



Working With Children Check Process 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 a coordinator, attended pre-placement training, and have (or have applied for) a valid WWCC before commencing their mentoring placement visits/online sessions.

Applying for a Working With Children Check

The application process is easy to complete.

1. Visit the following website and apply for a check:
 - Australian citizen: www.vic.gov.au/working-with-children-check
 - 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 and 46 Educational - non-government schools

- Details of Organisation:

The addresses will appear in the Address field when you start typing.

Organisation Name:	Deakin University	La Trobe University
Address:	Locked Bag 20001, Geelong VIC, 3220	1 Kingsbury Drive, Bundoora VIC, 3083
Phone:	(03) 5227 2333	1300 528 762
Email:	peopleconnect@deakin.edu.au	HRAssist@latrobe.edu.au
Organisation Name:	RMIT University	The University of Melbourne
Address:	GPO Box 2476, Melbourne VIC, 3001	Level 3, 11 Barry St, Carlton VIC, 3053
Phone:	(03) 9925 8000	(03) 8344 0888
Email:	people.connect@rmit.edu.au	hr-assist@unimelb.edu.au

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

You can be placed in a school/with an eMentee if you have applied for a WWCC and can show proof of application (e.g. your card number, which can be checked online against your surname). For in-class mentors, 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. If you don't have your physical card before day one of placement, check with the school if you will be allowed to attend.

I already have a valid WWCC from before joining In2science

You must update the 'organisation details' (as listed above) through the WWCC website: <https://service.vic.gov.au/services/working-with-children-check-update-details/home>

Once this has been done, In2science will receive confirmation within 21 days.