

Working With Children Checks and the VMTA: Our Obligations and Yours

By June 30 2010, VMTA must be able to verify that all members who teach children under 18 and who are listed in our public teacher directory (available on our website or by phoning our office) hold either a "Current Assessment Notice" for the Working With Children check (WWC Check), or a registration with the Victorian Institute of Teaching (VIT). By law, copies of these documents must be held in the VMTA office.

Who needs a Working With Children Check?

Anyone who works with or teaches children under the age of 18 in either a supervised or unsupervised capacity. This applies to all persons, irrespective of whether they are or are not members of the VMTA. Teachers registered with the Victorian Institute of Teaching are exempt from the Check.

How will the public know who is registered to teach children under 18?

On our public teacher directory, once we have received a copy of your WWC Check or VIT registration, we will simply add the acronym 'WWC' or 'VIT' next to your name. We will put a disclaimer on the website that makes it clear that these people are registered to teach children under 18.

What if I don't teach children under 18?

If you don't teach children under 18, you will remain on our teacher directory as normal. You will not have the letters 'WWC' next to your name, and parents/students will know that you are not registered to teach children under 18.

What if I don't want to be listed on the website?

Not all VMTA members are listed on our public teacher directory (for example, those who are no longer teaching but still wish to be full members of the VMTA, or those who do not wish to advertise themselves). On your subscription renewal form, there is an option to tick a box if you do not wish to be listed. Please note that, even if you are not listed on our public teacher directory, after June 30 2010 it will be illegal to teach children under 18 without either the WWC check or VIT registration.

What do I need to do?

The VMTA will need to be able to verify that all those teachers with 'VIT' or 'WWC' next to their names have a current VIT registration or WWC Assessment notice.

Together with your annual VMTA subscription, please include either:

***A clear photocopy of your Victorian Institute of Teaching card
(showing your name, registration number and expiry date)***

OR

A copy of your WWC assessment notice

OR

***A clear copy of your WWC card
(showing your name, number and expiry date)***

When either your VIT registration or WWC Check expire, you will need to send VMTA a copy of the new notice/card. It is in your own interest to send your new notice/card copy to VMTA as early as possible, to avoid the letters from being removed from your name. VMTA is obliged to monitor expiry dates of VIT and WWC, and to remove the letters VIT or WWC from your name on the date of expiry, unless you have sent VMTA a new notice/card copy. In cases where we have had to remove the letters VIT or WWC from a member's name because that person's notice/card has expired, we shall reinstate the letters once the person concerned forwards to VMTA a new copy of the check/card.

What if I don't have my WWC check yet?

Where teachers already have the WWC check, it is easier for all concerned if you simply send in the WWC check with your subscription in December. However, we understand that some teachers may not have obtained their checks yet. If you haven't yet applied for a WWC check, simply nominate VMTA as an agency (there is provision for this on page 3 of the WWC check application form), and we will automatically receive a copy of your assessment notice. No further action is required.

Please pay your VMTA subscription before January 31 as normal. If you wish to be listed on our website as being registered to teach children under 18, we must have a copy of your WWC check or VIT registration by June 30, 2010. Please note, however, that the letters 'WWC' or 'VIT' will not be added to names on the website until the cut-off date, 30 June 2010.

How do I apply for a WWC Check?

You can obtain a Working With Children Check Application Guide and Form from an Australia Post retail outlet. You will need to take: *(This information was updated January 2014)*

- the Application Summary and Receipt that you printed at the end of the online application or the paper form you have filled in
- a passport-size photo of yourself
- documents that prove your identity
- the fee of \$102.70 if you are applying for an Employee Check. This fee is not refundable. Volunteer Checks are free.

Contact for further information regarding the WWC check:

Working With Children Check Information:
The Justice Department of Victorian
Website: www.justice.vic.gov.au/workingwithchildren
Information line: 1300 652 879
Email: workingwithchildren@justice.vic.gov.au