Applying for a Volunteer Working With Children Check (WWCC).

As you are commencing a voluntary role with Deakin University, you need to obtain a Working With Children Check (WWCC) for volunteers. This is a FREE check that you can apply for by following the instructions below.

If you already have a volunteer WWCC, you only need to provide a scanned copy of your card which clearly shows the expiry date and add Deakin as an organisation on the WWCC website. If you do not have a volunteer WWCC you will need to follow the instructions below to apply for the check.

The process for applying is as follows:

Step 1. Applying for a Volunteer Working with Children Check

1. Fill in the WWC Check application form and verify your identity online via the website www.workingwithchildren.vic.gov.au and follow the prompts to complete (*see notes below).
2. Check the email that will be sent to you with instructions on how to finalise your application at Australia Post
3. At Australia Post your photo will be taken at no charge to you
4. As you are applying for a Volunteer Check there will be no application fee

*Notes on completing the WWC Check application:

- The type of application is "Volunteer" (without a fee)
- For occupational work code, enter 52 (this is at the bottom of the page after organisational details)
- For organisational details, please manually enter the postal address and phone number listed below

For Burwood staff:
Deakin University
Attn Division of Student Life
221 Burwood Highway, Burwood Vic 3125
Phone: 9244 6056

For Geelong Waurn Ponds staff:
Deakin University
Attn Division of Student Life
75 Pigdons Road, Waurn Ponds Vic 3216
Phone: (03) 5227 1100

For Geelong Waterfront staff:
Deakin University
Attn Division of Student Life
1 Gheringhap Street, Geelong Vic 3220
Phone: (03) 5227 1100

For Warrnambool staff:
Deakin University
Attn Division of Student Life
Princes Highway, Warrnambool Vic 3280
Phone: (03) 5563 3100

DO NOT SELECT autocomplete as this will result in the Department of Justice and Regulation's
confirmation letter being mailed to Deakin incorrectly. The address provided will ensure the letter is received by and securely stored within your Organisational Area.

Once you have reviewed your application details you will be asked to either verify your identity online or at an Australia Post outlet. Please note: International students must verify their identity at an Australia Post outlet as the accepted forms of online verification documents are only issued to Australian permanent residents.

You need to apply for the check ASAP. Anyone who has not applied may not be able to continue in a volunteer role at Deakin University.

**Step 2. Submitting your WWC Check to your Organisational Area**

- Your original WWC Check card needs to be sighted by your manager or supervisor within your Organisational Area.

Please note you can use **employee WWCC check in volunteer roles**. If you have a valid WWCC for a paid role, you do not need to convert this to a volunteer WWCC check.

If you are working in more than one volunteer role at Deakin, you will only need to apply once for the WWCC, but you may need to provide a scanned copy of your card to another administrative area, so their records are complete.

If you have already received advice about obtaining a WWCC please ignore this email. If you have questions or concerns about this process, please contact orientation@deakin.edu.au.