Working with Children Check
Application procedure for placements in the health sector

A current WWC Check is a mandatory requirement for all students attending placement in the healthcare setting and you are responsible for completing and submitting your application, and providing a copy of your WWC Check card, once received, to your Placement Officer.

We are unable to complete or submit WWCC applications on your behalf. Information on how to obtain a WWCC is available in the frequently asked questions below.

- Applications for WWCCs are completed online at the Working with Children Check Victoria website.
- Fill in the online application. The occupational code is 52.
- If you are applying within Victoria, you have the option to finalise your application online or at a participating Victorian Australia Post outlet, using the barcode and instructions that are emailed to you.
- You will be required to submit one document from each of two lists:
  - Photo ID: your Australian passport, driver's licence or learner's permit or an ImmiCard issued by the Australian Government.
  - other government issued ID such as a Medicare card, Australian citizenship certificate and numerous others.
- Volunteer checks are free.
- If applying at Australia Post they will take your photo at no charge.
- 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 WWCC application.
- La Trobe University must be listed in the student's application as one of the employers. Visit the Placement Partnering & Operations LMS site for La Trobe details (La Trobe Log-in required).