



# Working with Children Check Procedure

For student placements in the Faculty of Medicine, Dentistry and Health Sciences

In Victoria, the law requires all people who engage in child-related work (paid or voluntary) to obtain a Working with Children Check.

This document details the process for obtaining a Victorian Working with Children Check, and is designed to be read in conjunction with the *Student Placement Handbook* which outlines your obligations and other important information.

Students undertaking placement do not receive any payment and are therefore eligible to apply for a “volunteer” Working with Children Check, which are available free of charge.

## *How do I apply for a Working with Children Check?*

To apply for a Victorian Working with Children Check, visit the Working with Children Check website and follow the prompts:

[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

When you reach the section titled ‘Organisation details’ you need to enter the following information:

<i>Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for?</i>	Yes
<i>Organisation name</i>	The University of Melbourne
<i>Postal address</i>	Faculty of MDHS Level 1, Brownless Biomedical Library The University of Melbourne VIC 3010
<i>Phone</i>	0383445890
<i>Occupational work code</i>	38 – for Social Work students 40 – for Psychology students 58 – for students in any other discipline

Entering these details will satisfy your obligations and replaces the need for you to list every placement provider individually (unless instructed otherwise by one of your providers).

## *What if I already hold a current Working with Children Check?*

If you already hold a current Victorian Working with Children Check, for either volunteer or employment child-related work, you do not need to apply for a new Check. You must, however, go to MyCheck and add the University of Melbourne to your details prior to your placement commencing (using the information above):

<https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>

## Submitting your Working with Children Check

All students are required to provide suitable evidence of their Working with Children Check to the University before the due date, which will be communicated via email and will be prior to the commencement of placement.

Your documentation must be submitted via the University's secure Student Placements website:

<http://mdhs.unimelb.edu.au/study/student-placements>

1. Navigate to the Working with Children Check section and click the button to "Submit Check". You may be asked to login, after which you will then be presented with an online form that you must complete.
2. Click the "Browse..." button to select the scan or photograph of your Working with Children Check evidence. Note that the form will only allow one document to be uploaded per submission, and the document cannot exceed 9MB in size.
3. Once you have completed the form, click "Next". Your document will be uploaded at this point and the site may take some time to load depending on your internet connection.
4. You will then be presented with a declaration that outlines some of your obligations and information about how your personal information will be used. Click the "Submit" button to agree to those terms and complete the submission of your Working with Children Check.
5. You will receive an automatic receipt of submission via email to your student email account. You will then receive notification from a staff member when your documentation has been processed.

### *What types of document can I submit as 'evidence' of my Working with Children Check?*

Students can submit copies of any of the following documents as evidence of their Working with Children Check result:

- Working with Children Check card
- Working with Children Check Assessment Notice
- Interim Negative Notice
- Negative Notice

When completing the online submission form, ensure you select the document type from the drop-down list.

### *I submitted my documentation but I haven't received any emails?*

If you have submitted your documents successfully but have not received the automatic receipt to your student email address, it might mean that we haven't received your submission either. Please contact us via email to check:

[health-hub@unimelb.edu.au](mailto:health-hub@unimelb.edu.au)

Once you have confirmation that your submission was successful, please allow at least one week for your documentation to be processed by University staff.

### *I've applied for my Working with Children Check but I won't receive an outcome before the due date.*

Working with Children Check applications can take up to 5-7 weeks to be processed during peak times. If the documentation due date is approaching and you have not yet received your outcome, you should submit a copy of your Working with Children Check Application Confirmation email that is sent to you by the Department of Justice one business day after you lodge your application at an Australia Post outlet. The file you submit to us must clearly show your name, sender email address, date of email, your application number and the application type. This will enable you undertake placement for up to three months. You **must** make a new submission with evidence of your Check outcome as soon as possible after it is received.