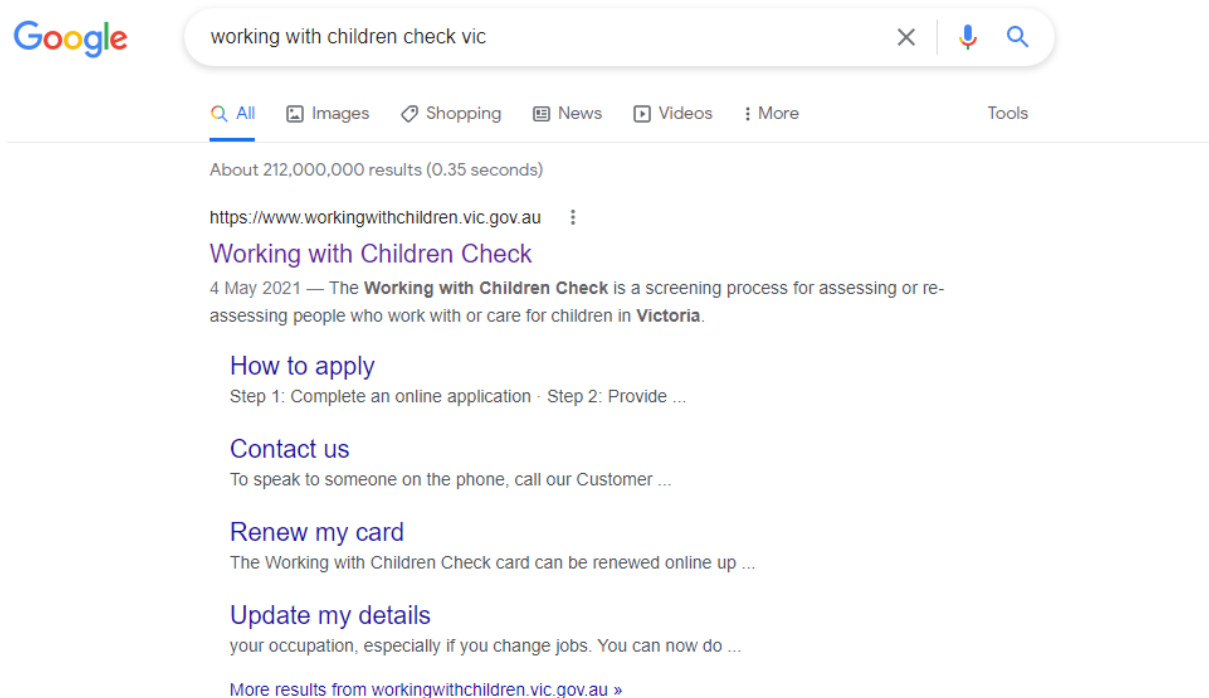


# HOW TO ADD AN ORGANISATION TO YOUR WORKING WITH CHILDREN CHECK (WWCC) CARD – if you already have one

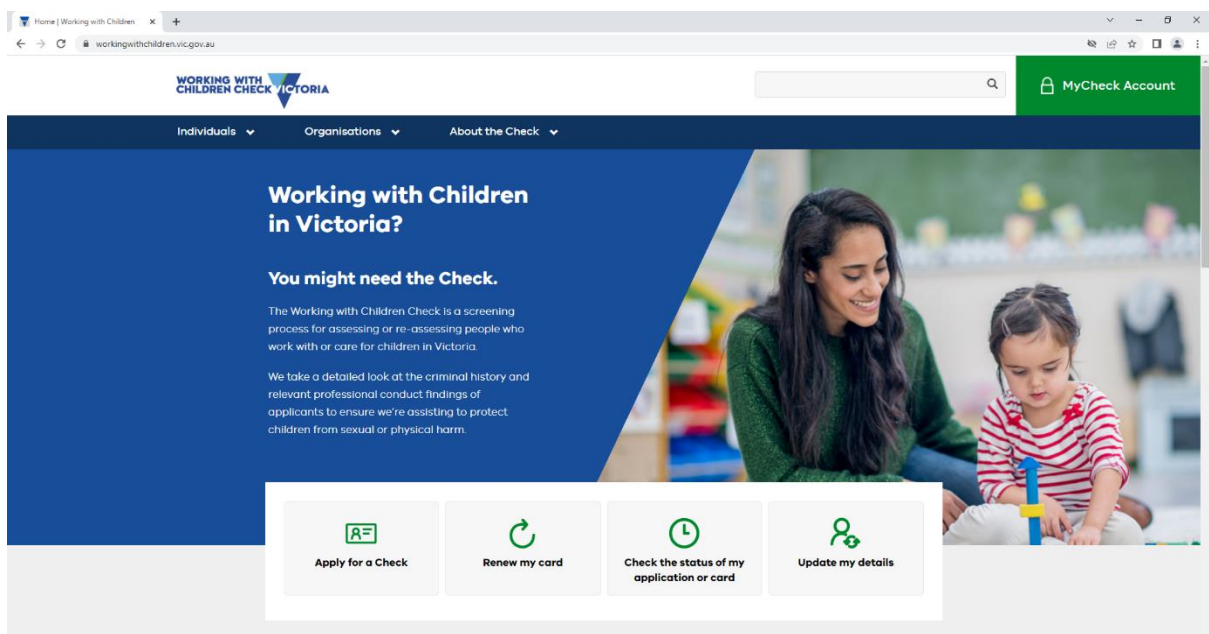
## **STEP 1**

- Search 'Working with Children Check Victoria' in your preferred search engine **OR**
- Visit – <https://www.workingwithchildren.vic.gov.au>



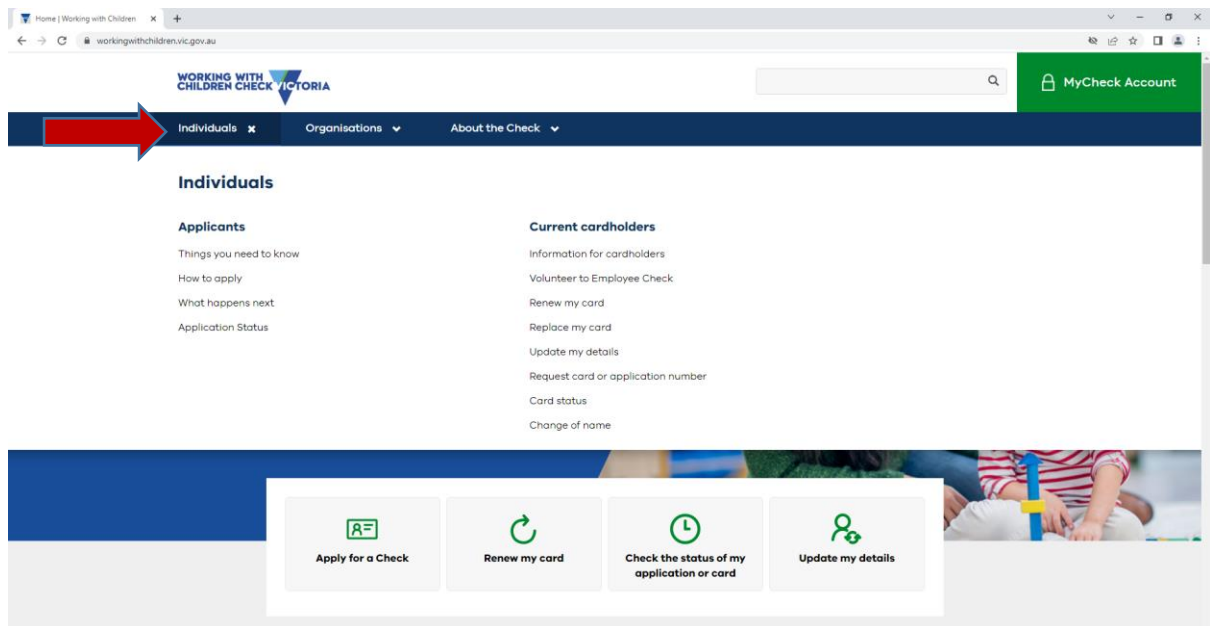
## **STEP 2**

- This is what the home page of the 'Working with Children Check' looks like



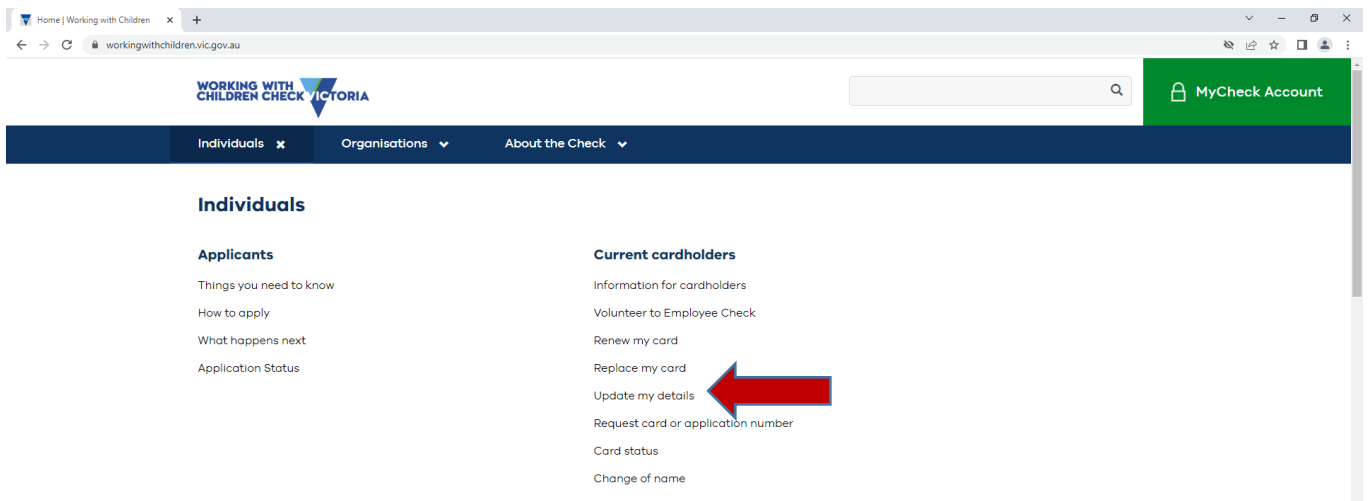
### STEP 3

- You will need to click on the '**Individuals**' drop-down menu
- The below image shows what the '**Individuals**' menu looks like



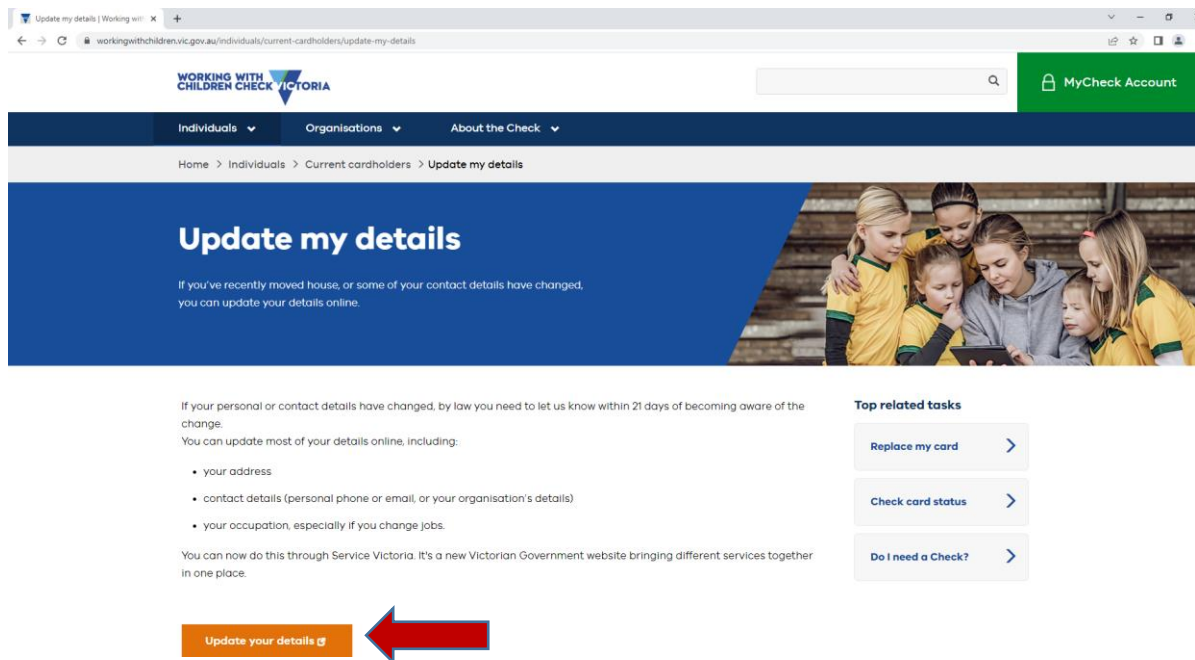
### STEP 4

- You will need to click '**Update my details,**' which can be found until the title '**Current cardholders.**'



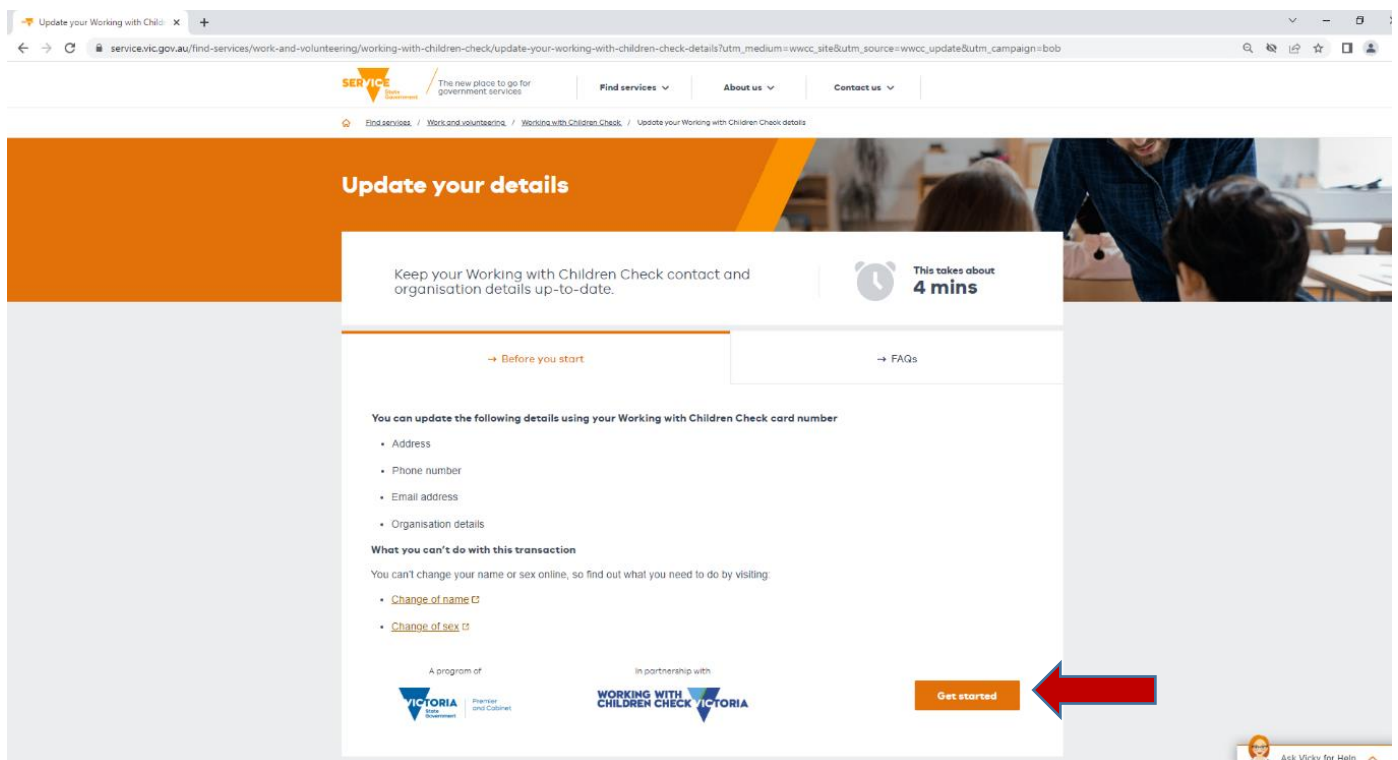
## STEP 5

- Below is what the next step/page looks like
- You will then need to click on the **orange** button 'Update your details.'



## STEP 6

- After clicking the **orange** button, it will take you to a 'Service Victoria' Government page.
- Below is what the next step/page looks like
- It should only take you a few minutes to update your details
- The next step is to click the **orange** button that says 'Get started'



## STEP 7

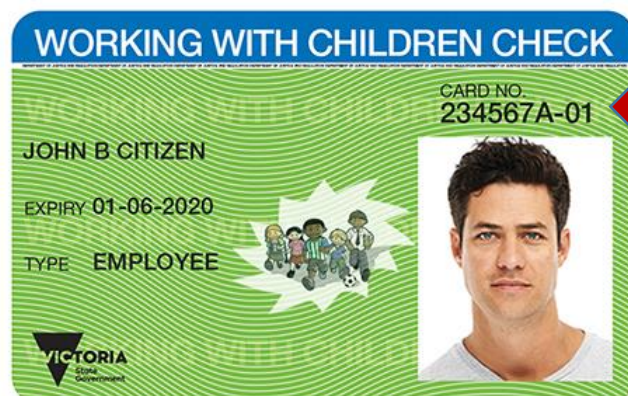
- Below is what the next step/page looks like
- You will need to fill in your Personal details
- **First and Middle Names** go in the 1<sup>st</sup> line
- **Family/Surname** go in the 2<sup>nd</sup> line
- You will need to use the drop-down menu to select your '**Date of Birth**'
- Then click the **orange** button that says '**Continue**'

## STEP 8

- After you press 'Continue,' you should notice that the 'Card/Application number' line appears. You will need to type in your '**Card No.**' This can be found above your picture on your WWCC Card. Image included below.
- Then click the **orange** button that says '**Continue**'

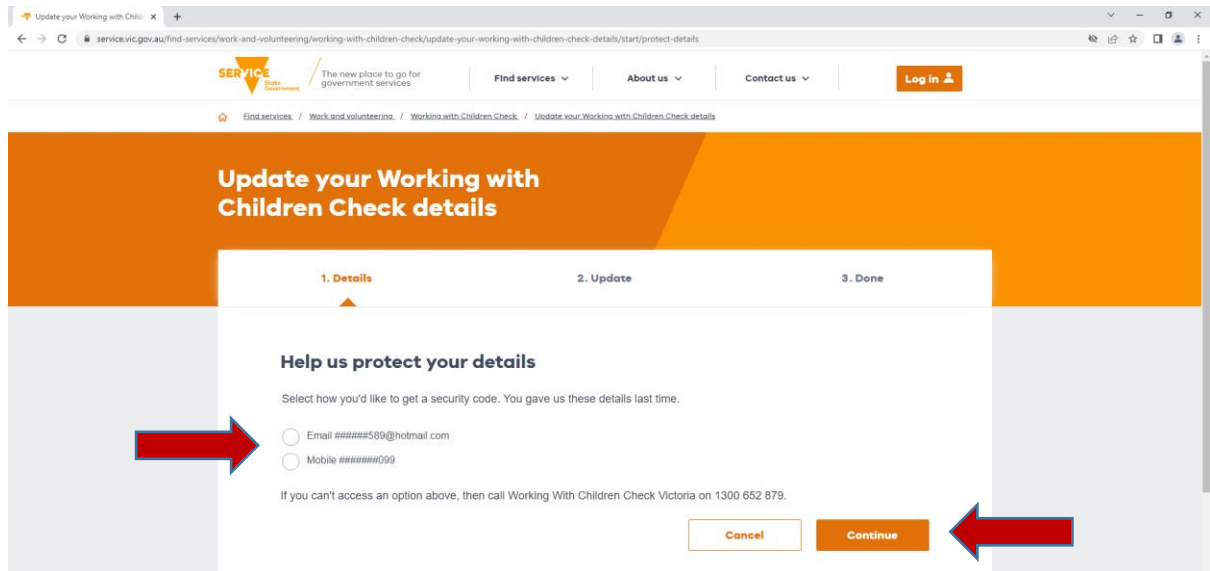
Card/Application number ⓘ

e.g. 1234567A



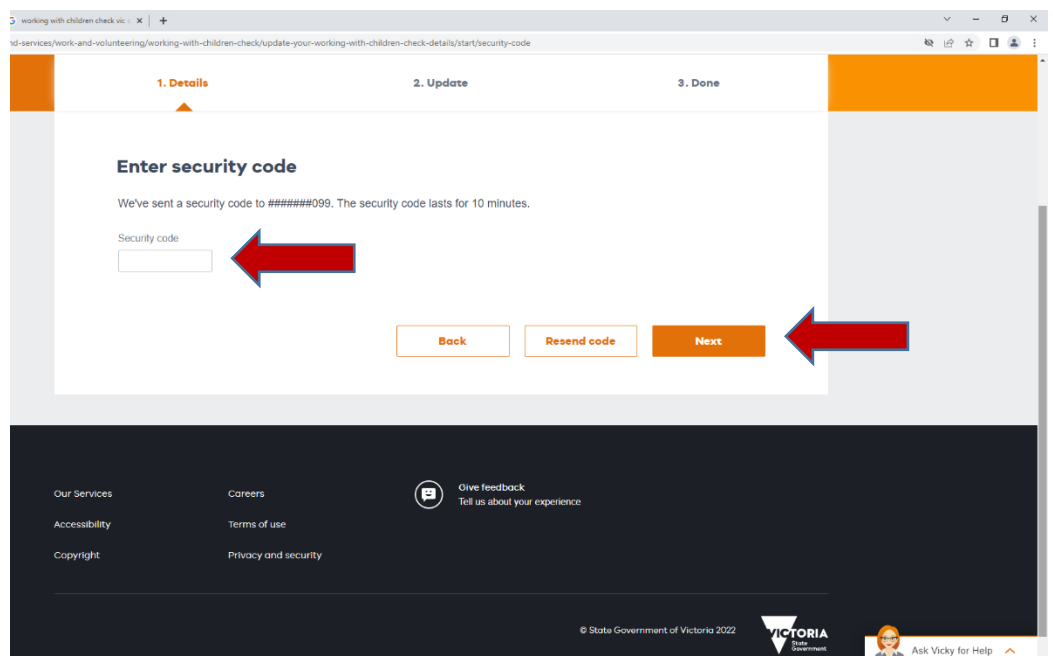
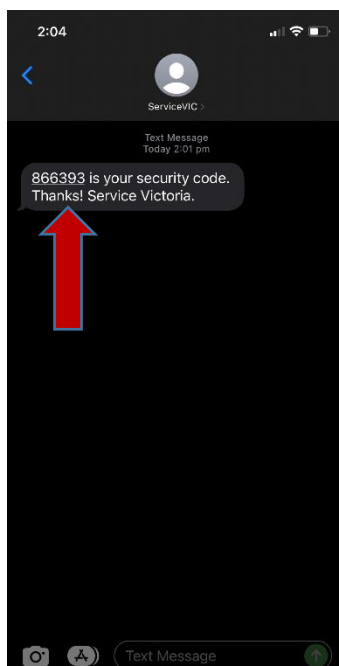
## STEP 9

- The next page you should see, is below. It will ask you where you want your **6-digit** security code sent. Chose whatever device is easier for you to access; whether email or mobile phone.
- You should click one of the options, by clicking inside the 'circle' button.
- Then click the **orange** button that says 'Continue'




## STEP 10

- If you opted for a text message 6-digit security code, it will look like the image below
- This 6-digit security code will then need to be entered into the webpage below
- You will then need to click on the orange button that says 'Next'





## STEP 11


- The next page should look something like this image below
- Where the 'blue' boxes are, please check that all your details are correct




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## Update your Working with Children Check details

✓ 1. Details

2. Update

3. Done

### Update details

Carefully check the information below is correct before you update your details.

Your details

Your card details are displayed below.

Card number

Current card type

Name

Contact details

Please ensure that your contact details are up to date.

Email


Mobile phone

Work phone

Home phone

Home address

Postal address

 Change contact details

## STEPS 12, 13 and 14


- Where it says '**Organisation Details**' and '**Child-related work**' please ensure that you have added the following information


**Organisation details** 

Please provide details for all organisations where you are currently working or volunteering with children. Remove any that no longer apply. Any new organisation you add will receive an assessment notice confirming you've passed your Working With Children Check.

**Name of place**  
ARMADALE AND TOORAK PARTNERED CATHOLIC PARISHES

**Address**  
583 TOORAK ROAD, TOORAK VIC 3142

**Phone**  
0390688600  Remove

 Add an organisation 

To add 'Armadale and Toorak Partnered Catholic Parishes' to your list of '**Organisation details**,' please click '**Add an organisation**' and follow the prompts.

## Child-related work

Select the best fit for your role(s) from the list of child-related occupational fields. If more than one field applies, then list the code for each field.

### Child-related work field

64 Religious organisations

### Role Type

Both


 Remove

### Child-related work field

76 Supervision of a child (under 15 years of age) in employment under the Child Employment Act 2003

### Role Type

Employee


 Remove

### Child-related work field

46 Educational - non-government schools (all primary, secondary, technical and special schools)

### Role Type

Volunteer

 Remove

 Add child-related work

☐ I declare that the information provided is true and correct

Cancel

Update details

To add the above 'Child-related work fields' as shown, please click '**Add child-related work**' and follow the prompts.

Your Role Type will be '**Volunteer**' for all fields.

The final steps are to click the '**square**' box that declares the information you have provided is correct.

Finally, click the **orange** box that says '**Update details**'