

PLACEMENT OPERATIONS – HEALTH PLACEMENTS

FREQUENTLY ASKED QUESTIONS – WORKING WITH CHILDREN (WWC) CHECK

Q: What is a Working with Children Check?

A: The Working with Children (WWC) Check is a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

Applicants that pass the WWC Check will receive a WWC Check card to confirm that they can undertake 'child related work'.

Q: Do I have to obtain a Working with Children Check?

A: Yes – all students must obtain and hold a current WWC Check prior to the commencement of placement to be eligible to be able to attend placement. Students will not be permitted to undertake any placements unless they obtain and provide proof of a current WWC Check to the Placements Unit.

Q: How long is a Working with Children Check valid for?

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

Q: How do I apply for a Working with Children Check?

A: Applications for WWC Checks are completed online at:
<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

Applicants that have specified offences or relevant disciplinary findings against their name may be asked to provide further information to the Department of Justice and Regulation to support their WWC Check application.

Students will be emailed application information on how to complete the WWC Check application by the Placement Officer. This includes information on which work code to complete as well as the organisation's (La Trobe University's) details.

Q: I already have a Working with Children Check, is there anything I need to do?

A: Students that hold a WWC Check at the time of enrolment (e.g. obtained as a part of previous employment) must inform the Department of Justice and Regulation that they will be undertaking volunteer work with La Trobe University to ensure that their WWC Check card is valid for placement.

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

A: Students apply for a volunteer WWC Check. Please use the application information available on the SHE Placements Administration LMS page to assist with completing the application.

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

A: No – Students apply for a volunteer WWC Check which is free of charge.

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

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

Please note: for students with 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. Students are therefore advised to allow enough time should the application take longer.

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

A: Yes – students are required to upload a copy of their WWC Check card to the Student Placement Management System, InPlace by the discipline specific deadline. Log in to InPlace and upload the WWC Check card in the “Notes/Docs” tab. Please ensure you use the following format when saving the document to InPlace - <Current Year> <Name of document> <First Name Surname> <Student ID> - <Date Uploaded> E.g. 2017 WWC Check – Jane Smith 1234567 – 15012017.

Q: Do I need to upload a certified copy to InPlace?

A: No – students are not required to upload a certified copy to InPlace. However, some placement providers require students to submit coloured certified copies prior to placement commencing. If the placement provider requests a certified copy of your WWC Check 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 the student to attend placement if they don’t comply.

Q: I am having trouble logging in to InPlace, can I email my Working with Children Check card to the Placement Officer?

A: No – students must contact ASK La Trobe – 1300 LA TROBE (1300 52 87623) for any technical/IT difficulties.

Q: When do I have to submit my Working with Children Check card by?

A: Individual disciplines will communicate with students about their discipline specific timeframes for WWC Check cards and final deadlines for submission.

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

A: Placement allocations are tentative subject to students presenting their WWC Check card by the discipline deadline. Students that fail to comply jeopardise their 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 the University cannot guarantee that a suitable alternative placement may be sourced for students that do not comply with the discipline deadline, and thus may prevent a student from meeting required components of their degree program.

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

A: The University may disclose a student's name, the fact that they hold a WWC Check card and the expiry date to third parties where placements are undertaken.

Q: Why have I received a Negative Notice after applying for a Working with Children Check?

A: Students will receive a Negative Notice if the Department of Justice and Regulations is not satisfied that you should be given a WWC Check card. Students are issued with an Interim Negative Notice, then a Negative Notice. The Negative Notice comes into effect from the date on the notice.

Students that are issued with a Negative Notice by the Department of Justice and Regulation cannot engage in child related work regardless of whether that work is directly supervised by another person. Any person issued with a Negative Notice cannot re-apply for a WWC Check until five years after the date of the Negative Notice unless there is a change to their status (e.g. the criminal conviction against their name is overturned).

Q: What should I do if I have received a Negative Notice after applying for a Working with Children Check?

A: Students that are issued with a Negative Notice should immediately seek advice from the Senior Coordinator Placement Operations about the implications of the Negative Notice and the most appropriate action.

Q: Will my placement be cancelled if I receive a Negative Notice?

A: Students that receive a Negative Notice will not be able to attend placements where they may undertake child related work. For all other placements the situation will be assessed on a case by case basis.

Q: What if my placement is cancelled due to a Negative Notice?

A: Students are required to present their WWC Check Card at each instance of placement. The University cannot guarantee that suitable placements can be sourced for students that are issued with a Negative Notice. Consequently a student may have their progression halted at any instance of placement within the course. As such students may be required to take a Leave of Absence from the course or reconsider their enrolment in the course.

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

A: Yes – students attending placement must be able to present their WWC Check card on their first day of placement. Agencies have the right to remove a student from placement if they are unable to

present a WWC Check card and can prevent the student from attending until such time that the student can present a valid WWC Check card.

It is advisable that students carry their WWC Check card with them at all times while on placement.

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

A: Students must immediately replace their WWC Check card if it is lost, stolen or damaged. Students must register for access to MyCheck via the website below and complete the online form to order a replacement card. Instructions on how to apply for a replacement card can be found here:

<http://www.workingwithchildren.vic.gov.au/home/cardholders/replace+your+card/>

Q: What if something happens during the year and I'm concerned my status might change?

A: Any student that experiences a change in the status of their WWC Check must immediately consult with the Senior Coordinator Placement Operations. A change in status may result in a student being removed from a placement.

Students must notify the Senior Coordinator Placement Operations in writing if their 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
- you are required to report or comply with orders under:
 - Part 3 of the Sex Offenders Registration Act 2004
 - the Serious Sex Offenders Monitoring Act 2005
 - the Serious Sex Offenders (Detention and Supervision) Act 2009

Students are also required to notify the Department of Justice and Regulation within 21 days if there is any change to their volunteering or employment status. Failure to do so is an offence and incurs a penalty under the act. Students are required to notify the Department of Justice for any of the following changes to their personal details:

- Change of name
- Change of address
- Change of telephone number(s)
- Employer / volunteer organisation name and address
- Child related work codes

Q: Do I need to get a new or different Working with Children Check if I have placement in a different State/Territory?

A: Students that undertake interstate placements may be required to obtain a state specific WWC Check in order to undertake their placement. Where applicable, students will receive further information from their discipline specific Placement Officer at the time of placement allocation.

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

A: Students undertaking overseas placements will be required to comply with local regulations and requirements necessary to undertake placement within the country. Where applicable, students will receive further information from their discipline at the time of placement allocation and should consult with their discipline specific Placement Officer at the time of arranging an overseas placement.

Q: How do I apply for a NSW Working with Children Check?

A: Applications for a NSW WWC Check can be completed via the website below:

<https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>.

Q: How do I apply for a QLD Working with Children Check?

A: In Queensland the prevention and monitoring system for working with children and young people is called the Blue Card system. Applications for a QLD Blue Card can be completed via the website below:

<https://www.bluecard.qld.gov.au/index.html>.

Q: Who can sign my QLD Blue Card application form?

A: Placement Officers can sign and complete the contact person section of the Blue Card application form. There are two ways to obtain the contact details and signature from a Placement Officer.

- Students in Melbourne must take their application form to the ASK La Trobe Help Zone in the Bundoora campus library (Borchardt Library). An ASK La Trobe staff member will contact the Placements Unit and a Placement Officer will come to the library to fill in the CVF number and sign in Section E
- Students based in Regional Victoria can post their completed form and a self-addressed reply paid envelope to the Regional Placements Unit – Regional Placements Unit, Clinical Teaching Building, La Trobe University, PO Box 199, Bendigo, VIC 3552. A Placement Officer will fill in the CVF number, sign Section E and return the form to the student. Students are then responsible for sending the form on to Victoria Police.

Q: How do I apply for a WA Working with Children Check?

A: Applications for a WA WWC Check can be completed via the website below:

<https://workingwithchildren.wa.gov.au/>.

Q: How do I apply for a TAS Working with Children Check?

A: Applications for a TAS WWC Check can be completed via the website below:

http://www.justice.tas.gov.au/working_with_children.

Q: How do I apply for a NT Working with Children Check?

A: Applications for a NT WWC Check can be completed via the website below:

<https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>.

Q: 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?

A: Students who are teachers and are currently registered with the Victorian Institute of Teaching (VIT), are exempt from obtaining a WWC Check. However, student's whose VIT registration is suspended or cancelled, are no longer exempt and must apply for a WWC Check card. Students must upload proof of their current registration to InPlace.

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

Q: I am a Victorian Police officer or an Australian Federal Police (AFP) officer, do I need to obtain a Working with Children Check?

A: No - Students who are Victorian Police officers or AFP officers are exempt from obtaining a WWC Check. However, students that are suspended or dismissed from the police force are no longer exempt and must apply for a Check. Students must upload proof of their officer status. Police officers from other States/Territories must apply for a Victorian WWC Check.

Q: Where can I find out more information?

A: Please check the La Trobe University's [Working with Children Check Guidelines](#) for further information.

La Trobe University documents on WWC Check application instructions and guidelines are also available on the SHE Placements Administration LMS page – [SHE Placements – College of SHE Placements](#)

For more information on Victorian WWC Checks, please visit the Department of Justice and Regulation (Victoria) website: www.workingwithchildren.vic.gov.au.