt from obtaining a WWCC. However, if your VIT registration is suspended or cancelled, you are no longer exempt and must apply for a WWCC card. You must upload proof of your current registration to InPlace.

There are no other exemptions for students who are registered with other accrediting bodies.

I am a Victoria Police officer or an Australian Federal Police (AFP) officer; do I need to obtain a Working with Children Check?

No – if you are a Victorian Police officer or AFP officers you are exempt from obtaining a WWC Check. However, if you are suspended or dismissed from the police force you are no longer exempt and must apply for a Check. You must upload proof of your officer status. Police officers from other States/Territories must apply for a Victorian WWC Check.

Where can I find out more information?

For more information on Victorian WWC Checks, please visit the [Department of Justice and Regulation \(Victoria\) website](#).

I am a Victoria Police officer or an Australian Federal Police (AFP) officer; do I need to obtain a Working with Children Check?

No – if you are a Victorian Police officer or AFP officers you are exempt from obtaining a WWC Check. However, if you are suspended or dismissed from the police force you are no longer exempt and must apply for a Check. You must upload proof of your officer status. Police officers from other States/Territories must apply for a Victorian WWC Check.

Do I need to get a new or different Working with Children Check if I have a placement overseas?

If you are undertaking overseas placements, you will be required to comply with local regulations and requirements necessary to undertake placement within that country. Students are advised to consult their subject coordinator and advise their discipline specific Placement Officer.

What do I do if I have a change in status of my WWC Check?

If you have a change in the status of your WWC Check you must immediately consult with your discipline-specific Clinical Academic Coordinator. You must also notify the Office of the Provost, Placement Partnering and Operations Senior Manager, in writing, if your circumstances change in any of the following ways:

- you are charged with, convicted, or found guilty of a serious sexual, violent or drug offence or the charge has been dealt with by a court in some way
- a professional conduct report is made against you.

A change in status may result in your placement being put on hold.

I already have a Working with Children Check; is there anything I need to do?

If you hold a WWCC at the time of enrolment (e.g. obtained as a part of previous employment) you must inform the Department of Justice and Regulation that you will be undertaking volunteer work with La Trobe University to ensure that your WWCC card is valid for placement. You will need to go to the Working with Children Check's website to add: La Trobe University, Placement Operations as one of your employers under "volunteer" organisation.

Which type of Working with Children Check do I apply for, volunteer or employee check?

You should apply for a volunteer WWCC.

Do I have to pay for the Working with Children Check?

No – you should apply for a volunteer WWCC which is free of charge.

How long does it take to receive the completed Working with Children Check card?

It generally takes three weeks for applications to be screened and the information to be processed. If you pass the Check you will receive an email. The card will take about two weeks to arrive by post after the email has been sent.

Please note: if you have a common name or the screening check reveals relevant criminal activity or reports about professional conduct, it can take up to 12 weeks to process their application. You are therefore advised to allow enough time should the application take longer.