



Working With Children Check (WWCC)

Procedure for Mentors

Why do In2science mentors need a WWCC?

The 'Working with Children Check' (WWCC) helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct and preventing those who pose an unjustifiable risk to children from working with or caring for them.

A valid Working With Children Check is an increasingly common requirement for any form of volunteering, so it's a useful thing to have. Not to mention completely free for volunteers!

Your responsibilities

All In2science mentors must have been interviewed by their coordinator, attended pre-placement training and have (or have applied for) a valid WWCC before commencing their mentoring placement visits.

Applying for a Working With Children Check

The application process involves two steps (an online form and a visit to a post office), but is easy to complete:

1. Visit the following website and apply for a check
Australian citizen: www.workingwithchildren.vic.gov.au
International student: www.vic.gov.au/person-applications
2. During the application process the following details corresponding to your university must be entered:
 - Select 'volunteer check'
 - Occupational work codes:
44 – Educational State schools... & 46 – Educational Non-Government schools...

- Details of Organisation:

Organisation Name:	Deakin University	La Trobe University	RMIT University
Contact:	In2science Program Coordinator	In2science Program Coordinator	In2science Program Coordinator
Postal Number and Address:	Diversity, Equity and Inclusion, Deakin University	Widening Participation, Office of the Provost	People Connect,, RMIT University
Postal Address line 2:	Locked Bag 20001	La Trobe University	GPO Box 2476
Suburb:	Geelong	Bundoora	Melbourne
State:	VIC	VIC	VIC
Postcode:	3220	3086	3001
Phone:	(03) 5227 2333	0401 677 105	(03) 9925 8000
Organisation Name:	Swinburne University of Technology	The University of Melbourne	
Contact:	In2science Program Coordinator	In2science Program Coordinator	
Postal Number and Address:	Schools Engagement, Future Students	Student Academic Services, Faculty of Science	
Postal Address line 2:	The Mail Centre, 1 Alfred Street	Old Geology Building, The University of Melbourne	
Suburb:	Hawthorn	Parkville	
State:	VIC	VIC	
Postcode:	3122	3010	
Phone:	(03) 9214 5737	0422 515 064	

I have applied for a WCCC but haven't yet received my WWCC card

You can be placed in a school if you have applied for a WWCC and can show proof of application (e.g. the receipt from Australia Post confirming your application submission). Some schools may be particularly stringent about seeing your valid WWCC card, so it's always best to apply early and have the card on hand before starting your school visits.

I already have a valid WWCC from before joining In2science

You must update the 'organisation details' (as listed above) through the WWCC website: <http://www.workingwithchildren.vic.gov.au/home/cardholders/update+your+details/>

Once this has been done, the Department of Justice will send written confirmation to In2science within 21 days.