

VICTORIA Step-by-step WWCC

Before you start, please watch the step-by-step video:

<https://www.youtube.com/watch?v=crGp02yLnqQ>

Step 1

To apply online go to following website:

<https://smarteform.auspost.com.au/aponlineforms/servlet/SmartForm.html?formCode=wwcv>

Step 2

Apply as a volunteer:

Now you are ready to start entering your details...


*All questions marked with an * are mandatory*

Have you applied for a Victorian Working with Children Check before? *

Yes	No
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Do you need an Employee or Volunteer Check? *

Employee	Volunteer
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 If you have not yet arranged volunteer child-related check work with any organisation, please apply after doing so.

Step 3

- Enter personal details
- Enter contact details (use your host family's address)
- Enter organization details (again the details of your host family)
- Review your application and check if everything is right
- Consent and declaration

Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for? *

Yes

No

Organisation 1

Organisation name *

What is the postal address of the organisation? *

Use autocomplete or [manually enter](#)

PLEASE NOTE - If you don't know the correct postal address, contact the organisation to confirm.

Phone *

Mobile OK. For landline, include the area code without spaces or symbols.

+ Add Organisation

Occupational fields

Select the best fit for your role from the list of child-related occupational fields. If more than one field applies, list the code for each field.

Tip: These fields are not job titles. For example, if you are a children's netball referee, choose 'Club/association...sporting nature'.

Occupational fields 1

Occupational fields *

Select at least one

20 Child care - in-home care

Occupational type *

Volunteer

Step 4

Print out the summary/email you will have received and lodge the application in an Australian post office. Please bring the following:

- Print of the summary/email
- A passport sized photo – you can take your photo at the Australia Post office at no charge
- Documents to provide proof of your identity and address. This would be your passport, a signed bank card and a bank statement. You can get a bank statement when you open a bank account in Australia.

Step 5

You will then receive your WWCC number which looks like this: 0211457A-01 (sometimes the -01 is missing).

Step 6

The final step is to provide Smart Au Pairs with this WWCC number.