

Working with Children Check / Card ([WWCC](#)) Victoria

Many of the Work Integrated Learning (WIL) placements offered at Federation University are through external Health organisations, Education providers and the like, who require students to complete a Working with Children Check (WWCC). The WWCC is a legal requirement for anyone undertaking paid or voluntary child-related work in all Australian states and territories.

Both **volunteer** and **employee** WWCC are available. If a student already has an employee card it can be used for any paid or volunteer child-related work, but the volunteer organisation must be included on the card.

A **volunteer card** is free but can only be used for volunteer work such as **unpaid placement** eg: internships, projects. It is unlawful to engage in paid employment with a volunteer card.

Students must list Federation University as the organisation through which the child-related work is being undertaken. Students who have already obtained and hold a current WWCC must add Federation University as a volunteer organisation.

What you'll need to do...

- Click on [Apply for a Check fully online](#) to apply.
- Answer 3 quick questions to make sure you can prove your identity using your smart phone.
- Complete your entire application online through [Service Victoria](#).
- Ensure your personal details are entered correctly.
- Enter the organisation details, depending on your campus, as listed below:

Federation University Australia PO Box 663 BALLARAT VIC 3353 1800 333 864	Federation University Australia PO Box 859 BERWICK VIC 3806 1800 333 864	Federation University Australia PO Box 3191 Gippsland Mail Centre VIC 3841 1800 333 864
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- Enter the [occupational codes](#) relevant to your study area eg: Educational institutions: 44, 46 or 52.
- Review your details then '**Consent and Declaration**' using the '**sign and submit**' button.
- Print the application summary. The form is required to be lodged at the Australia Post retail outlet with 100 points of ID and a passport photo.
- Retain your verified application receipt (back page of application). The receipt allows you to do child-related work, while your application is being processed and is valid for up to 60 days from the date of issue.
- Once you receive your WWCC in the mail, please upload a scanned copy of the front of your card to your student profile page on [InPlace](#). Make sure the card number and photo are clearly visible. Also enter the "**Expiry date**" and "**reference # / card #**" in the boxes provided and '**tick box**'.

How long does it take to get my check?

The check can take up to 12 weeks, depending on whether Working with Children Check Victoria need to investigate your application. Please allow enough time prior to placement for the check to be processed.

REMEMBER: To check your local state and territory government regulations if you are undertaking Work Integrated Learning placement outside of Victoria.