

## Volunteer Working with Children's Check (WWCC) Instructions

You cannot volunteer on-campus without a WWCC.

The Volunteer WWCC check is **free**, lasts for 5 years, and is useful in many professions. It is a great addition to your resume too!

### What is a WWCC?

A WWCC examines relevant information from your national criminal records and, in some cases reports by some professional bodies about your professional conduct. The offences that are relevant to the WWCC are:

- Serious sexual, violent or drug offences
- Any offence that presents an unjustified risk to the safety of children
- Offences against the Working with Children Act 2005

### Why do I need a WWCC?

It is a requirement by law that all on-campus volunteers at Swinburne have a valid WWCC. The WWCC helps protect children from physical and sexual harm by screening people's criminal records and professional conduct, and by preventing those who pose an unjustifiable risk to children from working with or caring for them.

### What if I already have an Employee WWCC?

If you already have a valid (paid) Employee WWCC, you don't need to apply for a Volunteer WWCC. You should update your details to include Swinburne Student Life in the 'Organisation Details'. You can update your details [online here](#).

### What if I already have a Volunteer WWCC?

If you already have a valid Volunteer WWCC, you don't need to apply for a new one. You should update your details to include Swinburne Student Life in the 'Organisation Details'. You can update your details [online here](#).

### How do I apply for a Volunteer WWCC?

If you are an **Australian citizen/permanent resident**, apply here: [How to apply | Working with Children](#)  
1 step process – apply fully online.

Use identification documents such as: Australian passport, medicare card, Australian drivers licence

If you are an **international student/on a visa**, apply here: <https://www.vic.gov.au/person-applications>  
2 step process – apply online and verify identification documents at an Australia post branch.

Use identification documents such as: Foreign passport, immigration (immi) card, Visa entitlement verification online (VEVO) statement, Tertiary student ID card (Your Swinburne student card), Private health insurance card (e.g., BUPA, MEDIBANK, etc.), Australian bank issued credit or account bank card (American Express or Diners Club not accepted)

*Tip: The Hawthorn Licenced Post Office (LPO) on Glenferrie Road is the closest suitable location to the Swinburne Hawthorn Campus.*

**What kind of check do you need?**

Answer: Volunteer

**Organisation Details**

Organisation name: Swinburne Student Life  
Postal number and street: 34 Wakefield Street  
Postal Suburb: Hawthorn  
Postal State: VIC  
Postcode: 3122

*Tip: If the system cannot recognise the address, you can choose the last option to 'Enter an address manually'*

**Occupational Field**

Select: 48 Education – TAFE colleges and divisions of universities providing VCE and/or VCAL

Carefully read the information on the Consent and Declaration page. By ticking the box on this page and clicking **Sign and Submit** you are agreeing that you have read and understood all the above and that you are signing for your Victorian Working with Children Check application.

After you have applied, you will receive an email from the department confirming your check has been finalised and provide your WWCC number.

If you have any questions about your Working with Children's Check Application, please contact the Volunteering team at [volunteer@swin.edu.au](mailto:volunteer@swin.edu.au)