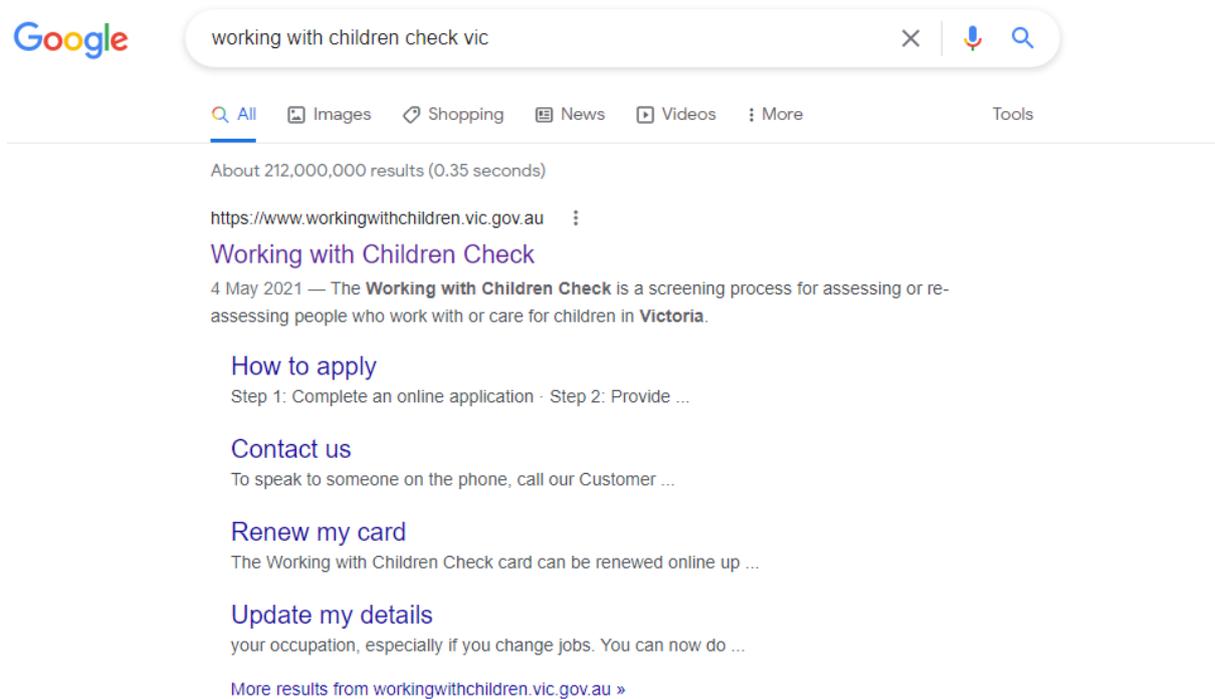


HOW TO ADD AN ORGANISATION TO YOUR WORKING WITH CHILDREN CHECK (WWCC) CARD – if you already have one

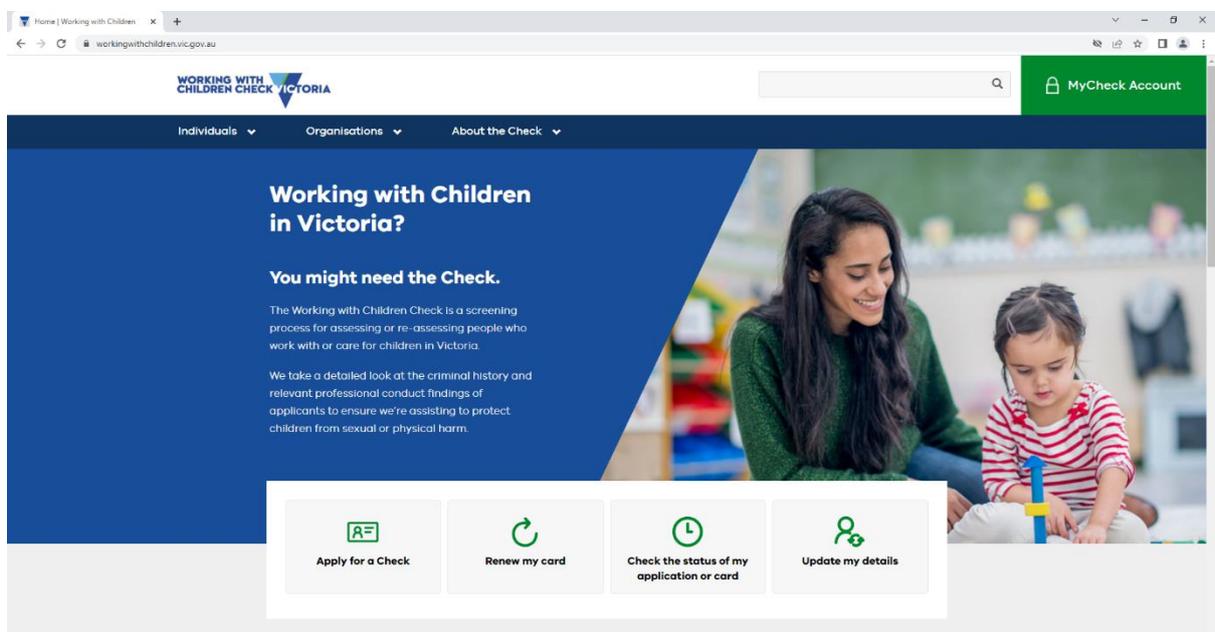
STEP 1

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



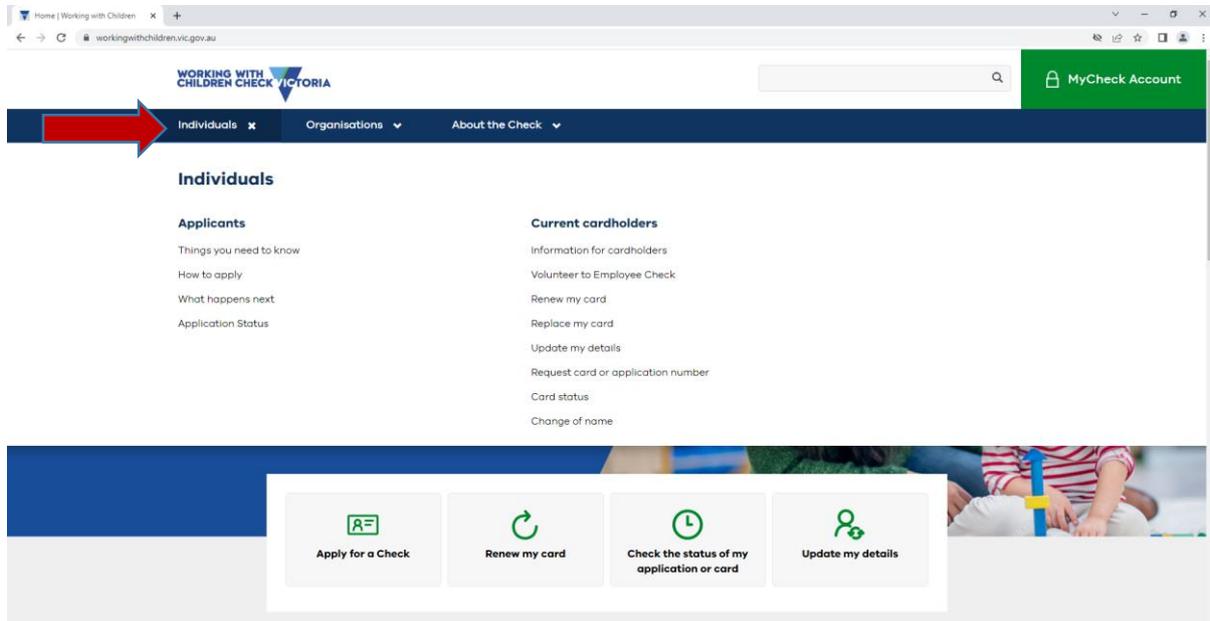
STEP 2

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



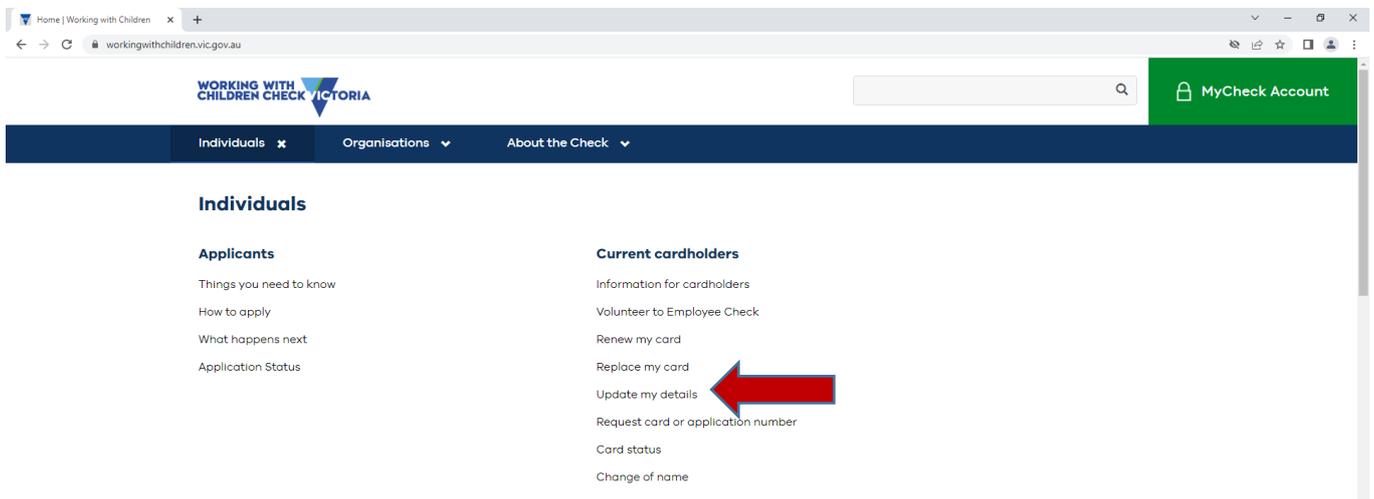
STEP 3

- 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.'

The screenshot shows the 'Update my details' page on the Working with Children Check Victoria website. The page has a blue header with the logo and navigation menu. The main content area has a blue background with the heading 'Update my details' and a sub-heading 'If you've recently moved house, or some of your contact details have changed, you can update your details online.' Below this, there is a list of details that can be updated online, including address, contact details, and occupation. A red arrow points to an orange button labeled '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'

The screenshot shows the 'Update your details' page on the Service Victoria website. The page has an orange header with the heading 'Update your details'. Below this, there is a white box with the text 'Keep your Working with Children Check contact and organisation details up-to-date.' and a clock icon indicating 'This takes about 4 mins'. There are two links: 'Before you start' and 'FAQs'. Below this, there is a list of details that can be updated using the Working with Children Check card number, including address, phone number, email address, and organisation details. There is also a section for 'What you can't do with this transaction', which includes links for 'Change of name' and 'Change of sex'. A red arrow points to an orange button labeled '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 1st line
- **Family/Surname** go in the 2nd line
- You will need to use the drop-down menu to select your **'Date of Birth'**
- Then click the **orange** button that says **'Continue'**

Update your Working with Children Check details

1. Details 2. Update 3. Done

Your details

All given names in full

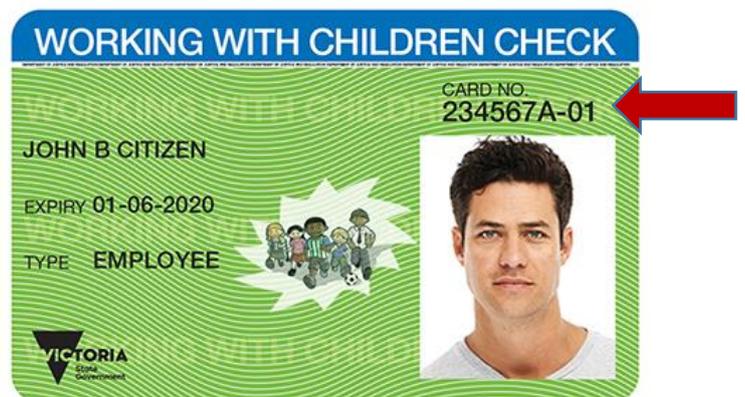
Family name

Date of birth

STEP 8

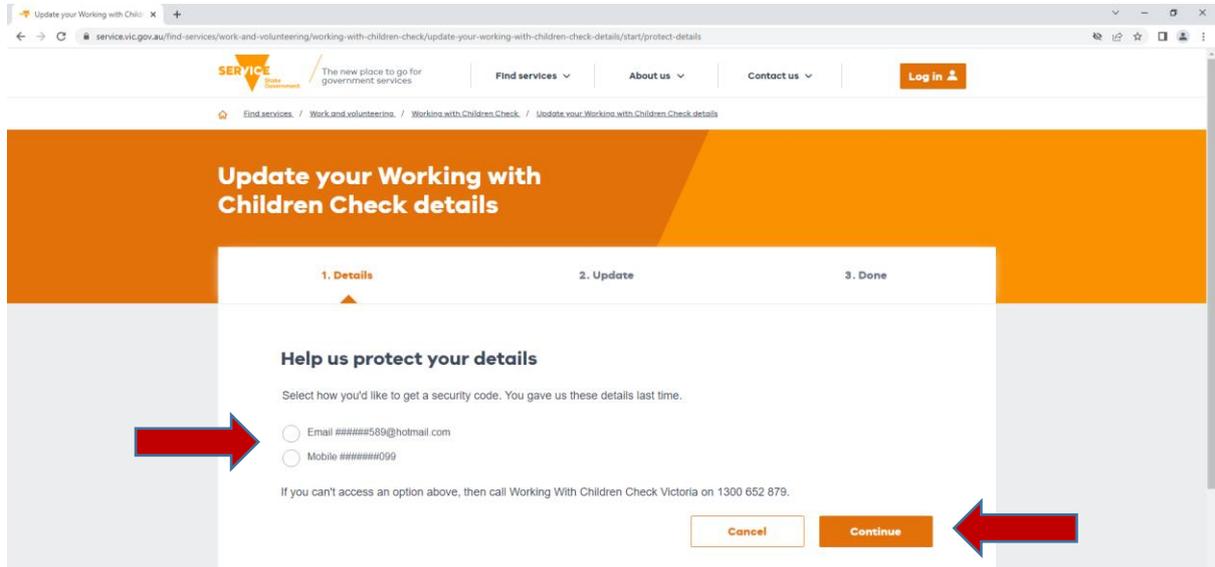
- After you press 'Continue,' you should notice that the 'Card/Application number' line appears. You will need to type in your **'Card No.'** This can be found above your picture on your WWCC Card. Image included below.
- Then click the **orange** button that says **'Continue'**

Card/Application number ⓘ



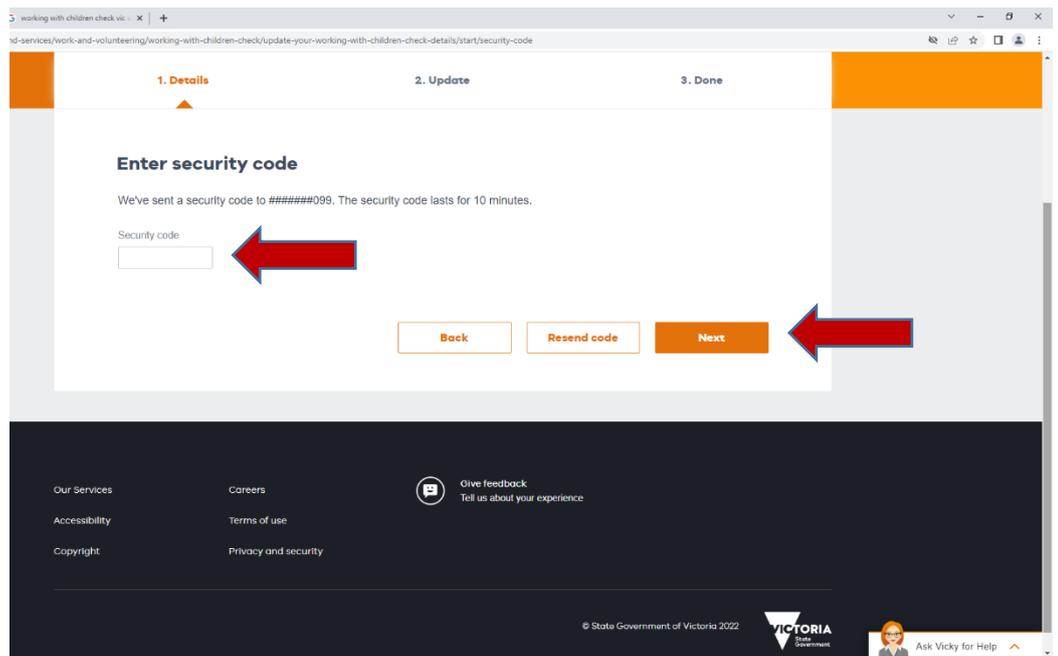
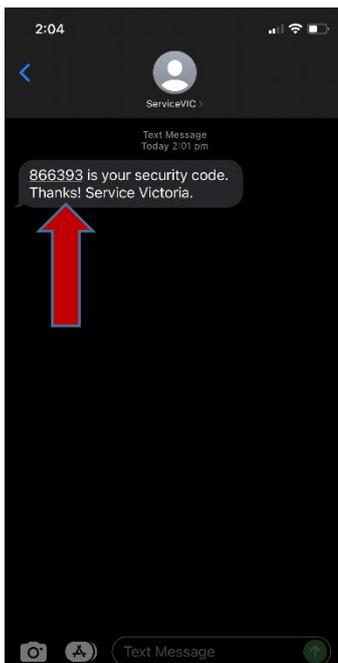
STEP 9

- 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

SERVICE
The new place to go for government services

Find services | About us | Contact us | Log in

Find services / Work and volunteering / Working with Children Check / Update your Working with Children Check details

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
[Blue box]

Current card type
[Blue box]

Name
[Blue box]

Contact details

Please ensure that your contact details are up to date.

Email
[Blue box]

Mobile phone
[Blue box]

Work phone
[Blue box]

Home phone
[Blue box]

Home address
[Blue box]

Postal address
[Blue box]

[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**'