

Victorian Working with Children Check

FAQs – Frequently asked questions



What is it?

The Victorian Working with Children (VWWCC) contributes to the safety of Victoria's children when they are being cared for, or participating in a range of activities, by seeking to prevent those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

Wodonga TAFE is an educational institution for the purposes of the Working with Children Act 2005 (Vic). The Working with Children Act requires certain employees to hold a current assessment notice. To assist in protecting all children who attend the Institute, it is the Institute's policy to require **all staff** to hold a current assessment notice.

The Working with Children Act 2005 (Vic) was phased into the TAFE sector from 1 July 2007 to 30 June 2008. If you did not apply for a Victorian Working With Children Check by the **30 June 2008** it is an offence for you to engage in "child-related work". It is also be an offence for the Institute to engage you in "child-related work".

How do I get one?

To get a VWWCC, you will need to apply through a participating Australia Post outlet (visit www.auspost.com.au for your nearest outlet.) Application forms are available from Workforce Planning & Development or the Post Office. Once your application has been processed (allow up to 8 weeks for processing), you will receive an Assessment Notice. You will receive your VWWCC card within 10 days of receipt of your Assessment Notice

How much does it cost?

An application for a VWWCC is \$73.90 (current at 1 July 2008 – indexed annually). A volunteer VWWCC **cannot** be used for paid "child-related work". A VWWCC is valid for 5 years (unless revoked) and is transferable when you change employers (if you have an employee card). Replacement cards are currently \$16.40.

Who Pays?

All new staff commencing at Wodonga TAFE are responsible for the costs associated with obtaining a Victorian Working with Children Check. All renewals and replacement cards are the responsibility of the employee.

When I get one, what do I need to do with it?

Once you have received your VWWCC card bring it into either your Department, or to Workforce Planning & Development where a verified copy will be made. A copy of the card will be placed on your personnel file and the card number will be recorded. To assist remote workers (ie. staff who are based some distance from the main campus) a copy of the card can be verified by a Justice of the Peace

What happens if I get a negative notice or it is revoked?

If you are issued with a "negative notice" you must immediately bring this to the attention of the Manager Workforce Planning and Development or the General Manager Learning Innovation and Organisational Development. Confidentiality of this information is assured.

It is a condition of employment for all staff to obtain and maintain a current assessment notice. Failure to do so may result in the cessation of the employee's employment on and from the date that the Institute is advised by the Department of Justice that the employee's assessment notice has been revoked, or that the employee has been given a negative notice

What happens if I don't supply one?

If you do not supply a VWWCC card or receipt proving that you have applied for one, your employment maybe terminated.

What if I have questions?

Contact **Workforce Planning & Development** on **02 6055 6624**, log on to www.justice.vic.gov.au/workingwithchildren or contact the **Victorian Working with Children Check hotline on 1300 652 879**.