

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:

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+vicoria>

Step 2

Apply as a volunteer:

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

Have you ever applied for a Victorian Working with Children Check before? (Required)

Enter your previous application or card number (if known):

Do you need an Employee or Volunteer Check? (Required)

ⓘ Please consider applying when you can nominate an organisation. If you proceed, by law you must provide the department with the organisation's details within 21 days of starting child-related work.

[Cancel application](#)

Step 3

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

Organisation Details

You must provide the details of the organisations where you will be doing child-related work. The Department of Justice may contact these organisations as part of assessing your application and they will be sent advice about the status of your application.

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

Yes
No

Organisation name: (Required)
Postal address line 1: (Required)
Postal address line 2:
Suburb: (Required)
State: (Required)
Postcode: (Required)
Phone: (Required)

Add organisation to list

[Cancel another organisation](#)

Occupational work codes

List the area(s) of child-related work in which you do, or intend to, work and/or volunteer in. If more than one area applies, list the code for each area.

Occupational Work Codes (Required)

20 Child care - in-home care



Add occupational work code to list

[Cancel another work code](#)

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 up 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 Smartaupairs with this WWCC number.