



Applying for a Working with Children Check (WWCC)

All volunteers at the College are required to have a WWCC and *Heathdale Christian College* must be registered as a nominated organisation. Volunteers will be able to help at the College once a Notice of Assessment has been received by us upon approval of your WWCC or update of details.

What Is It?

The Government requires that all people over the age of 18 who work with children, including in a voluntary capacity, complete a WWCC.

How Do I Apply?

The WWCC is free of charge for volunteers and remains valid for five (5) years.

Applications can be completed online at the website listed below. You will then need to print out an Application Summary and take it to an Australia Post branch along with proof of identity documents and a passport sized photo.

It can take up to six (6) weeks to process an application, therefore you are encouraged to organise this early so you can support the College and your family by assisting as a volunteer at various times.

Before you can commence working at the College, a Notice of Assessment will be sent to us on the approval of your WWCC; you are not required to give us a copy of your card. We are not able to accept volunteers until the full process has been completed.

If I Already Have A Card

Should you already have a current WWCC, call the Information Line or visit the website and follow the prompts to add Heathdale Christian College as an additional volunteer organisation. A Notice of Assessment will then be sent to the College.

If I Need To Renew My Card

If you have kept your contact details up to date, you will receive a reminder to renew from the Department of Justice & Regulation by email, SMS or letter 28 days before your WWCC expires. Visit the website and follow the prompts to renew your registration.

Additional Information

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

Email: workingwithchildren@justice.vic.gov.au

WWCC Information Line: 1300 652 879 (local call charge) between 8.30am to 5pm weekdays (exc. public holidays).

College details: Heathdale Christian College, PO Box 1042 Werribee Plaza Vic 3030