

Recovery Educator

How to apply for your Working With Children's Check (WWCC)

TRAINEE (volunteer)

discovery college is a youth-focused recovery college. Everyone who is involved as a Recovery Educator is required to have a Working with Children's Check (WWCC). This is because of the [Working with Children Act 2005](#). You won't be able to start working with us until you have completed the WWCC.

For more information on why you need a WWCC, head to

<http://www.workingwithchildren.vic.gov.au>

- There is no cost for WWCC for a volunteer
- The card will need to be renewed every 5 years
- If you become a paid contractor (Recovery Educator), you will need to upgrade to a paid version of the WWCC. You will need to pay for this.
- You will need to provide ID documents and a photo

To apply for a WWCC, you can:

- complete the form online: <http://www.workingwithchildren.vic.gov.au>, and then take it to any Australia Post outlet to submit it
- go straight to Australia Post and complete the form in person

To complete the application, you will need the following information:

Organisation details

Organisation name	DISCOVERY COLLEGE - HYEPP - ALFRED HEALTH
Postal number and street	LEVEL 1, 973 NEPEAN HIGHWAY
Suburb	BENTLEIGH
State	VIC
Postcode	3204
Phone	0407861205

Occupational fields

Occupational field	52 Educational - other institutions providing children's study or training programs
Type	Employee

Please read the information on the website carefully. We are all responsible for our own WWCC. If you need help with the process, please let us know and we can give you a hand.

FAQS

I'VE FINISHED MY CHECK! WHAT DO I DO NOW?

1. Once your check is complete, you will be given an application / card number
2. Send your application / card number through to us at info@discovery.college

You must bring your WWCC card to every meeting / course.

You don't need to show it to us,
but you do need to have it with you in case someone asks to see it.

WHAT IF I ALREADY HAVE A WWCC?

Great! You can log in to your account via the [website](#) and just add us to your current WWCC!
Update your details with the information below:

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Send your application / card number through to us at info@discovery.college

WHAT IF SOMETHING CHANGES?

The Victorian Department of Justice and Community Safety **will not** let us know if your criminal record changes.

If something happens that you think would affect your WWCC, it is your responsibility to let us know.

WHEN DO I NEED TO RENEW MY WWCC?

Once you receive your WWCC card, it will have an expiry date on it. It is **your responsibility** to make sure your WWCC is current.

If your WWCC expires and you do not renew it, you won't be able to work with us.