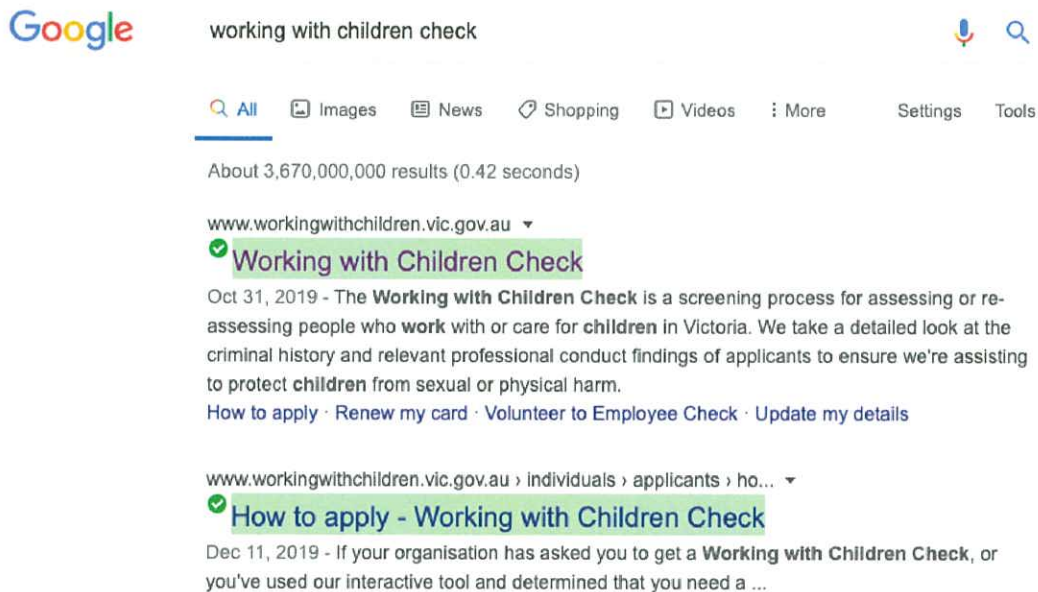


HOW TO REGISTER YOUR VICTORIAN INSTITUTE OF TEACHING (VIT) CARD WITH WORKING WITH CHILDREN CHECK (WWCC) VICTORIA

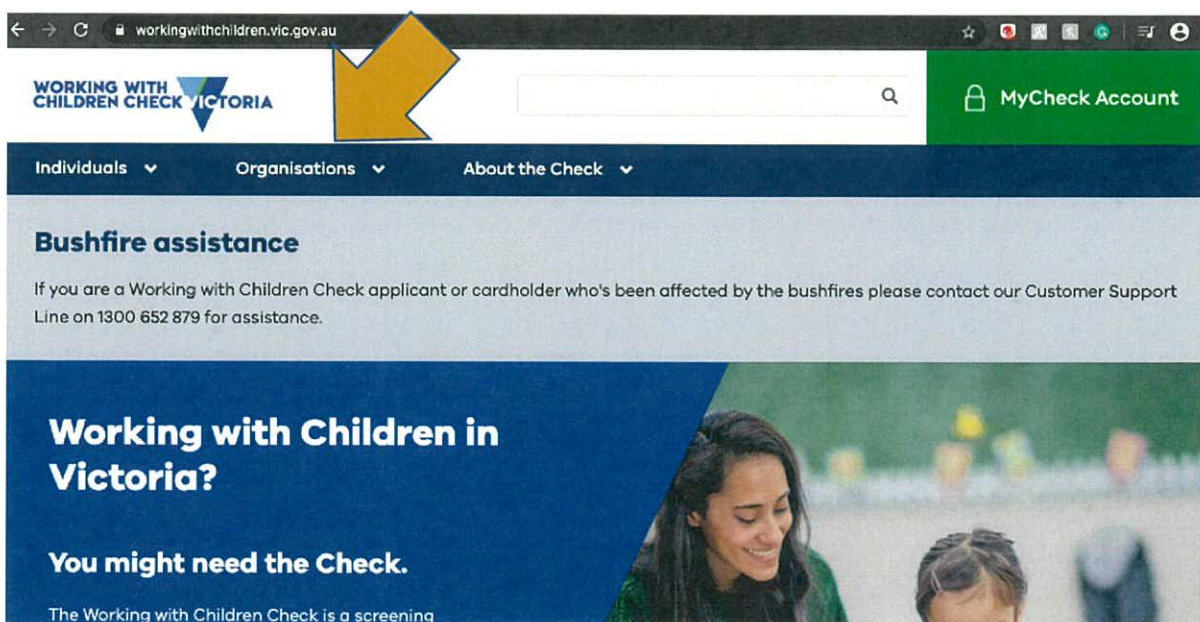
STEP 1

- SEARCH 'WORKING WITH CHILDREN CHECK' OR
- VISIT – www.workingwithchildren.vic.gov.au



STEP 2

- THIS IS WHAT THE 'HOME PAGE' OF 'WORKING WITH CHILDREN CHECK VICTORIA' LOOKS LIKE.
- IF YOU ALREADY HAVE A 'VICTORIAN INSTITUTE OF TEACHING (VIT) CARD' CLICK THE 'ORGANISATIONS' LINK ON THE TOP OF THE PAGE OPTIONS OF THE SCREEN.
- THIS LINK WILL SHOW YOU MULTIPLE LINKS. PLEASE CLICK 'VICTORIAN TEACHER INFORMATION.'



Organisations

What organisations need to know

Explaining the Check

Organisation obligations

Legislation for organisations

Victorian teacher information

STEP 3

- AFTER CLICKING THE 'ORGANISATIONS' LINK, FOLLOWED BY 'VICTORIAN TEACHER INFORMATION', IT WILL TAKE YOU TO THIS PAGE.

Victorian teacher information

If your workers are registered with the VIT, they're exempt from the Check. Here are the key differences and what to do if their registration status changes.

STEP 4

- SCROLL DOWN THE PAGE UNTIL YOU SEE THE HEADING 'REQUIREMENT FOR TEACHERS TO NOTIFY WWCCV OF CHILD-RELATED WORK' AND CLICK 'GO TO THE TEACHER NOTIFICATION FORM' LINK BUTTON.

Requirement for teachers to notify WWCCV of child-related work

All teachers and early childhood teachers registered with VIT must notify Working with Children Check Victoria (WWCCV) of any child-related work they do outside of their teaching in a school or early childhood service, regardless of whether it is paid or voluntary work. If a teacher's VIT registration is suspended or cancelled, WWCCV may notify the relevant organisations that the teacher exemption no longer applies.

A registered teacher who does child-related work- other than teaching in a school or early childhood service- must notify WWCCV of this work by completing the Teacher notification form.

STEP 4

[Go to the Teacher notification form](#)

- IF YOU HAVE ALREADY REGISTERED YOUR VIT CARD REGISTRATION NUMBER, WITH 'WORKING WITH CHILDREN CHECK VICTORIA' YOU JUST NEED TO MAKE SURE YOU ADD 'PARTNERED PARISHES OF ARMADALE AND TOORAK' TO YOUR LIST OF ORGANISATIONS.
- **WE ADVISE ALL TEACHERS TO READ THE INFORMATION PROVIDED ON THIS WEBSITE BEFORE PROCEEDING.**

STEP 5

- THIS IS WHAT THE 'TEACHER NOTIFICATION FORM' WEBPAGE LOOKS LIKE.
- AS IT SAYS ON THE TOP RIGHT-HAND CORNER OF THE SCREEN, THIS APPLICATION PROCESS SHOULD TAKE ONLY 5 MINUTES.
- TO START THE PROCESS, PLEASE CLICK THE 'GET STARTED' LINK, ON THE BOTTOM RIGHT-HAND CORNER OF THE SCREEN.

THE WEBSITE IS: <https://service.vic.gov.au/services/teachers-notifications/>

Teacher notification

Notify Working with Children Check Victoria of your other child-related work.

This takes about **5 mins**

→ **How it works** → What you'll need → FAQ

Teachers registered with the Victorian Institute of Teaching (VIT) must:

- inform Working With Children Check Victoria (WWCCV) of any other child-related work you do
- notify WWCCV within 21 days of starting any new child-related work

We'll pass information you give us now on to WWCCV.

We'll also inform your contact at your added organisation that you named them.

Please note, if your teacher registration is suspended or cancelled, WWCCV may inform your organisation(s) you're no longer exempt from a WWC Check.

By continuing you agree to Service Victoria's [privacy and security policy](#).

A program of

WORKING WITH CHILDREN CHECK VICTORIA

Get started

Ask Vicky for Help

STEP 6

- ONCE YOU CLICK THE 'GET STARTED' LINK, IT WILL TAKE YOU TO THIS PAGE.
- FILL IN YOUR 'CONTACT DETAILS.'

Your contact details

1 Your details

2 Org details

3 Review

4 Done

You'll use your email to access and update your record of those organisations where you are doing child-related work.

Email

Confirm email

Mobile phone (optional)

Your details

1 Your details

2 Org details

3 Review

4 Done

Teachers doing child-related work outside their teaching role must tell Working with Children Check Victoria who else they work or volunteer with.

Family name

All given names in full

Teacher registration number

STEP 7

- FILL IN YOUR ORGANISATION DETAILS. BELOW IS THE FOLLOWING INFORMATION YOU WILL NEED TO PROVIDE:
 - ORGANISATION NAME: PARTNERED PARISHES OF ARMADALE AND TOORAK
 - ORGANISATION CONTACT NAME: DELISA GONSALVES
 - ORGANISATION EMAIL: ARMADALE.TOORAK@CAM.ORG.AU
 - CONTACT NUMBER: 03 9068 8600
- IF IN DOUBT PLEASE CALL THE 'VICTORIAN INSTITUTE OF TEACHING.'



**Please contact the Victorian
Institute of Teaching on 1300 888 067.**