

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 – you must obtain and hold a current WWC Check 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 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. You 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 the [Working with Children Check Victoria website](#).

If you have specified offences or relevant disciplinary findings against your name, you may be asked to provide further information to the Department of Justice and Regulation to support your WWC Check application.

You will be emailed information on how to complete the WWC Check application by your 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: If you hold a WWC Check 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 WWC Check card is valid for placement.

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

A: You should 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 – you should 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. 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.

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

A: Yes – you are required to upload a copy of your 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 under the 'WWCC Presented' section of Health Placement Compliance on the details tab of your profile.

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

A: 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 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 you to attend placement if you 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 – you should contact ASK La Trobe – 1300 LA TROBE (1300 528 762) 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 you about your 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 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.

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

A: Where required, we may disclose your name, the fact that you 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: You will receive a Negative Notice if the Department of Justice and Regulations is not satisfied that you should be given a WWC Check card. In this instance, you are issued with an Interim Negative Notice, then a Negative Notice. The Negative Notice comes into effect from the date on the notice.

If you are issued with a Negative Notice by the Department of Justice and Regulation, you 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: If you are issued with a Negative Notice, you 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: If you receive a Negative Notice you will not be able to attend placements where you 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: You are required to present your WWC Check Card at each instance of placement. We cannot guarantee that suitable placements can be sourced for students that are issued with a Negative Notice. Consequently, you may have your progression halted at any instance of placement within the course. As such, you may be required to take a Leave of Absence from the course or reconsider their course enrolment.

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

A: Yes – you must be able to present your WWC Check 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 WWC Check card and can prevent you from attending until such time that you can present a valid WWC Check card.

It is advisable that you carry your WWC Check card with you at all times while on placement.

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

A: You must immediately replace your WWC Check 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.

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

A: If you experience a potential change in the status of your WWC Check, you must immediately consult with the Senior Coordinator Placement Operations. A change in status may result in you being removed from a placement.

You must notify the Senior Coordinator Placement Operations 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
- 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

You are also required to notify the Department of Justice and Regulation within 21 days if there is any change to your volunteering or employment status. Failure to do so is an offence and incurs a penalty under the act. You are required to notify the Department of Justice for any of the following changes to your 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: If you undertake interstate placements, you may be required to obtain a state specific WWC Check in order to undertake placement in that state. Where applicable, you will receive further information from your 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: If you are undertaking overseas placements you will be required to comply with local regulations and requirements necessary to undertake placement within that country. Where applicable, you will

receive further information from your discipline at the time of placement allocation and should consult with your discipline specific Placement Officer at the time of arranging an overseas placement.

Q: Do I need a WWC Check for placement in NSW?

A: No – students in NSW are not required to hold a WWC Check in order to complete placement. You will only be required to present a valid police 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 Part B and Part F
- 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 Part B and Part F and return the form to you. You 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: If you are a teacher and are currently registered with the Victorian Institute of Teaching (VIT), you are exempt from obtaining a WWC Check. However, if your VIT registration is suspended or cancelled, you are no longer exempt and must apply for a WWC Check 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.

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 – 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.

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.