

How to apply for a

Working with Children Check

Step by Step Guide
Easy English

May 2019

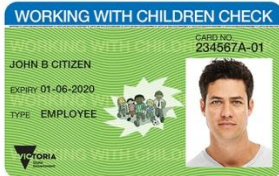
Hard Words

This guide has some hard words

The first time we write a hard word

- The word is in Purple
- We will write what the hard word means.

About this guide



This guide is about how to get a **Working with Children Check** card.



If you are going to be working with children and people under 18 years old you must have a Working with Children Check.

Working means paid or **volunteer** work. Volunteer means to work for no money.

A Working with Children Check is also called a **WWC Check**.



You can get a WWC Check online.



You can ask someone you trust to help you get a Working with Children Check.

This guide is written by the Sandybeach Centre.

What you will need before you start



- An email address

- 1 of these



- Computer with Internet



- Tablet or iPad with internet



- Mobile phone with internet



- **Identity documents** from this [list](#)

An identity document or ID is a card or piece of paper that has your name, address, photo or birthday on it to prove who you are.

- Details of the workplace you want to work at
 - Name of workplace
 - Address of workplace
 - Phone number of workplace.

What you will need to know



- Your name



- Your address



- Your date of birth
The date, the month and the year you were born

- The suburb or town you were born in

- The state or territory you were born in

- Are you **Aboriginal or Torres Strait Islander?**



Aboriginal and Torres Strait

Islander people are the first people to live in Australia.

- The address of places you have lived in the past 5 years



- What type of work you will do

There are 2 types of WWC Checks

You can get a **volunteer check** if you will be volunteering

or

You can get an **employee check** if you will be doing paid work.



- What type of organisation you will work for

Click here for a [list of workplaces.](#)



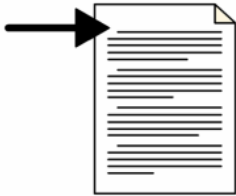
- Do you have enough ID documents to **verify** your identity online?

Verify means to check.



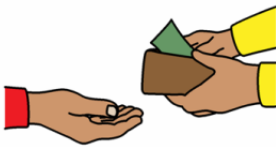
- Are you going to verify your ID documents at the Post Office?

Steps

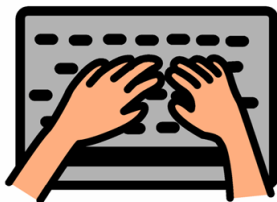


1. Go to www.workingwithchildren.vic.gov.au and start filling in your [online form](#).

2. Have you applied for a WWC Check before?



3. Are you going to be paid for the work you do?



4. Type in your personal details.

5. Type in the workplace you will work for.

6. **Review** your details and change them if they are not right.



Review means to check your details are right.

7. If you are going to **verify your ID at the Post Office**



- you will need to take 3 of your ID documents to the Post Office
- Go to Step 17.



8. If you are going to **verify your ID online** continue with these steps.

9. Click on **Verify my identity online.**



10. Click on **Consent**.
Consent means you agree.



11. Choose the ID document you have from the list on the screen.



12. Type in the ID **document numbers**.
These are the numbers on your card or document.



13. Check that your name and date of birth on the screen are right.

14. Check that all other details on the screen are right.

15. Go back to Step 11 for your next ID document.



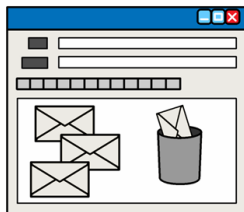
16. Take 1 ID document that has your photo on it with you to the Post Office.

17. **Submit** your application.

Submit means to send.



18. Open your email and check for an email from workingwithchildren@smarteform.com.au.



19. If you can't find the email check in your junk mail folder.



20. The email will have a barcode.



You can print this barcode

or

You can have it on the email on your mobile phone.



21. Take the barcode with your ID documents to the Post Office.



22. The person at the Post Office will

- take your photo
- check your documents.

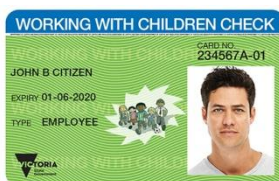


23. If you are asking for a **volunteer check** there is no charge.



If you are asking for an **employee check** you will have to pay for your WWC Check at the Post Office.

Click here for [the price](#).

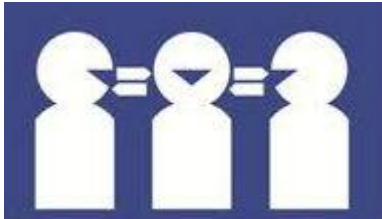


24. You will get your WWC Check card in the mail in about 5 days.

More information



FAQ's [Frequently Asked Questions](#)



Translating and Interpreting Services

Call 13 14 50

Ask them to call the Working with Children
Check Customer Support Line
on 1300 652 879



National Relay Service

Call 133 677 for TTY / voice calls

or

1300 555 727 for Speak and Listen



Website

<http://www.workingwithchildren.vic.gov.au/>



Phone WWC Customer Support Line

1300 652 879

8:30 am – 5 pm Monday to Friday

not on public holidays



Email

workingwithchildren@justice.vic.gov.au



Address

Working with Children Check Unit

Department of Justice and

Community Safety

GPO Box 1915

Melbourne VIC 3001

The Picture Communication Symbols

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